



Housing
Visitor Request Form

(One Request Per Room)

(Maximum allowed: single room = 1 person, double room = 2 people)

Name: Last First Female Male Country:

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Arrival Date: Arrival Time:
Departure Date: Departure Time:

Building/Room Preference:

Hale Manoa Hale Kuahine Lincoln Hall
Single Double Single Double Studio
1 bedroom with kitchen (limited availability)

Is visitor an EWC Alumnus? Yes No

Requester Name: Last First Telephone:
E-mail Address:

Mailing Address:

Requester Status: EWC participant/resident EWC Staff EWC Alumnus
Affiliated with an educational institution* Organization's Name

*Provide appropriate verification of requester's or sponsor's affiliation
(e.g., verification on organization's letterhead, photocopy of faculty/student ID etc.)

Advance Deposit Required:

Advance deposit submitted \$ (Deposit will be refunded/returned if reservation request cannot be confirmed.)
Provide Visa, Mastercard or Diner's Club information to waive advance deposit requirement.
Cardholder's name: Visa Mastercard Diner's Club
Card Account #: Expiration Date:
CVV2/CVC2 code. Last 3 numbers located on the back of the credit card.

Bill Instructions: Bill guest Bill to requester at above address

I have read the Visitor Regulations and agree to abide by them

Requester's Signature Date

For Office/Desk Clerk Use only:

Receipt # Amount Cash Check Rec'd Date
Assigned by: Gst Type: 3GST 2ALM 2STF 3NON Hall/Rm#

East-West Center
Visitor Regulations

1. **Visitor Reservations.** Reservations are normally confirmed six months prior to arrival on a space available basis. Allow at least one working day to process reservation requests.
2. **Eligibility.** Visitor housing requires sponsorship by EWC staff, participants, or alumni. Eligibility may also be satisfied by an educational affiliation or sponsorship. Children accompanied by parents are allowed to reside in Lincoln Hall only.
3. **Length of Stay.** Visitors are limited to a maximum stay of 20 nights. Individuals may qualify for extended/semester housing through the Special Housing Program. Contact the Housing Reservation office for more information.
4. **Deposits, Requester Responsibility & Penalty Charges.** An advance deposit of one night's rent is required. The deposit requirement will be waived if the requester provides acceptable credit card information or an institutional sponsor's statement guaranteeing payment of possible penalty charges. The requester is responsible for the conduct of his/her guest(s) as well as any losses, damages, penalty charges or unpaid room accounts.

A cancellation charge equal to one night's rent will be charged if a request is not canceled at least 72 hours prior to the scheduled arrival.

The Housing Reservations office should be notified of any changes in arrival or departure dates/time.

Reservation office – (808) 944-7805 Fax – (808) 944-7790 E-mail – housing@eastwestcenter.org

5. **Check-ins & -outs.** Check-ins & -outs are processed at the respective residence hall desks. Hale Manoa is open 24 hours. Lincoln Hall and Hale Kuahine desk hours are 8:00 a.m. - 8:00 p.m. (After-hour check-ins are processed at Hale Manoa).

Check-in time -- 2:00 p.m. Check-out time -- 10:00 a.m.
Please check with the Housing office for exceptions to these times.

6. **Payment.** Visitors are required to pay for their room charges upon check-in. Mastercard, Visa, traveler's checks and personal checks (in US dollars) are accepted. Personal checks must be payable to the East-West Center for the exact amount. Third party checks are not accepted.

Visitor Rates*

Hale Manoa and Hale Kuahine (dormitory rooms with shared bathroom facilities) Telephone service, broadband internet connectivity, bedding and linen are provided in all rooms. Room cleaning services, towels and soap are not provided. Towel packets are available at the front desk for a nominal cost. Double rooms are furnished with 2 single beds. Smoking is not allowed in dormitories.

Single room	\$27.00 per night
Double room (single or double occupancy)	\$37.00 per night

Lincoln Hall (rooms with private bathrooms) Telephone service, cable TV, broadband internet connectivity, bedding, linen and towels are provided. Rooms are cleaned Monday through Friday. All apartments have only one double bed.

Studio (single or double occupancy)	\$52.00 per night
1-bedroom with kitchen (single or double occupancy)	\$69.00 per night

Persons checking in between 12:00 midnight to 6:00 a.m. will be charged for the previous night.

* Rates are subject to change