



*East-West Center's Hale Mānoa*



*East-West Center's Abraham Lincoln Hall*



*East-West Center's Hale Kuahine*



EAST-WEST  
CENTER

# HOUSING GUEST HANDBOOK

FEBRUARY 2020

## Introduction

Welcome to East-West Center Housing. We hope the following information will prove useful in speeding your integration into our community. The Center maintains three housing facilities for its guests— Hale Mānoa, Hale Kuahine, and Lincoln Hall. Each building has a front desk that provides a variety of services to guests.

### Hale Mānoa

Hale Mānoa is a 13-floor student dormitory serviced by two elevators. It is comprised of single (7'x14') and double (14'x14') rooms. Certain floors or units are designated for male only or female only room assignments. Other areas are coeducational. Rooms are arranged in units, with each unit, consisting of a combination of double and single rooms. Each living unit has shared bathroom facilities. Rooms contain a desk, dresser, chair, bed, telephone, fan, clock radio, bookshelf and closet space. All rooms feature broadband internet access. Linen including pillow, two sheets, and a pillow slip are provided. Communal kitchen facilities and coin-operated laundry machines are located on each common floor. In addition, guests have access to lounges for TV viewing and small meetings or social functions.

### Hale Kuahine

Hale Kuahine is a four-floor student dormitory with no elevator. Physical arrangements are similar to Hale Mānoa. Hale Kuahine and Hale Mānoa generally house the Center's long-term degree students, short-term conference participants and other non-center guests.

### Lincoln Hall

Lincoln Hall is a four-floor guest house serviced by one elevator that generally houses visiting scholars, short-term conference participants and other non-Center guests. Studios and one-bedroom apartments with kitchenettes are available. All units are furnished with telephone, cable TV, refrigerator, ceiling fans and private bathrooms. All rooms feature broadband internet access. Housekeeping service is provided Monday to Friday.

**Smoking and all electronic smoking devices are prohibited by law in all East-West Center buildings and within 20 feet of any entrance, exit, operable window or ventilation intake (HRS 328J).**

The residence halls are administered by the Housing Office, located on the ground floor of Hale Mānoa. Office hours are 7:45 a.m. to 4:30 p.m., Monday to Friday. Telephone numbers for the office are 944-7805 for housing reservations and 944-7809 for repairs and services.

## Front Desks

The front desks serve as the reception and information centers for the residence halls and provide various services for guests.

- Hale Mānoa Desk | Ext. 7960 | Open 24 hours a day.
- Hale Kuahine Desk | Ext. 7813 | Hours vary.
- Lincoln Hall Desk | Ext. 7816 | Open daily: 8:00 am to 8:00 p.m.

Services available through the front desks include the following:

- Processing arrival and departure of guests.

- Processing of maintenance requests
- Loan of duplicate room keys (appropriate ID required).
- Receiving messages for guests.
- Reservations for use of facilities (i.e., reserved lounges).
- Making change of up to \$5.00.

## Arrivals, Departures and Keys

Hale Mānoa desk is open 24 hours. After-hour arrivals and departures are processed at the Hale Mānoa front desk.

### Check-In Procedures:

**Check in time is 2:00 p.m.** Incoming guests must check in at the front desk to register, get their room assignment, room keys and, if applicable, pay for their stay. Guests are issued key cards that will open their individual room and building security door (room keys will also open the unit storage rooms at Hale Mānoa and Hale Kuahine).

**Room rental charges are due one month in advance.** Payment is due on or before the 5th day of each month. A late fee of \$25 will be charged each month accounts are past due.

**Room assignments are made for the entire length of stay, but changes may be requested.** Room change requests are processed through the front desk.

**Guests should always carry their key and keep their room locked at all times.** If a key is left in the room or lost, a new key may be requested at the front desk. Two new room keys will be provided per month at no charge. All subsequent requests will incur a \$5.00 charge.

**A limited amount of storage space for luggage and personal belongings is available for guests.** Stored items should be properly packed and identified. These items must be removed whenever a resident checks out of the unit. Fire safety regulations forbid the storing of empty boxes, crates and other flammable items.

**The East-West Center assumes no responsibility for loss of property by fire, theft, or other damage.** Guests are encouraged to obtain property insurance coverage through an insurance carrier.

### Check-Out Procedures

**Check out time is 10:00 a.m.** Exceptions to the check out policy are based on availability. An unauthorized late check out will result in a one night's charge.

**Guests are considered checked out only when their keys are returned to the front desk.** Additional room charges can be avoided by returning room keys upon departure. Guests of Lincoln Hall or Hale Kuahine who plan to leave when the desk is closed need to clear their room rental accounts before the desk closes and deposit room keys in the front desk key drop upon leaving.

**Items left in rooms, storage areas or in building common areas are not the responsibility of the East-West Center.** Guests will be assessed a nightly rate if the room is left occupied by personal belongings.

## Visitors

**Visitors should be received in the lobby and must be accompanied by a resident at all times while in the building.** The host will be responsible for the behavior of their visitors while in the residence halls and adjacent areas.

**There are no restrictions on visitation, but the presence of visitors in the living units must not be a nuisance or inconvenience to the other members of the unit.**

**Please ask visitors to park in the green Pay-to-Park visitor's stalls located at various locations on the Upper Campus, or in the Lower Campus parking structures.** Parking adjacent to the dormitories is for loading and unloading only. Unattended or unauthorized vehicles will be ticketed and may be towed. More information about campus parking is available from: <https://manoa.hawaii.edu/commuter/>

**Overnight visitors may be accommodated on a space available basis.** Accommodations are available for periods up to twenty nights. Visitor Request forms are available at the reception desk of each hall. **Room usage is for registered individuals only. Under no circumstances may rooms be transferred by loan or sublet to another person(s).**

## Housekeeping Services

**Hale Mānoa and Hale Kuahine guests are responsible for cleaning their own rooms.** A broom and dustpan are available in each unit, and a mop is available in the laundry room. Linen may be exchanged at the reception desk.

**Lincoln Hall apartments are cleaned daily between 9:00 a.m. and 5:00 p.m., except Saturdays and Sundays.** Beds are made up daily but linen is exchanged once a week.

**General cleaning and fumigation of the public areas and the cleaning of kitchens is conducted throughout the year.** Guests will be notified as to special procedures during these periods.

## Mail and Messages

### Mailboxes

- EWC Housing guests who have a minimum of thirty (30) nights remaining on the reservation are eligible to apply for a Hale Mānoa or Hale Kuahine lobby mailbox.
- Applications are available outside the EWC Mailroom located in the Hale Mānoa lobby.
- Hale Mānoa/Hale Kuahine lobby mailbox holders include access to parcel lockers for oversized deliveries.
- Guests can request mail forwarding services from the EWC mailroom at Hale Mānoa (EWC is a business address. USPS does not provide mail forwarding from business addresses.)

### Mail Routing

**For guest mail/messages/packages hand delivered to the Hale Mānoa Front Desk:**

- Mail, messages, and packages will be scanned and labelled at the Hale Mānoa Front Desk.
- Guests will receive an email notice at the guest email address provided at guest check-in.
- Guest should bring email notice and photo ID to Hale Mānoa Front Desk to collect their mail/message/package.

### **For mail and packages sent through the USPS:**

- EWC Mailroom picks up USPS mail/packages daily, Monday-Saturday (excluding Federal holidays).
- ***USPS mail/packages for guests that have secured a Hale Mānoa/Hale Kuahine mailbox:***
  - Mail will be sorted to the guest mailbox.
  - Oversized packages will be placed in a parcel locker and the parcel locker key will be placed in the guest mailbox.
- ***USPS mail/packages for guests that do not have a Hale Mānoa/Hale Kuahine mailbox:***
  - Mail, messages, and packages will be scanned and labelled at the Hale Mānoa Front Desk.
  - Guests will receive an email notice at the guest email address provided at guest check-in.
  - Guest should bring email notice and photo ID to Hale Mānoa Front Desk to collect their mail/message/package.

## **Telephones**

### **Placing a Local Call Using an EWC Telephone:**

- The prefix for all EWC office and dormitory telephone numbers is 944-. To call a telephone number within the EWC system from a EWC phone, dial only the last four-digits of the number, for example, 9999.
- To call a number outside of the EWC telephone system from a EWC phone, dial "9," then dial the seven-digit number.
- Telephone numbers for University of Hawaii offices begin with 956- and are outside of the EWC system.

### **Placing Long Distance Telephone Calls:**

- Long distance calls can be placed by using a calling card or long distance service provider.

## **Facsimiles (Fax)**

**Facsimiles may be sent from most commercial copy centers, such as Kinko's.** (Check the Yellow Pages of the phone book for other listings).

## **Internet Access**

**Wi-Fi internet access is available in all rooms and apartments.** Bandwidth is shared with all EWC Housing residents. Due to the many variables affecting internet performance, actual speeds will vary. Internet access is provided for individual or personal use only. Commercial or institutional use is prohibited. Guests must adhere to the Housing Net's Acceptable Use Policy.

## **Connecting to Wi-Fi in 4 Easy Steps**

1. **Connect to the wireless network "EWC-Housing."** Open your favorite web browser and you will be automatically directed to the Device Registration portal.

Please complete the form below to REGISTER your Device

Device Registration	
* Your Name:	<input type="text"/> <small>Please enter your full name.</small>
* Email Address:	<input type="text"/> <small>Please enter your email address.</small>
* Reservation Number:	<input type="text"/> <small>Enter your Reservation Number</small>
* Room Number:	<input type="text"/> <small>Please enter your Room Number</small>
* Confirm:	<input type="checkbox"/> I accept the <a href="#">terms of use</a>
<input type="button" value="Register"/>	

\* required field

**2. At the guest portal, enter the following information:**

- Name
- Email Address
- Reservation Number
- Room Number (Must have 4 digits e.g. 1205J, 0908C, 0302A etc.)
- Acceptance of Terms (Check box)

**3. After completing the steps above, click the “Register” button. This will bring you to the Device Registration Confirmation page.**

Please complete the form below to REGISTER your Device

Device Registration	
* Your Name:	your name <small>Please enter your full name.</small>
* Email Address:	your_email@test.com <small>Please enter your email address.</small>
* Reservation Number:	00000 <small>Enter your Reservation Number</small>
* Room Number:	0000 <small>Please enter your Room Number</small>
* Confirm:	<input checked="" type="checkbox"/> I accept the <a href="#">terms of use</a>
<input type="button" value="Register"/>	

\* required field

The Device Registration Confirmation will present you with your information as you entered it into the system.

4. **If the information is displayed correctly, click on the “confirm” button. At that point your device will be registered on the network and will have internet access until your departure date.** Additional devices will also require you to follow the same registration process to access the network.



Device Registration Confirmation	
Guest's Name:	your name
Email Address:	your_email@test.com
Reservation Number:	00000
Room Number:	0000
<input type="button" value="Confirm"/>	

Although your device has been registered on the network, it may be necessary to reconnect. Return to your device's Wi-Fi network selection screen and reselect the EWC-Housing network. You should be now connected to the network. Write down your room and reservation number in case you would like to register additional devices at a later date.

#### **Still having trouble connecting to the internet?**

Contact the HousingNet Help Desk at 808-748-7801 or [support@netenterprise.com](mailto:support@netenterprise.com).

## **Kitchens**

A variety of food service options are available on the University of Hawai'i campus including flexible meal plans which can be used at Hale Aloha dining hall or at other locations throughout campus: For additional information: <https://uhm.sodexomyway.com/>.

**You may prefer to prepare some or all of your meals in shared kitchen facilities.** The kitchens can get very crowded, thus cooking during non-peak hours may be advisable.

**Please note that cooking is not permitted in dormitory rooms or Lincoln Hall studio units.** As a fire safety precaution, power to kitchen stoves and ovens is turned off from 11:00 p.m. to 7:00 a.m. daily. Microwave ovens are available 24 hours.

**Maintaining kitchen cleanliness is everyone's responsibility.** Please help minimize pest problems by cleaning up after yourself. This includes the cleanup of personal cookware and utensils, the sink, cooking surfaces, countertops and dining areas. Also please wrap all garbage tightly in plastic bags before depositing it in the kitchen trash containers.

**Kitchen space is limited.** Please do not leave your appliances, dishes and utensils in the common areas. A kitchen cabinet is assigned to your room for the storage of these items.

**Refrigerators in the kitchen are for public use.** Items stored in the refrigerator should be clearly labeled with your name, date and room number. Refrigerators are routinely cleaned and items not properly identified will be discarded.

**You may wish to rent or purchase a new or used refrigerator.** Small refrigerators (less than 3 cubic feet) and microwave ovens (not exceeding 1500 watts) are permitted in resident rooms. Larger personal refrigerators placed in designated common areas require Housing office approval. Refer to *Resident Conduct Code*, Cooking section for additional information.

## Bathrooms

Each living unit has shared bathroom facilities. Maintaining bathroom cleanliness is everyone's responsibility. Please help by cleaning up after yourself. We would like to provide a few guidelines intended to make living here an enjoyable experience.

### Co-educational (Coed) Living Units

- The bathrooms in coed living units require special attention and courtesy.
- Guests in coed units should wear appropriate clothing and should respect an individual's concern for privacy.
- If someone of the opposite sex is showering, please wait until he/she is finished before entering the shower area.

### Energy and Resource Conservation

- Turn off lights/fan after use and turn water faucet handles securely to prevent dripping.

### Personal items

- Please do not leave your personal items in the shower stalls.
- A cabinet is assigned to your room for the storage of these items.

### Sinks

- Do not soak or wash dishes in the sink.
- Do not wash your feet in the sink.
- Do not leave clothes soaking in the sink.
- Mop or wipe up water spillage from the floor or the counters.

### Toilets

- Flush toilet after each use and leave the seats clean and dry when you are finished.
- Do not flush sanitary napkins down the toilets. Please use the disposal bags and waste containers provided.

## Other Resident Services

### Coin-operated washing machines and dryers (and laundry detergent dispensers)

- Hale Mānoa -- at the 'Ewa end of each common floor
- Hale Kuahine -- ground floor laundry room
- Lincoln Hall -- basement

**Personal laundry must not be washed or hung in unit bathrooms.**

### Coin-operated Vending Machines

- Hale Mānoa -- ground floor (cold drinks, food, candy)



- Hale Kuahine -- front lounge (cold drinks), laundry room (laundry detergent)
- Lincoln Hall -- basement (cold drinks, laundry detergent)

#### **TV lounges**

- Hale Mānoa -- 309, 609, 909, 1206
- Hale Kuahine -- ground floor

#### **Kitchens (Hours 7:00 a.m. - 11:00 p.m.)**

- Hale Mānoa -- 04 & 11 lounges on each common floor
- Hale Kuahine -- Courtyard and D Wing on ground floor

#### **Ice Machines**

- Hale Mānoa -- 6<sup>th</sup> floor laundry room
- Hale Kuahine -- ground floor laundry room
- Lincoln Hall -- basement laundry room

#### **Hale Mānoa only**

- Lounges -- 601, 914, 1214 lounges (reservation required)
- Music lounge -- 1209 lounge

## **East-West Center Smoking Policy**

The East-West Center No Smoking policy is in accordance with Hawaii Law (HRS, Title 19, Chapter 328J).

The University of Hawai‘i, which is separate from East-West Center campus, is a smoke free campus. Smoking violations are subject to fines.

Smoking is defined as inhaling, burning, or carrying any lighted or heated tobacco or plant product intended for inhalation in any manner or in any form. “Smoking” includes the use of an electronic smoking device.

Smoking is prohibited in, or within 20 feet of, all enclosed or partially enclosed areas of the East-West Center campus including Burns Hall, Hale Mānoa, Hale Hālāwai, Hale Kuahine, Lincoln Hall, Jefferson Hall, Jefferson Lānai, and Seien Japanese Garden. Additionally smoking is prohibited on all East-West Center campus roadways, parking lots, and walkways; and in vehicles owned, leased, or operated by the East-West Center.

Designated smoking areas on the East-West Center campus are located between Burns Hall and Hale Mānoa (1 area), and between Hale Mānoa and Jefferson Hall (2 areas).

## **Health Concerns**

**The University of Hawai‘i Student Health Services, located across the street from Hale Mānoa (1710 East-West Road), is open Monday – Friday 8:00 a.m. – 4:00 p.m.** Services include low cost medical care and free health education. Guests who can demonstrate an affiliation with the University of Hawai‘i are eligible for these services. Health insurance is advisable to help defray costs. The Student Health Service telephone number is 956-8965.

**Health clearance forms are used by the East-West Center to establish and maintain conditions for a safe and healthy environment.**

- A completed Health Clearance Form is required of all guests staying more than 30 days.
- Note that the *Tuberculosis Clearance*, *MCV\*\* [Meningococcal Conjugate Vaccine]*, *MMR\* [Measles, (Rubeola)-Mumps-Rubella]*, *Tdap [Tetanus-diphtheria-acellular pertussis]*, and *Varicella (chickenpox)* sections must be completed and signed by a health professional.

\* Students born prior to 1957 are exempt from the MMR vaccination requirement.

\*\* First-year students living in on-campus housing.

Your compliance in completing these forms will help assure that the Center remains safe and healthy for all. Please refer to the University of Hawai'i Health Services' website for further information.

<https://www.hawaii.edu/shs/>

## Emergencies

There is a Housing staff person on duty at all times. After normal working hours, the on duty staff can be contacted by calling the front desk. The Hale Mānoa front desk (944-7960) is staffed 24 hours a day.

### Fire.

**Pull the nearest fire alarm switch and leave the building immediately.**

**Fire alarm pull handles are located in the following locations:**

- Hale Mānoa -- in the 01 and 02 residential floor units and outside the 03 and 12 lounges on the common floors.
- Hale Kuahine -- at the top of each stairwell.
- Lincoln Hall -- at the top of each stairwell.

**Fire extinguishers are located throughout the building for minor, localized fires.**

**Please note the evacuation procedures that are posted on the door of each room.**

All buildings are equipped with fire sprinklers and smoke detection units.

**In case of a ringing fire alarm.**

- **Remain calm.**
- **Use the stairwells by the "EXIT" signs to evacuate the building.**
- **Elevators will not operate during an evacuation.**

### Illness or injury.

- Notify the Hale Mānoa front desk (944-7960) or proceed directly to the University of Hawai'i Student Health Service (956-8965) during business hours.
- Requests for an ambulance should be made through the front desk. If this is not possible, call 9-911.

### Power Failure.

- Remain calm and remain where you are.
- In the case of a building-wide failure, an emergency generator will provide corridor and stairwell lighting and operation of one elevator.
- Notify the front desk if only your room or unit is affected.

### **Elevator Failure.**

- Remain calm.
- Use the telephone in the elevator to give information as to where the elevator is stalled.
- Elevator maintenance staff will be contacted

### **Plumbing or electrical emergency.**

- Inform the staff or call the front desk to report the emergency.
- Do not try to address the situation yourself.

### **Theft.**

- Notify the front desk or staff on duty.
- You are also advised to call UH Campus Security at 956-6911.
- You must be available to provide details to officers.

### **Suspicious person.**

- If you notice any suspicious person(s) in or around the housing facilities, notify the front desk or staff on duty immediately.
- Please be as accurate as possible with your description and location of the individual.
- It will aid our staff in locating and escorting the unauthorized person away from the premises.

### **Island-wide Emergencies**

*(such as adverse weather conditions or natural disasters)*

- Listen to the radio for civil defense instructions.
- When advance warning is issued, each resident has a responsibility to initiate emergency preparations for themselves and their property.
- This includes preparation of a disaster kit to include items to last at least 14 days.
  - Water
  - Food
  - Toiletries and clothing
  - Prescription medication
  - Important papers - driver's license, passport, medical information
  - Portable radio, flashlight, extra batteries
  - Cash

Housing staff will take appropriate safety precautions to secure the buildings and to alert and assist guests.

**ALWAYS REMEMBER**

**REMAIN CALM**

**Contact a staff member or the Hale Mānoa Front Desk.**

**The Hale Mānoa desk (ext. 7960) is open 24 hours a day.**

## Emergency Phone Numbers

EWC Hale Mānoa Front Desk (24 hours)	x7960
EWC Hale Kuahine Front Desk (during hours)	x7813
EWC Lincoln Hall Front Desk (during hours)	x7816

- The East-West Center’s telephone system does not provide specific address/room information to 911 operators (Fire/Ambulance/Police).
- It is recommended that emergency calls be routed through the front desk. This provides a centralized location to coordinate the emergency response and insures that appropriate EWC/UH personnel are notified.

Fire (From EWC phone dial 9+)	911
Ambulance (From EWC phone dial 9+)	911
Police (From EWC phone dial 9+)	911
National Suicide Prevention Lifeline (From EWC phone dial 9+)	(800) 273-8255 (24 hours)
ACCESS Suicide & Crisis Line (From EWC phone dial 9+)	(800) 832-3100 (24 hours)
Poison Information Center (From EWC phone dial 9+)	(808) 222-1222
Sex Abuse Treatment Center (From EWC phone dial 9+)	524-7273
Queen’s Medical Center: (From EWC phone dial 9+)	538-9011
UH Student Health Services (From EWC phone dial 9+)	956-8965

### FREQUENTLY CALLED EWC PHONE NUMBERS

EWC Information (Burns Hall reception desk)	x7111
Housing Reservations	x7805
Housing Repairs and Services (Hale Manoa, Hale Kuahine, Lincoln Hall)	x7809
EWC Facilities Management (Burns Hall, Imin Conference Center, grounds)	x7156

### OTHER USEFUL PHONE NUMBERS

University of Hawaii Information (From EWC phone dial 9+)	956-8111
Honolulu Weather Forecast	973-4380

## Housing Resident Conduct Code

Since all guests of the East-West Center residence halls are adults, they are expected to demonstrate maturity, good judgment, understanding, courtesy and respect for others at all times. Behavior should be governed by the following simple guideline: One may act according to one's own wishes provided that in doing so, one does not disturb or endanger other people or property. In other words, behavior should always be guided by consideration for other guests.

Below are outlined some standards of consideration. Much remains to the resident's discretion.

Cross-cultural living situations involve challenges and adjustments. When difficulties are of a personal nature or cannot be resolved directly, guests are encouraged to consult with Housing staff. Such matters will be treated confidentially whenever possible.

1. **Visiting.** Visiting hours are not formally restricted. Guests may be received in the first floor reception area. Guests must be accompanied by a resident host or hostess at all times while on the upper floors and in other areas not designated as public areas of the buildings. Resident host/hostess will be held responsible for the actions of their guests while in the residence hall and adjacent areas.

2. **Noise.** No quiet hours are specifically established but guests are reminded that individuals' studying, relaxing and sleeping schedules vary greatly. Therefore, it is imperative that guests exercise both tolerance and consideration. If disturbances are extreme or persistent or occur during late evening or early morning hours, the resident should approach the person(s) creating the disturbance. Complaints may also be registered with the Staff Assistants or at the desk.

3. **Smoking.** Smoking and all electronic smoking devices are prohibited in all East-West Center buildings and within 20 feet of any entrance, exit, operable window or ventilation intake per Hawai'i Revised Statutes Chapter 328J.

4. **Liquor.** The sale of alcoholic beverages is not permitted in East-West Center residence halls. Guests who are 21 years old or older are permitted to possess and consume alcoholic beverages only in the privacy of their rooms/apartments or designated areas. Any disturbance connected with liquor consumption or resulting from public display of alcoholic beverages is prohibited.

5. **Drugs.** The Hawaii Penal Code, Section 1241, et. seq., makes it a felony to possess or distribute any of the respective alkaloids or salts of heroin, morphine, cocaine or any of the other "dangerous drugs", "harmful drugs" including marijuana, as those terms are defined in Chapter 329 of the Hawaii Revised Statutes. Persons convicted of felonies under this section may be sentenced to an indeterminate term of imprisonment up to 20 years, or a fine of \$10,000, or both, in addition to the penalties that may be imposed under the Resident Conduct Code. Guests are expected to be aware of, and abide by, the drug laws in force in the State of Hawaii.

Suspected violations should be reported to the Housing Staff Assistant or the desk who will, in turn, assist the complainant in notifying civil authorities.

6. **Theft.** Theft is a criminal offense and should be referred to the Housing Staff Assistant or the desk who will, in turn, assist the complainant in notifying civil authorities. Guests are urged to lock their doors at all times. The East-West Center is not responsible for damage to or loss of guests' possessions by theft, but will assist with recovery, replacement, or substitution whenever possible.

7. **Firearms.** Firearms, ammunition or other dangerous weapons, including switchblade knives, are not allowed to be stored in or brought into the halls. In addition, possession, sale or transfer of firearms, present within the State, of any description, whether usable or unusable, regardless of where

stored, are subject to the provisions of Chapter 134 of the Hawaii Revised Statutes requiring registration and permit. Possession, sale manufacture or transport in the State of a switchblade knife is completely prohibited by Chapter 134, Hawaii Revised Statutes.

8. **Damages.** Guests are responsible for loss of or damage to supplies/furniture/equipment/fixtures (mattresses, lamps, desks, chairs, etc.) or loan equipment resulting from their negligence or willful abuse. Damage costs are charged to guests who are responsible for such damage or loss and will be based on cost depreciation as computed by the East-West Center Housing Office.

9. **Guests.** The host is responsible for the conduct of guests and for rental payment or any other cost incurred by guests. Unregistered guests are not allowed to reside in the halls. Room usage is for registered individuals only. Under no circumstances may rooms be transferred (loan or sublet) to another person(s).

10. **Physical violence.** Actual or threatened physical violence or any other form of disorderly conduct is prohibited both by the Resident Conduct Code and by the Hawaii Penal Code. Suspected violations should be reported to the Staff Assistant or the desk who will, in turn, assist the complainant in notifying civil authorities.

11. **Entry into guests' rooms.** The right of each resident to be secure in their person, room, papers and effects against unreasonable searches and seizures is guaranteed by the United States Constitution and shall not be violated. Resident rooms will, however, be entered for normally authorized repairs, fumigation, and maintenance such as replacing light bulbs and repairing equipment and furniture. To the extent feasible, reasonable notice will be given of intention to enter for such purposes.

12. **Furniture and equipment (including personal equipment) which is specifically prohibited in resident rooms includes the following:**

- a) Residence hall furniture other than supplied specifically for guests' bedrooms.
- b) Electrical appliances which do not adapt naturally to existing circuits and/or which overload circuits (e.g. air conditioners).
- c) Cooking-heating elements such as burners, heating elements, electric woks, electric skillets, rice cookers, slow cookers, toasters, ovens, etc. which are being used in the resident rooms.
- d) Weapons, firearms, explosives, ammunition or switchblade knives.
- e) Refrigerators exceeding three (3) cubic feet.
- f) Any item which endangers persons or damages or threatens to damage property.

If evidence is received by the Housing staff that prohibited equipment or furniture is present in a resident's room, the Housing staff will meet informally with the resident to counsel the resident and provide a verbal warning to remove the equipment or furniture. If continuing evidence indicates that the prohibited equipment/furniture is still present in the room, the Housing Staff will request permission from the resident to inspect the room. If the request is denied, the resident/s will be cited in writing for refusal to cooperate and a formal written reprimand may also be filed.

If there continues to be evidence that prohibited equipment/furniture is present in the room, the Housing staff will prepare a written memo to the Dean, Education Program (for EWC participants) or the Administrator for Housing (for non-EWC participants) outlining the evidence of prohibited equipment/furniture and the previous steps taken to resolve the matter. The memo will request permission to enter the resident's room to remove the prohibited equipment/furniture. If written

approval is received from the Dean, Education Program/Administrator for Housing, Housing staff will enter the room and confiscate any prohibited equipment/furniture.

In the event that personal possessions are confiscated the Housing Office will store such items. These items may be claimed by the owner upon leaving the dorm. Housing staff members are authorized to enter guests' rooms under emergency situations which demand immediate action such as:

- a) The health, life or safety of the individual occupant or other guests is believed to be in jeopardy.
- b) The safety of the building, its fixtures and contents are believed to be in jeopardy.

Should a law enforcement officer request to speak to a resident, housing staff will assist in locating the resident. If a subpoena or a warrant to arrest a resident is presented, staff may assist in locating the resident but will not open the resident's room. If a law enforcement officer presents a warrant to search a resident's room, staff will cooperate in opening the room for the officer.

13. **Internet.** Internet access is provided for individual or personal use only. Commercial or institutional use is prohibited. Guests must adhere to the HousingNet's Acceptable Use Policy.

14. **Cooking.** The use of heat to prepare food and hot drinks and the washing of cooking related appliances/dishes/utensils is prohibited in residence rooms, bathrooms and all other areas of the halls except in kitchens and other specifically designated areas.

Refrigerators (not to exceed 3 cu ft) and microwave ovens (unit wattage not to exceed 1500 watts) to heat foods are permitted as long as they are UL approved and do not overload room's electrical capacity. To avoid overloading circuits and to protect one's equipment, guests should purchase an electrical power strip with surge and circuit breaker protection. Refrigerators can only be kept in resident rooms and designated common areas (Housing office approval required).

Food which is stored in participant rooms should be carefully wrapped or kept in air-tight containers. Food wastes are not to be disposed of in bathroom sinks or toilets, but should be carefully wrapped and placed into appropriate waste receptacles.

Barbecuing in grills is not permitted anywhere inside the residence hall. Storage of barbecue items such as charcoal or lighter fluid is not permitted.

15. **Storage.** All items which are left in the hall and are not accounted for by the Housing Office's procedures for storage will be disposed of. Guests with confirmed return housing reservations qualify for temporary storage on a space available basis. Contact Housing Facilities office for storage policies and procedures.

16. **Laundry.** Laundry rooms should be used for washing clothes. Unit bathrooms should be used for personal hygiene only.

17. **Fumigation and general cleaning.** Participation in the regularly scheduled fumigation and general cleaning is mandatory.

18. **Solicitation.** Solicitation by direct contact is not permitted unless approved in advance by the Dean, Education Program. Only activities relevant and vital to Center programs will be considered.

19. **Pets.** Pets, except for fish in proper containers, are not allowed in the halls.

20. **Rental payments.** Rental payments are due in advance. Monthly rental payments are due by the 5th of the month. The penalty charge is \$25.00 for late rental payments.

21. **Penalties.** Grounds for disciplinary action include but are not necessarily limited to the above stated resident conduct rules. The following penalties for violation of the Resident Conduct Code may be imposed by the Center:

- a) Verbal warning. (Housing staff)
- b) Formal written reprimand with copy sent to the Dean, Education Program and Program Officer. (Housing staff)
- c) Non-academic probation and/or assessment of minimum \$50.00 fine. (Dean, Education Program)
- d) Eviction from the dormitories with no off-campus housing allowance. (Housing staff and Dean, Education Program)
- e) Termination of grant. (Dean, Education Program)

Housing staff members may initiate measures a, b and d above, as well as recommend further action on the part of the Dean, Education Program. The Dean, Education Program, will take final action for items c, d and e, after appropriate consultation has been carried out with programs and offices. Civil authorities may be summoned at any time at the discretion of the staff members.

Participants have the right to appeal any decision made to the Director of Education Programs.

Non East-West Center participants may be evicted from the dormitories for violation of housing rules.

Housing reserves the right to deny reservations or extensions to individuals whom have demonstrated difficulty in living in a community living environment or complying with rental payment requirements.

*Please enjoy your stay!*

**Hale Mānoa**  
1711 East-West Road  
Honolulu HI 96848

**Hale Kuahine**  
1811 East-West Road  
Honolulu HI 96848

**Lincoln Hall**  
1821 East-West Road  
Honolulu HI 96848



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