



Special Housing Application

Housing contracts are extended on a semester by semester basis with proof of current graduate student status. Unless otherwise noted, the check-out date will be the last day of the applicable semester

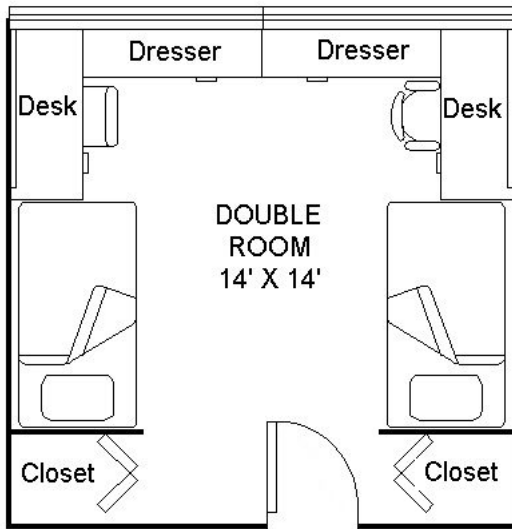
Housing Rates

	Daily Rate (Less than 30 nights)	Monthly Rate (30 nights or more)
Double Room	\$45	\$37

Rates will be adjusted based on one’s continuous length of stay. For double occupancy, both individuals must meet application requirements. Rates are subject to change.

For further information, please refer to our *Frequently Asked Questions* at:
<http://www.eastwestcenter.org/about-ewc/housing/frequently-asked-questions/>

HK/HM DOUBLE



Application must include:

- Non refundable application fee of \$20 (check made payable to the East-West Center)
- Completed application
- Departmental letter verifying graduate status
- EWC health clearance form (to be submitted within two weeks of check-in)
- Housing Statement

Mailing Address:

East-West Center
Housing Office
1711 East-West Road
Honolulu, HI 96848-1711

Housing Information: (808) 944-7805
FAX (808) 944-7790
Email: housing@eastwestcenter.org



EAST-WEST CENTER

Office of Administration/Housing

1711 EAST-WEST ROAD

HONOLULU, HAWAII 96848-1711

FAX: (808) 944-7790

Housing Application/Contract

Name _____ Male Female Country _____
 Last, First Age _____ Date of Birth _____
 month/day/year

UH Classification: Student: Major Field of Study: _____
 Undergraduate: Junior Senior
 Graduate level: Masters PhD
 Faculty/Staff -- Department/Office: _____
 Other -- specify: _____

Permanent Address: _____

Current Address _____ Telephone: _____
 _____ Email: _____

Check-in Date _____
 Check-out Date _____

Building/Room Preference:
Hale Manoa Hale Kuahine
 Double Double

Comments:

Emergency Notification:

	Oahu Contact	Out-of-State Contact
Name:		
Address:		
Telephone:		
Relationship:		

Indicate any chronic ailment or disability you have which should be considered in making your room assignment or for emergency situations.

Housing Statement

The Special Housing program accommodates graduate students whose academic work is related to the East-West Center mission of promoting better relations and understanding among the people and nations of the United States, Asia, and the Pacific. A limited number of undergraduates whose academic and professional goals are consistent with these priorities may be accepted.

Please provide below a statement which includes the following: Why are you applying for housing at the East-West Center? How will living in our residence halls contribute to your academic program or long-range professional plans? How can you make a contribution to the East-West Center residential community?

Housing Resident Conduct Code

Since all residents 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 residents.

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

Cross-cultural living situations involve difficulties and adjustments. When difficulties are of a personal nature or cannot be resolved directly, residents 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 residents are reminded that individuals' studying, relaxing and sleeping schedules vary greatly. Therefore, it is imperative that residents 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 persons creating the disturbance. Complaints may also be registered with the Staff Assistants or at the desk.
3. Smoking. Smoking is not allowed in East-West Center buildings.
4. Liquor. The sale of alcoholic beverages is not permitted in East-West Center residence halls. Residents 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. Residents 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 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 Staff Assistant or the desk who will, in turn, assist the complainant in notifying civil authorities. Residents are urged to lock their doors at all times. The East-West Center is not responsible for damage to or loss of residents' 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. Residents 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 residents 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 residents' rooms. The right of each resident to be secure in his 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.

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 residents' 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 residents' rooms under emergency situations which demand immediate action such as:

- a. The health, life or safety of the individual occupant or other residents 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.

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

13. 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, residents 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.

14. 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. Residents with confirmed return housing reservations qualify for temporary storage on a space available basis. Contact Housing Facilities office for storage policies and procedures.

15. Laundry. Laundry rooms should be used for washing clothes. Unit bathrooms should be used for personal body hygiene only.
16. Fumigation and general cleaning. Participation in the regularly scheduled fumigation and general cleaning is mandatory.
17. 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.
18. Pets. Pets, except for fish in proper containers, are not allowed in the halls.
19. 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.
20. 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.

I have read, understand and agree to the terms and conditions outlined in the Student Housing Information handout; specifically the "Resident Conduct Code". I agree to observe all rules and regulations of the East-West Center including those of the Housing Office and the individual residential units.

I understand and agree to the following:

1. This contract is not transferable.
2. In the event I fail to comply with the terms of this contract, the East-West Center reserves the right to cancel this contract and begin eviction proceedings. I understand that I am not covered by the appeals procedures afforded to East-West Center awardees.
3. I will pay room rental charges 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 to housing accounts that are "past due".
4. In the event of non-payment, the East-West Center will issue a written notice stating unless payment is made within five business days, the rental agreement will be terminated and eviction proceedings initiated.
5. Cancellation of contract must be in writing. Based on "new" departure date, a minimum 30 nights advance notification is required. If this requirement is not met, resident will be assessed a \$50 cancellation charge plus the daily rent for the period necessary to re-rent the room. Additionally, rates will be adjusted upward/downward based on one's continuous length of stay.
6. I will complete the Center's health clearance form and submit appropriate verification within two weeks of check-in.
7. This contract relates to housing accommodations and related services only and does not imply eligibility for services and activities designated for persons formally affiliated with the EWC (award participants, staff, alumni, etc.).
8. The housing contract may be extended beyond its original expiration providing I still meet qualifying criteria. Any request for extension shall be at the initiation of the resident and must be in writing. All conditions and terms of the original contract remain in force.
9. The Housing Office will communicate with me concerning housing policies and procedures through letters and posted notices. It will be my responsibility to check bulletin boards for notices and to read and follow instructions given in the various forms of communication.

I certify that all the information given on this contract is true; I understand that giving false information may result in the application's rejection or contract being terminated.

Signature _____

Date _____