



Housing Visitor Request Form

Name: _____
Last (Family) First (Given)
Female Male

Name: _____
Last (Family) First (Given)
Female Male

All room occupants must be registered.

Arrival Date: _____ Check-in is at 2:00 p.m.

Departure Date: _____ Check-out is at 10:00 a.m.

Building/Room Preference:

Hale Manoa Dormitory

- Single
Double

Hale Kuahine Dormitory

- Single
Double

Lincoln Hall Guest House

- Standard Studio
Corner Studio
1-Bedroom with Kitchen (limited availability)

Dormitory residents must be 18 years of age.

Is visitor an EWC Alumnus? Yes No

Requester Name: _____ Telephone: _____
Last (Family) First (Given) Email Address: _____

Post Address: _____

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

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

Reservation Guarantee. Please choose one option below:

Provide Visa, Mastercard or Diner's Club information to waive advance deposit requirement. This card will only be charged and used if there are outstanding cancellation or room account charges.

Cardholder's name: _____ Visa Mastercard Diner's Club

Card Account #: _____ Expiration Date: _____

Security code - Last 3 or 4 numbers located on the back of the credit card: _____

-or-

Advance deposit equivalent to one night's rent submitted: \$ _____ Receipt#: _____
(Deposit will be refunded if reservation cannot be confirmed.)

Billing Instructions: Collect from guest Charge credit card provided on form

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

Requester's Signature Date

East-West Center
Visitor Regulations

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.

Eligibility. Eligibility for guest housing requires sponsorship by EWC staff, EWC participants, EWC alumni, or persons having an educational affiliation. Children accompanied by parents are allowed to reside in Lincoln Hall only. Dormitory residents must be 18 years of age. All room occupants must be registered.

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 office for more information.

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 the institutional department/office guarantees payment, in writing, 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 reservation is not canceled at least 72 hours prior to the scheduled arrival. Notify the Housing office of any changes in arrival or departure dates/time. The Housing office can be reached by phone at (808) 944-7805, or fax (808) 944-7790, or e-mail – housing@eastwestcenter.org.

Check-ins & -outs. Check-ins/outs for Hale Manoa and Lincoln Hall are processed at the respective front desks. Hale Manoa is open 24 hours; Lincoln Hall hours are 8:00 a.m. – 8:00 p.m. Check-ins for Hale Kuahine and after-hour check-ins at Lincoln Hall are processed at Hale Manoa. Check-in is 2:00 p.m., check-out is 10:00 a.m. Approval of early check-in and late check-out requests is based on availability (additional charges will apply).

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 only. Third party checks are not accepted.

Visitor Rates

Hale Manoa and Hale Kuahine - Dormitory rooms with shared bathroom facilities, telephone, WiFi, bedding and linen provided. Housekeeping services are not provided. Towel packets are available at the front desk for a nominal cost. Smoking is not allowed in dormitories. Dormitory residents must be 18 years of age.

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|--|-------------------|
| Single room | \$33.00 per night |
| Double room (single or double occupancy) | \$45.00 per night |

Lincoln Hall - Rooms with private bathrooms, telephone, cable TV, and WiFi. Housekeeping services provided Monday through Friday. Lincoln Hall is not air conditioned, however each room is furnished with a ceiling fan.

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|---|-------------------|
| Standard Studio (single or double occupancy, one double size bed) | \$59.00 per night |
| Corner Studio (single or double occupancy, two double size beds) | \$73.00 per night |
| 1-Bedroom with Kitchen (single or double occupancy, one queen size bed) | \$85.00 per night |