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Introduction. The East-West Center has three residence halls located on its campus:

Hale Manoa 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 clusters, with each cluster or unit consisting of a combination of double and single rooms. Each living unit has shared bathroom facilities. Rooms contain a desk, dresser, chair, bed, study lamp, telephone, fan, clock radio, bookshelf and closet space. Linen and bedding (including pillow, blanket, bedspread, two sheets, and a pillow slip) are provided. Communal kitchen facilities and coin-operated laundry machines are located on each common floor. In addition, residents have access to lounges for TV viewing and small meetings or social functions.

Hale Kuahine is a four-floor student dormitory with no elevator. Physical arrangements are similar to Hale Manoa.

Hale Kuahine and Hale Manoa generally house the Center's long-term degree students, short-term conference participants and other non-center residents.

Smoking is not allowed in East-West Center dormitories.

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 residents. Studios and one-bedroom apartments with kitchenettes are available. All units are furnished with telephone, cable TV, refrigerator, ceiling fans and private bathrooms. Maid service is provided Monday to Friday.

Policy 2000.1: Housing's Goals and Objectives.

[Source: Council of Directors/President, Participant Policy 1019A, 11/30/78]
[Office of Administration]

Campus housing facilities are used as resource to:

- Support the Center's academic programs, which are based on the involvement of participants at the Center.
- Enhance cross-cultural, social, recreational, and non-formal educational activities among all types of participants.
- Generate sufficient revenue to cover operating expenses and scheduled repair/maintenance/replacement projects.

Policy 2000.2: Resident Rules and Regulations.

[Source: Council of Directors/President, Participant Policy 1019A, 11/30/78]

All residents in East-West Center housing facilities are governed by housing policies, and the Resident Conduct Code. The East-West Center Residence Halls Resident Conduct Code insures that:

- All external legal requirements are met.
- An atmosphere conducive to informal interaction of participants is encouraged.
- The needs for individual privacy are met.

See Attachment A, Resident Conduct Code.

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Participants who violate the residence halls regulations are subject to appropriate disciplinary measures. See [Attachment B – Disciplinary Measures](#) (from Participants Policies, Section 1026). Residents who are not East-West Center participants may be evicted from the residence hall for violations of these regulations.

Residents who have difficulties of a personal nature are encouraged to consult with members of the Housing staff or staff members in their program. Such matters will be treated confidentially whenever possible.

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Attachment A – 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

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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.

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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)

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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.