

## East-West Center Housing Visitor Policy (As of August 23, 2023)

For the purposes of this policy, a **resident** is someone who is assigned to a room in either Hale Mānoa or Hale Kuahine (i.e. they currently live in an EWC dorm). A **visitor** is someone who is not assigned to a room in either Hale Mānoa or Hale Kuahine (i.e. they do not live in an EWC dorm).

### General Visitor Policies

**Resident Host Responsibility:** A visitor must be signed in at the Front Desk by their resident host before entering the residence hall. Residents are responsible for ensuring that their visitor abides by EWC Housing policies and procedures; residents are accountable for the behavior of their visitor and may be subject to disciplinary action if their visitor violates EWC Housing policy.

**Number of Visitors:** there are no restrictions on the number of visitors a resident may host at any given time.

**Visitor Hours:** there are no restrictions on when a visitor may be signed in/out, but the presence of visitors must not be a disturbance to other residents. *Long-term visitors are not permitted in EWC residence halls.*

### Visitor Sign-In/Out Procedure

#### **Sign-In**

- Sign-in takes place at the Front Desk (both resident and visitor must be present at sign-in)
  - HK residents sign in at the HK Front Desk.
  - HM residents sign in at the HM Front Desk.
- Front Desk Staff will have the resident/visitor complete the Visitor Sign-In Log--the log asks for the following information: sign-in time, resident name/signature, visitor name/signature, sign-out time.
  - **Note to HK residents:** if the HK Desk is not staffed, the Visitor Sign-in Log will be located in an accessible area at the Front Desk. You must still complete the Visitor Sign-in Log, even if no staff is present.
- Visitors will need to present a valid photo identification (ID) matching the name they provided on the Visitor Sign-In Log (HK visitors will be required to present valid photo ID when desk staff are present).

#### **Sign-Out**

- When the visitor leaves the residence hall, they must sign-out at the Front Desk.