



It is the intent, goal, and responsibility of the department of Housing & Residence Life to provide a safe, secure, and educational community and residential experience for all students living on-campus. The Housing & Residence Life Policies and Procedures portion of this handbook is designed to help residents understand and navigate the policies, procedures and regulations specific to students of the residential community.

These policies are in addition to or in conjunction with the policies stipulated in the University of Hawai'i at Hilo and Hawai i Community College Student Conduct Codes. Any violation of any University of Hawai'i at Hilo policies can result in disciplinary sanctions and jeopardize the status of a student at the University of Hawai'i at Hilo/Hawai i Community College as well as the privilege of being part of the residential community living on-campus.

The following policies and procedures constitute a general guideline for residents set forth by the Department of Housing & Residence Life. Other issues may arise that will be dealt with on an individual basis. It is a resident's responsibility to read, learn, and understand the University's [Student Conduct Code](#) and Housing & Residence Life [policies and procedures](#).

If residents are unsure of and/or requires clarification about a policy or procedure, they should contact their Resident Assistant (RA) or a member of the Housing & Residence Life Staff.

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## Residence Hall and Apartment Check In Requirements

As of March 26, the University of Hawai'i 10-campus system is indefinitely suspending the [UH COVID-19 Mandatory Vaccination Policies](#)

(<http://https://www.hawaii.edu>)



## New Health Clearance Requirement Meningococcal Conjugate (MCV)

If you ar

have been cleared before they can check in to their on campus housing assignment.

Any new future resident who will be checking in to on campus housing will have a MCV hold placed on their student account. Unlike other holds, the MCV hold only affects your ability





Possession and/or consumption of alcoholic beverages in any public area is illegal. Public areas are defined as any area outside of a resident's unit or apartment. Residents are not permitted to have open alcohol containers in lounges, grass areas, parking lots, dining halls, walkways, hallways, balconies, ledges and lanai's.

Housing & Residence Life and/or Campus Security staff members who have reasonable suspicion of an alcohol policy violation may investigate to confirm the presence of alcohol in any open container. Confirmation of alcohol will be based on the appearance and smell of the beverage.

When alcohol is found in the possession of underage persons or in a dry hall, the resident and/or guest will be required to immediately discard all alcoholic beverages whether or not the beverage has been opened.

Prohibited alcohol paraphernalia is subject to confiscation by Housing & Residence Life staff, Campus Security or the police. Larger quantities of alcohol (e.g. kegs or party balls) will be removed, emptied and properly disposed of by Housing & Residence Life staff, Campus Security and/or the Police.

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## Drugs

The possession, buying, selling, sharing or use of illicit substances, drugs (including prescription

All persons are prohibited from partaking and/or being in the presence of illegal drug activities or illicit drug use while in Housing. Residents present when a drug violation occurs may be held responsible, regardless of whether or not the drugs or drug paraphernalia belong to the resident or is in physical possession of the drugs and/or drug paraphernalia.

Minimal proof of the the



but are not limited to:

- 1.

evacuation procedures. Housing & Residence Life staff will direct residents to safe areas away from the situation. Failure to evacuate is serious and may result in disciplinary action, bodily harm, and death. Residents will be allowed to re-enter the halls only after Housing & Residence Life staff and/or emergency personnel confirms the buildings are safe.

1. Gas grills (that use 16 ounce disposable propane cylinders) and selfstarting charcoal grills (that do not require lighter fluid) are permitted in Housing. Lighter fluid is highly flammable and not permitted for safety reasons.
2. Grills must be used at ground level.
3. All grills in use must be at least 20 feet away from any building or walkway.
4. Coals must be extinguished with water, allowed to cool and disposed of properly in a dumpster. Coals should not be dumped on grass or dirt areas.
5. Grills should not block walkways or building exits.
6. Housing & Residence Life reserves the right to ask residents to move if members of the community are negatively impacted.

1. Residents can only cook in designated kitchen areas.
2. Food items must be stored properly to prevent food poisoning, bugs, and vermin.
3. To keep the community safe from fire hazards, electrical cooking appliances are NOT permitted in the rooms of Hale Alahonua, Kanilehua, Kauanoë and K hau .
  - a. Exceptions to this policy are small microwave ovens under 900 watts.

not permitted. Candles, gas cans and petroleum based items are also not permitted in rooms or apartments. Additionally, hot plates and any open flame item/device are prohibited.

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## **Smoking & Use of**

Exceptions to the pet policy will be made to accommodate residents and guests with a documented and approve

revving of an engine, screeching tires, honking, etc.) is also considered a violation of the noise policy. Persons found responsible may have their University issued parking permits rescinded and/or be prohibited from parking on residential grounds. This sanction will be in addition to any other disciplinary outcomes.

Please be aware that Housing & Residence Life will enforce 24 Hour Courtesy Hours, which requires all residents to uphold their responsibility towards creating a safe, quiet, and comfortable space in our residence halls. Residents can be asked to minimize noise levels originating from their apartment, room, or suite at any time as a courtesy to the community. Courtesy hours are in effect 24 hours a day.

During finals week, a 24-hour quiet hours policy is enforced. Finals week is considered to begin at 11:00 p.m. on the evening of the last class day. It continues until 6:00 p.m. on the Friday of Finals week. Regular quiet hours policies are in effect after this period.

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time. Signs stating behavioral expectations related to limiting the spread of COVID-19 will also be posted. Residents must follow all expectations communicated in posted signs related to these behavioral expectations. Failure to follow these directives will result in disciplinary action. Guests who fail to follow these directives will be restricted from visiting any residence hall in the future.

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policies and procedures. If Housing & Residence Life staff have a suspicion that policies are being broken, the apartment, room, or suite may be addressed.

1. Noise violations inside and outside of the unit
2. Underage guests in rooms with alcohol and/or alcohol consumption
3. Alcohol outside of the closed doors of Hale Alahonua or hale 'Ikena
4. Drinking games
5. Smoking of tobacco or marijuana in or around the unit

For safety considerations, these maximum occupancy limits have been established:

**1. Hale Kahaui Suite Style Unit**

- a. Occupancy limit of 10 persons
- b. 5 individuals per room space

**2. Hale Kanilehua & Hale Kauaie Traditional Style Unit**

- a. Occupancy limit of 5 persons

**3. Hale 'Alahonua Unit**

- a. Occupancy limit of 6 persons
- b. 3 individuals per bedroom

actions and behaviors include, but are not limited to:

1. Excessive noise, singing, yelling, and fighting words
2. Excessive, disruptive or repetitive noise from sources such as musical instruments, games, and computer games.
3. Verbal and/or physical harassment
4. Fighting and assaults
5. Vandalism
6. Pranks
7. Property damage or theft
8. Threats or intimidation
9. Tampering with safety equipment such as fire alarms
10. Interfering with Housing & Residence Life Operations
11. Failure to comply with Housing & Residence Life staff or Campus Security
12. Providing false information to Housing & Residence Life staff or Campus Security

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## Identification

While in and on residential grounds, all persons must be able to provide valid picture identification when asked by Housing & Residence Life staff and/or Campus Security. Persons who fail to provide adequate identification and/or provide a false identity is in violation of University and Housing & Residence Life policies. Persons who cannot and/or will not provide a valid picture identification will have their picture taken by Housing & Residence Life staff and Campus Security and they will be escorted from residential grounds.

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## Trespassing

A "Notice of Trespass" is issued to individuals the University has determined to pose a health and

safety risk to the residential community. This individual may have limited or no access to campus. Trespassed individuals are not permitted in and on residential grounds, including the parking areas and the Hale Koa Dining Hall. Residents may not allow trespassed persons into their apartments, rooms, and suites. Doing so will result in disciplinary action.

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## False Reporting

When asked and/or requested, residents are expected to provide truthful information and identification to Housing & Residence Life staff and CRD/CR.

clog easily and can become damaged.

8. Large amounts of toilet paper and feminine products will clog the bathroom drains.

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## Health & Safr

Residents are responsible for all keys issued to them at the time of check in. In order to ensure the safety of the community, residents are required to immediately go to their hall office to report any lost keys. A lock/key replacement charge may be assessed.

If a resident is locked out of their room, they should go to the nearest open hall office for assistance. **Housing & Residence Life staff will only open the door for the assigned resident(s) of the room.** Residents will be required to show identification and/or answer a security question for safety purposes. Residents may possess personal safes. Residents are not permitted to install personal locks on Housing & Residence Life furniture or doors.

As of October 15th, 2021 residents will be assessed a \$5 lockout service charge to their student account. This will be charged each time a student requires a staff member to key them into their assigned space. The service charge will appear on the student's account within 1-3 business days.

Residents locked out of their room after hours should contact [Campus Security](#) at (808) 974-7911 for assistance.

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## Inventory

Residents will be asked by their RA or any Housing & Residence Life staff to review and sign an inventory form for their assigned living space at the beginning of each semester.

This form is used to document any pre-existing damages in the space prior to a resident's move into the space. Residents are responsible for taking the time to examine their room and report any pre-existing damages to the Housing & Residence Life staff and/or to their hall office within 2 weeks of signing the inventory form. Any damages that are found in a resident's assigned living space when they complete a formal checkout may result in room damage charges. The assigned resident of the space will be held responsible for the assessed damage charges. Damages and cleaning charges will be split and shared amongst all residents of the space.





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To maintain an environment that is appealing to all, items deemed unsightly by Housing & Residence Life staff must be removed upon request. Items like trash, recyclables, furniture and bicycles are not to be stored on walkways, stairways, patios and balconies. Trash dumpsters and recycling bins are readily available and located nearby the residence halls for disposal of trash and waste.

Hanging or draping of any items on the railings is not permitted on University Housing property. Outside clotheslines are not permitted. Bicycles are only permitted at designated bike racks and inside of apartments, rooms, or suites.

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## Lounge Areas

Lounge areas are available for use by Housing residents and their escorted guests during the posted hours. The lounge may be reserved and/or closed for pre-approved meetings, events, or Housing & Residence Life sponsored activities. Lounge furniture is to be kept inside the lounge at all times. The use of lounge areas is a privilege, not a resident right.

Lounge areas are considered common spaces. If you have any questions, please contact the Housing & Residence Life office at (603) 881-1234.



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# Improper Checkout

Improper checkouts are constituted by the following:

1. Failure to show up at your checkout appointment on time.
2. Failure to schedule your checkout 24 hours in advance.
3. Failure to reschedule your checkout with 24 hours notice.
4. Your checkout takes longer than 15 minutes to complete due to being unprepared (not finished cleaning, not finished packing, etc.)
5. Vacating the premises without notifying your RA and filling out all the appropriate documents.

The charge for an improper checkout is \$25 per instance.

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# Resident Responsibilities

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The University is not liable for lost, stolen or damaged personal property. I

1. Maintaining an environment that is reasonably conducive to study and sleep
2. Demonstrate tolerance for various lifestyles and individual needs
3. Be able to discuss differences in a positive and productive fashion
4. Be willing to compromise and resolve differences
5. Equitably contribute to the room/unit cleaning and upkeep responsibilities



If a resident is found responsible for a violation of any vehicle restrictions, they may have their privilege to park on residential grounds taken away and face additional University sanctions.

1. The following activities or items are not allowed on University Housing property because of their potential for community disruption, property damage or personal injury: Sporting activities, such as baseball, golfing, soccer, darts, kickball, football, frisbee, horseshoes.









