

University Housing Policies and Resources

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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.

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/news/email/events/vaccinationmandate.html>) for students and employees.

Residents will be given a rapid test for COVID-19 upon check-in. If a student tests positive, University Housing will provide quarantine space(s) for the student if necessary.

New Health Clearance Requirement Meningococcal Conjugate (MCV)

If you are 16 to 21 years of age and it is your first year at UH Hilo/Hawai'i CC applying to live on campus, you are required to have been vaccinated with MCV otherwise known as MCV Meningococcal Conjugate.

Students who are assigned for the current fall or spring semester, must schedule a check in date and time prior to their arrival to check into their assigned space that is determined and communicated by University Housing and Residence Life. Students may not check in early without receiving prior approval and will not be able to proceed with their check in to their assigned space in the residence communities. Any student assigned for the current fall or spring semester will receive check in information from the University Housing and Residence Life office to help students to prepare to live on campus. Each resident may bring no more than **one** (1) guest to assist with their check-in.

Any student currently assigned and living on campus must complete and clear ALL mandatory health requirements and health holds prior to checking into the residence communities at UH Hilo. All medical documentation of all health clearance requirements must be received, verified and cleared by the Student Medical Services (SMS) before the student is able to schedule their check in date and time.

Mandatory Health Requirements Include:

- Tuberculosis Clearance
 - TB requirement must be met before attending classes.
- Immunizations
 - If it is your first year at your campus, living in a dormitory/residence hall, and 21 years of age you are required to have been vaccinated with MCV (Meningococcal Conjugate).
 - Two doses of live measles-containing vaccine, with at least one being an MMR is required, of students born after 1956. The first dose must have been given on or after 12 months-of-age and after January 1, 1968. Dose 2 must have been given at least a month after the first dose. Titers will no-longer be accepted.
 - Two doses of Varicella (Chicken pox), Exemption given to individuals born before 1980 or those with a documented disease by a medical provider.
 - One dose of Tdap (Tetanus-diphtheria-acellular pertussis)

Students who are assigned to on campus housing must submit the [Health Clearance Form](#) to the University of Hawaii at UH Hilo to confirm that the student has **received the MCV vaccination and**

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 to check into your assigned building and space.

If you have received the Meningococcal Conjugate Vaccination (MCV) and would like to remove this hold from your student account, please email the University Housing and Residence Life Office to inform us that you have received the MCV vaccination and to provide them with the status of your Health Clearance Form. We will assist you and will remove the hold on your student account once your Health Clearance Form has been verified and confirmed.

Student Health Clearance Forms may be submitted to Student Medical Services at UH Hilo, Room 212, 200 W Kawili Street, Hilo, Hawaii 96720, or via fax to 808.932.7368. Student Medical Services will remove your MCV Hold once you have been cleared to proceed with scheduling your check in.

If the Meningococcal Conjugate Vaccination (MCV) is not available in your area, please contact us via email at uhhouse@hawaii.edu (<mailto:uhhouse@hawaii.edu>) or by phone at (808) 932 7403 so that we may provide you with contact information to a 24 Hour Pharmacy that offers the MCV vaccination here in Hilo, Hawai'i.

Alcohol

Local, state, and federal laws, as well as University policy, prohibit alcoholic beverages from being sold to, possessed by, or given to any person under the age of 21. Additionally, the possession and transportation of open containers and consumption of alcoholic beverages are not permitted in public areas by any person or persons, regardless of age. Kegs, pony kegs and other “common source” alcoholic beverage containers are also not permitted on campus and will likely result in the eviction of the offender.

Hale Kauanoë, Hale Kanilehua, Hale Kēhau, and the A-Wing of Hale ‘Alahonua are “dry halls”, in which alcohol, alcohol collections, containers, recycled alcohol containers and/or alcohol paraphernalia are prohibited, unconditionally. Any and all transportation of alcohol through these halls is prohibited

these items is prohibited.

Products labeled as “non-alcoholic”, such as O’Doul’s, Sharps, and Cutters, will be treated as alcoholic beverages. Residents of B and C-Wing in Hale ‘Alahonua and ‘Ikena and their guests who are of legal drinking age are permitted to drink inside their apartments/suites. However, residents are not permitted to become intoxicated to the point that they put themselves or the University at any risk.

The following policies are set forth by the Department of Housing & Residence Life for consumption and use of alcohol within Hale ‘Alahonua suites and Hale ‘Ikena apartments for those who are 21 years of age or older:

1. Residents and their guests of legal drinking age may consume alcohol in the privacy of the resident’s apartment/suite or in the apartment/suite of another resident who is of legal drinking age and is present in the apartment/suite.
2. Residents may not provide alcohol to anyone who is under 21 years of age or be a host to underage consumption. Residents in violation of this policy may lose the right to host social gatherings and to possess and/or consume alcohol on residential grounds.
3. No underage guests may be present in Hale Alahonua suites, Hale ‘Ikena apartments, or shared common spaces while residents of legal drinking age are consuming alcohol, or when there are open containers of alcohol present.
4. **Underage residents of Hale Alahonua and Hale ‘Ikena, whose roommates are of legal drinking age, may be present in the apartment/suite while alcohol is being consumed by the of age roommates and guests so long as the underage resident is not in the same physical space as their roommate and/or suitemate.**
5. All individuals found in a room in which there is an alcohol policy violation may be considered participants in the violation and may be held responsible. Residents and their guests are responsible for the situations they put themselves in as well as understanding the removing themselves from situations that may associate them with any violations of University and/or Housing & Residence Life policies. The host is responsible for ensuring that alcohol policies are not violated.
6. Residents and their guests of legal drinking age may have only one open alcohol beverage at a time.

Transportation of Alcohol via Public Areas & University Vehicles

Containers of alcohol that are transported through public and/or common areas must remain

unopened and enclosed in a bag or cooler. Residents who consume alcohol in Hale 'Alahonua and Hale 'Ikena must bring their alcohol directly to their space immediately upon their return to residential grounds. All transportation of alcohol through Hale Kauanoe, Hale Kanilehua and Hale Kēhau is strictly prohibited, as is transporting alcohol in a University and/or State vehicle.

Housing & Residence Life and Campus Security staff have the right to stop a resident and/or guest to conduct further investigation if they believe that a resident or guest is in violation of Housing & Residence Life alcohol transportation policies. The investigation may involve a visual and/or physical examination of the item(s) in question. Residents and guests are expected to comply with this investigation.

Alcohol Collection & Containers

Alcohol containers (e.g. empty bottles, cans and recyclable items) or other keepsakes (e.g. shot glasses, beer caps, beer labels and “yard glasses”) are prohibited in Hale Kanilehua, Hale Kauanoe and Hale Kēhau. This includes empty alcohol containers used as decoration. Residents not of legal drinking age residing in Hale 'Ikena and 'Alahonua are prohibited from keeping alcohol containers as keepsakes and from storing alcohol bottles and/or cans as items for recycling.

Common Source Containers, Alcohol Bongs & Drinking Games

Common source containers and all devices designed for the rapid consumption of alcohol (e.g. beer bongs and funnels) are strictly prohibited on University Housing property and are subject to confiscation. Common source containers include, but are not limited to: kegs, pony kegs, party balls, and bulk containers.

Drinking games or activities of any sort that encourage the rapid or excessive consumption of alcohol (e.g. beer pong, century club and quarters) are not permitted on University Housing property. Water pong is also prohibited. Prohibited alcohol paraphernalia is subject to confiscation by Housing & Residence Life staff, Campus Security or the police.

Prohibited Areas

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.

Open Containers

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.

Removal of Alcohol & Alcohol Paraphernalia

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.

Drugs

The possession, buying, selling, sharing or use of illicit substances, drugs (including prescription drugs) and drug paraphernalia is strictly prohibited. Housing & Residence Life staff or Campus Security will investigate possible violations if they have reasonable suspicion that a violation has occurred. Reasonable suspicion of violations of the illicit substance policies can be based on sights, sounds, smells or reports from secondary parties.

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 use of marijuana within a room shall be the confirmation of marijuana odor in the immediate area as detected by Housing & Residence Life staff, Campus Security and/or the police. Additional contributing factors may include, but are not limited to: haziness within the room, outward facing fans, disabling and/or covering the smoke detectors, or the excessive presence of air fresheners and/or other odor masking devices. Obstruction of safety equipment such as a smoke detector is a serious offense. This violation may result in an serious judicial sanctions and/or eviction from residential grounds.

Drug Paraphernalia

Possession of any drug paraphernalia is strictly prohibited. Drug paraphernalia includes but is not limited to: pipes, bongs, hookahs, grinders, needles, and water-based smoking apparatuses. Any object used to hide the presence of drugs or drug use within the room may be considered drug paraphernalia (e.g. smoke filters, towels blocking the door, outward facing fans, disarmed or obstructed smoke detectors).

Removal of Drugs & Paraphernalia

Prohibited drugs and paraphernalia are subject to confiscation and will be removed and destroyed by the police and/or Campus Security.

Firearms, Explosives & Weapons

The use and/or possession of firearms, explosives or weapons of any kind are strictly prohibited on campus and University Housing property. Campus Security will be notified immediately if Housing & Residence Life staff becomes aware of a potential violation. Examples of banned items include

but are not limited to:

1. Guns of any type

rifles, handguns, shotguns, pellet guns, taser guns, air guns, paintball guns, toy guns, NERF guns, tattoo guns, etc.

2. Explosives of any type

fireworks, firecrackers, sparklers, smoke bombs, ground spinners, missiles, high powered rockets, and models with propellants or ornamental weapons.

3. Weapons of any type

machetes, katanas, switchblades, butterfly knives, throwing knives and/or stars, bows & arrows, axes, spears, harpoons, etc.

Sporting equipment such as martial arts weapons, spear guns, recreational knives (hunting and fishing knives), hatchets, machetes, swords, and bows are prohibited within Housing. Residents who have an educational need to be in possession of a hatchet or machete will need to make arrangements with a friend that lives off campus and/or their professor to hold these items for them.

Three-prong spears may be kept on University Housing property so long as it is disassembled: the spear-head and rubber loop have been removed. If the head is not removable, the spear must be kept in an enclosed PVC tube or similar case.

Any item used with the intent to physically hurt, cause bodily harm, threaten and/or intimidate, and/or kill will be considered a weapon and treated as such.

Fire

In the case of a fire, the fire alarm will sound. Residents should immediately evacuate from the building in a timely and orderly fashion and stand at least 50 feet away from the building. Additionally, Housing & Residence Life staff will respond appropriately and begin and/or assist with evacuation procedures. Housing & Residence Life staff will direct residents to safe areas away from

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.

Safety Equipment

It is a federal offense to tamper with any type of fire safety equipment. Doing so will result in serious disciplinary action. Safety equipment includes but is not limited to: smoke detectors, water sprinklers, fire alarms, fire pulley stations, fire extinguishers, etc.

Smoke detectors

Tampering with, misusing, removing, and/or disabling of any fire safety equipment or system (e.g. covering/removing smoke detectors, misuse of a fire extinguisher, false activation of a fire alarm, or removal of emergency evacuation cards) will result in judicial sanctions. These violations warrant and will likely result in immediate eviction of the Residence Halls.

Residents should not touch, remove or cover smoke detectors for any reason. If there is a problem with the smoke detectors (e.g. dead battery or constant beeping), residents should contact their RA or any Housing & Residence Life staff member immediately for assistance.

Sprinklers

Hanging items on sprinkler heads and/or sprinkler pipes is prohibited as they may be accidentally activated. When activated, sprinklers will release, at minimum, 3-5 gallons of water per minute around the entire room. Should anyone be found responsible for the activation of the fire sprinkler system, they may be personally liable for any costs of damage to Housing and/or other properties.

Barbecue & Cooking Restrictions

Residents are welcome to use small grills and hibachis but only under the following conditions:

Grill policies

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.

Cooking and Food Policies

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, Kauanoe and Kēhau .
 - a. Exceptions to this policy are small microwave ovens under 900 watts.
 - b. Coffee pots and rice cookers with automatic shut-offs are permitted in all residence halls.
4. Small refrigerators 3 cubic feet or less are permitted in Hale 'Alahonua, Kanilehua, Kauanoe, and Kēhau.
5. Small refrigerators are **not** permitted in Hale 'Ikena rooms. **Residents who are returning to housing and living in Ikena that have mini fridges are advised to sell their fridge, ship it home, give it to a friend that lives in another residence hall or off campus.**
 - a. Residents found in violation of this policy will be mandated to remove the small refrigerator from premises.

Candles, Incense, Halogen Lamps, Lava Lamps, Gasoline & Other Fire Hazards

Due to potential fire hazards, the burning of candles or incense, and the use of halogen lamps are not permitted. Gasoline, gas cans and petroleum-based items are also not permitted in rooms or

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.

Smoking & Use of Other Plant-Based Intoxicants

Per statewide legislation signed into effect on July 10, 2018 (SB 134, Act 160, SLH 2018), all University of Hawai'i campuses and properties are tobacco and smoke-free locations. This law prohibits the use and consumption of the following while on the UH Hilo campus: cigarettes, cigars, vaping apparatus, chewing tobacco and pipes, hookahs, and other smoking products, regardless of age.

Use of marijuana and other plant-based drugs will be treated as a violation of the drugs policy and will be treated as such.

Pets & Animals

Only freshwater fish are allowed to be kept as pets. Residents may not have any other pets, nor may any other pets enter the units, lounges or Housing property for any reason or length of time.

Each resident may have only one aquarium with a capacity of up to 10 gallons. The owner must have an aquarium cover and keep it clean at all times. If an aquarium is found to be unsanitary, the resident will have to correct the situation or dispose of the aquarium. Residents in violation of the pet policy will be fined, charged for fumigation and room cleaning.

Please review the University of Hawai'i at Hilo [Animals on Campus Policy and Guidelines](#).

Exceptions to the pet policy will be made to accommodate residents and guests with a documented and approved need. All residents and/or guests that have a comfort and/or service animal need to receive prior approval from the Director of University Disability Services, Housing Director, and the Associate Director for Residence Life prior to entering Housing with their comfort/service animal. **Upon receiving approval from the Director of Disability Services, the resident must go through an orientation with the Department of Residence Life before the animal is permitted on Housing grounds.**

Stray and feral animals are not to be fed or housed on University Housing property.

Noise Levels

Housing & Residence Life noise limits are established to maintain an environment that, above all, is conducive to academic success and supports the academic goals of all community members. All members of the residential community have the reasonable right to sleep and study in their space and community. Residents are within their rights to respectfully ask other residents to respect these rights. Part of the responsibility in creating and achieving a balance between an academic and living environment falls on members of the residential community. Housing & Residence Life staff will work with members of the residential community to set a standard for appropriate noise levels. Noise that unreasonably disrupts members of the community at any time is considered a violation of the community noise policy.

Some common examples of noise violations include but are not limited to:

1. Talking excessively loud, yelling and/or screaming in person and/or over the phone
2. Blasting of music and/or stereo
3. Excessively high volume levels when watching TV/movies

All persons present in a apartment, room, or suite that is documented for excessive noise will be presumed to be contributing to the community disruption and will be held accountable.

Vehicular noise on residential grounds that disrupts the community (e.g. a car's stereo music, the

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.

Courtesy Hours

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 at all times.

1. Noise levels should not be heard from unit to unit, building to building and/or floor to floor. It is the responsibility of every resident to make sure that their activities are not disturbing their neighbors.
2. Residents should ensure that noise from singing, musical instruments, computers, video games or audio equipment cannot be heard outside of their living space.
3. Musical instruments played in open areas should be played at a volume and in a location that is not disruptive to the community.

Quiet Hours

During quiet hours, television, stereo and other sound amplifying devices should be kept at a minimal so as to not be heard outside of the room. In addition, outbursts of yelling, screaming or other noise that can disrupt neighbors should be avoided. Quiet hours are:

1. **9:00 PM to 10 AM** Sunday through Thursday
2. **Midnight to 10 AM** Friday & Saturday
3. 11:00 PM to 10 AM on Holidays (the evening prior to the recognized observance)
4. 10:00 PM to 10 AM during all break periods

Final Exams Week & Quiet Hour Expectations

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.

Guest Policies Intended for Housing Residents (revised)

Effective Immediately: To maintain the health and safety of all on campus residents, the University Housing and Residence Life Guest Policy has been revised. Any student currently registered as a resident of on campus housing will be expected to abide by the following Guest Policy. For more information regarding revised Student Housing policies that include the Guest Policy, view the [UH Hilo Covid-19 Guidelines](#),

NON-RESIDENTS are NOT permitted in the Residence Halls and Apartments. A Non-Resident is a student that is not currently assigned to an on-campus space for the semester or term they are registered.

COVID-19 Guest Policy

Residents may not host guests who are not current residents of University Housing and Residence Life. Residents may host students who are current residents of University Housing in their assigned space. During their visit, all residents must be escorted and accompanied by their host at all times, and must abide by all posted regulations.

COVID-19 Face Coverings: Face masks **may** be required in all residence hall common spaces where physical distancing is difficult to maintain due to the number of persons in the space.

Face masks are highly recommended in indoor and outdoor areas in the residence communities. This includes campus dining rooms and residence hall shared spaces such as community lounges, community kitchens, computer labs, study rooms, laundry rooms, etc.

COVID-19 Signs: Maximum occupancy signs will be posted around the residence hall establishing a limit for the number of individuals who are permitted to be in public common spaces at the same

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.

Limited Visitation Areas & Hours of Visitation

Residents have the right to privacy in their assigned room. Residents should not feel obligated to surrender and/or compromise their right for a guest. Residents experiencing hours of visitation violations after attempts to discuss the situation with their roommates and/or suitemates should contact their RA.

Overnight Guests

Overnight residential guests are defined as guests in apartments, suites, or rooms between the hours of: 1. 11:00 p.m. and 9:00 a.m. on weekdays 2. 12:00 a.m. and 9:00 a.m. on weekends
Residents who wish to host other residential guests beyond the permitted hours of visitation **MUST** have the permission of all roommates and suitemates. The following standards will be enforced:

1. Permission will be determined by a completed Roommate Agreement Form that is managed in the respective hall office. This document can be amended as necessary with the assistance of the Resident Assistant.
2. Requests for overnight guests must be proposed to all residents of the room at least 3 days in advance.
3. Overnight residential guests are permitted for a maximum of (5) nights per semester.
4. An overnight residential guest must be accompanied by their host at all times.

Social Gatherings & Parties

Residents who wish to host guests are responsible for abiding by Housing & Residence Life policies and procedures. If Housing & Residence Life staff have a suspicion that policies are being

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

Common violations of residents with guests

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

Room Occupancy Limits

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

1. **Hale Kēhau Suite Style Unit**
 - a. Occupancy limit of 10 persons
 - b. 5 individuals per room space
2. **Hale Kanilehua & Hale Kauanoē Traditional Style Unit**
 - a. Occupancy limit of 5 persons
3. **Hale 'Alahonua Unit**
 - a. Occupancy limit of 6 persons
 - b. 3 individuals per bedroom
4. **Hale 'Ikena Apartment**
 - a. 1-bedroom apartments: Occupancy limit of 5 persons
 - b. 2-bedroom apartments: Occupancy limit of 10 persons

Disruptive Behavior

Please respect all members of the community. Avoid actions and behaviors that are disruptive to community living. Disruptive behavior will result in disciplinary action. Examples of disruptive

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

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.

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 Kēhau Dining Hall. Residents may not allow trespassed persons into their apartments, rooms, and suites. Doing so will result in disciplinary action.

False Reporting

When asked and/or requested, residents are expected to provide truthful information and identification to Housing & Residence Life staff and Campus Security. Anyone found responsible for presenting false information will be subject to disciplinary action.

Cleanliness Guidelines

Residents are responsible for maintaining the cleanliness of their space.

Cleaning standards

1. Residents are expected to dispose of their trash in the dumpsters.
2. Trash should not be stored in front of doors or in the hallways.
3. Food should not be disposed of in the common bathroom areas.
4. Items saved for recycling may not be stored outside of the resident's unit.
5. All sidewalks, hallways, patios, grounds, lanais and the area in front/rear of the units should be kept free of litter and debris.
6. Large trash receptacles intended for outdoor use are not permitted for personal use in or around the housing units.
7. Do not put grease, rice or large food items in the kitchen drains/garbage disposals as they 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 & Safety Inspections

Health and Safety inspections will be conducted each semester. Residents will be notified at least 24 hours in advance before an inspection is conducted.

Health & Safety inspections involve a visual inspection of the space by Housing & Residence Life staff. Housing & Residence Life staff will not touch residents' belongings. Any prohibited items and paraphernalia in plain sight may be disposed of and/or confiscated.

Drugs and drug paraphernalia found in spaces will be documented by University Housing & Residence Life staff and removed by Campus Security.

Alcohol and alcoholic paraphernalia found in spaces in which they are prohibited (dry halls, underage resident's room, etc.) will be immediately disposed of by Housing & Residence Life staff.

Candles, incense and other prohibited items will be documented and subject to immediate removal by the resident. Any item that poses a serious threat to the health and safety of the residents of the room/overall community will be confiscated and may be returned after meeting with a professional staff member and at the discretion of the department and pursuant to local, state, and federal laws and regulations.

If the item is found in the residence halls again, the resident may be subject to further action including but not limited to eviction and trespass from the residence halls.

Keys

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.

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 examining 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 residents 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.

Room Alterations

Residents will be held financially responsible for any damages caused by room alterations/decorations. Residents are expected to comply with the following guidelines. Not following the guidelines will result in disciplinary actions and/or fines for the repairs and/or non-compliance:

- All repairs need to be done by Housing maintenance professionals.
- Residents may not paint, draw on, puncture or otherwise deface the walls or surfaces.
- Residents are not permitted to use tacks, nails, staples or screws for wall mountings.
- Tape on painted walls and ceilings can damage the surfaces. Use blue painter's tape to decorate the walls.
- Duct tape is especially harmful to painted surfaces and is prohibited.
- Glow in the dark paint and stickers are prohibited.
- Hanging anything from the sprinklers/sprinkler pipes or smoke detectors is prohibited.
- Dart boards are not allowed on any walls or doors in the apartment, room, suite or in the hallways.
- University Housing furniture may not be removed from the apartment, room & suite or switched with other units.
- Furniture must be intact and kept on the floor. Lofts, bunk beds, forts/room dividers and stacked furniture are not permitted.
- Residents are not permitted to modify the furniture or physical structures.
- University property (i.e. lounge furniture, outside tables or University signs) are not allowed in the individual apartment, room, & suite.
- Residents may not remove screens, blinds and/or window louvers.
- Hammocks, tarps, or additional coverings are not allowed for use on University Housing property.
- University electrical fixtures may not be altered or substituted.
- Wallpaper, borders, contact paper and self-adhesive liners are not permitted.
- Safety regulations during the holidays:
 - Only artificial Christmas trees shall be permitted in apartment, room, & suite.
 - No lights are permitted around the outside of doors, windows, balconies, patios and/or railings.
 - Artificial snow is not permitted.

Residents may be required to remove materials that are deemed offensive by the community.

impede access in any way, or visually/physically obstruct emergency exits and hallways.

Prior to formally checking out of the residence halls, all furniture must be returned to its original configuration. **Any personal furnishings brought into residential grounds(e.g. sofas, mattresses and dressers) must receive prior written approval by a Resident Manager.**

The use of additional large, electrically powered appliances (such as, but not limited to: full-size refrigerators, deep freezers, deep fryers, air conditioners, space heaters, waterbeds, washer/dryers, stoves, pools, kiddie-pools, hot tubs and other large wattage/water items) are not permitted in Housing spaces.

Room Entry

While University Housing respects the privacy of residents of the residential community, there are circumstances in which the right to privacy may be limited. Housing & Residence Life reserves the right to enter rooms in certain cases. These include, but are not limited to building and room upkeep and maintenance, health and safety, and enforcement of University and Housing policy.

Residents are not permitted to change Housing locks or add additional devices that would prohibit or hinder the entrance of Housing or safety personnel.

Housing reserves the right to enter a resident's apartment, room, or suite at any time in the following circumstances:

1. There is an indication of danger to life, health, safety, and/or property.
2. To provide necessary cleaning and/or maintenance that is time sensitive.
3. To conduct room preparation for outgoing and incoming residents.

Before entering, staff will knock to announce their presence. If no response is received, staff will again knock and announce their presence up to three (3) times before announcing their intent to enter the space. At this time, the door will be unlocked and the staff will, from the doorway, again announce their presence and intent to enter, and will proceed if no response is heard.

The Housing & Residence Life staff has the right to:

1. Speak to the residents of the room
2. Examine the entire unit, including the living room, bedroom, bathroom, and walk in closets
3. See proof of residents' identification and ask where guests reside
4. Take pictures of residents, guests and evidence of policy violations
5. Ask all guests of the room to leave if the resident(s) of the room are found to be uncooperative or in violation of policy. If the guests of the room are asked to leave, they will not be permitted to return for 24 hours.
6. Call for additional assistance from Housing, campus staff, Campus Security, police and/or medical/fire crews
7. Additional rights of Housing & Residence Life staff may be deemed necessary in unusual circumstances.

If a policy violation is discovered when entering a room a visual search may be conducted. The purpose of a search is to either confirm the presence of an illegal or prohibited item or policy violation, or to determine that no imminent risk to health or safety appears to be present. Please note that staff is required to report any policy violation they come across during a resident room entry.

Room Entry During Break Periods

During the academic break periods (i.e. Thanksgiving, Winter, Spring, and Summer breaks), Housing & Residence Life staff has the right to enter residents' apartments, rooms, and suites without advanced notice to conduct room inventories, room safety inspections, room preparation, and maintenance work.

Maintenance

General maintenance work orders for non-emergencies can be obtained and submitted at each residence hall office. In the event of a maintenance emergency, a resident should immediately go to

the closest residence hall office to notify a Housing & Residence Life staff member.

When a work order has been placed, it is agreed that Housing/Maintenance staff has permission to enter the apartment, suite or room to make the needed repairs. *It is also agreed that the reporting resident will be responsible for notifying their apartmentmates, roommates or suitemates about Housing and/or Maintenance entering the apartment, room, or suite to address the situation.* Housing or Maintenance staff will enter rooms without notice in advance for emergency maintenance situations.

Residence Hall Offices

Student staff (known as Office Assistants or OAs) are trained to address and support the needs of residents. Residents are permitted to check out cleaning equipment, games, and recreational equipment from the residence hall desks. The person who checks out the equipment will be responsible for loss or damage of the equipment.

Check-out on some equipment, such as vacuums, are subject to availability and time restrictions. A UH Hilo/HCC validated Student ID card is required as collateral when checking out equipment. Keys, cell phones, credit/debit cards, or any other form of collateral will not be accepted in place of a student ID. Residents of the assigned hall have priority to in hall resources, equipment, and spaces.

If a specific hall office is closed, a resident may ask for assistance at another hall office during the posted business hours. After hours, residents may contact [Campus Security](#) at (808) 974-7911 for assistance. Please remember that residence hall office areas are only designated for Housing & Residence Life staff. Please do not enter the office areas.

Residence Hall Appearance

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.

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. Maintaining the a clean condition of the lounge areas is the responsibility of members of the community. Any damages and/or cleaning issues of lounge areas and/or property will be assessed to the person/persons responsible, or the entire community if no one claims responsibility. Failure to respect and/or use the lounge properly will result in the revocation of this privilege.

Computer Labs

Computers are available for Housing residents in the Hale 'Alahonua Study Rooms, Hale Kauanoe

computer lab, and Wailau Computer Lab in Hale Kanilehua. The computers are equipped with Microsoft Office and limited printing services are available at the labs. *Only Housing residents may use the lab facilities and priority is given to those with educational purposes.*

The following activities are not permitted in the computer labs – residents will be asked to leave immediately if they are found:

1. Downloading or uploading audio/video files
2. Gaming or gambling
3. Downloading, uploading or viewing pornography
4. Conducting private business activities, sharing copyrighted files, installing programs/software
5. Involved in illegal or prohibited activities

Resident Checkout & Hall Closing

Residents leaving the residential community at the end of each semester (including Summer Sessions) must formally check out of their apartment, room or suite with a Housing & Residence Life staff member. These appointments must be made at least 24 hours in advance. Detailed procedures will be communicated to all residents prior to the checkout deadlines.

Graduating residents have until 6 PM graduation day to check out of their space. Nongraduating residents must check out of their space by 9 PM the Friday before graduation. **Residents will not be granted extended stays beyond the checkout deadlines.** Residents with additional/further questions about checkouts should contact their RA or with a Residence Life Professional Staff member. It is highly encouraged that residents speak with either one, or both, of these individuals or with the Student Housing Office (PB-11) to confirm hall checkout dates prior to finalizing travel and departure plans.

Residents who stay beyond the checkout deadlines will be charged a fee, their locks changed and their items may be removed from their unit and donated. Residents will not be permitted to return to their rooms once they have checked out.

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.

Resident Responsibilities

Renter's & Homeowner's Insurance

The University is not liable for lost, stolen or damaged personal property. It is a good idea to consider purchasing insurance that will cover personal items brought to campus such as bikes, books, computers, cars etc.

Civil Cohabitation

Residents are partly responsible for their own residential experience. For a positive residential experience, the Department of Housing & Residence Life advises that roommates agree or come to an agreement on the following:

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
6. Have respect for each other's properties
7. Equally share the total unit space assigned to all roommates
8. Abide by all Housing policies
9. Ask for help from Housing & Residence Life staff if individual communications are no longer productive.

Roommates experiencing conflict are encouraged to resolve disputes among themselves when possible. Housing & Residence Life staff is available to assist when support is needed or to help with mediation. In situations where no compromise can be agreed upon and/or differences cannot be resolved by the roommates, Housing & Residence Life staff may move all parties involved.

Safety

Personal Safety

Taking personal responsibility for safety is imperative in a community living environment. Although the RA's and Campus Security Officers conduct rounds at night, residents need to take appropriate personal safety precautions.

Residents should:

1. Carry their keys at all times. Do not lend keys to anyone
2. Lock apartment, room, and suite doors even if stepping out of the room for a moment
 - a. Ikena residents residing on the first floor are encouraged to not use their sliding door for primary entry/exit into their apartment as leaving this door unlocked when no one is home poses a serious safety/security risk.

- b. Residents who choose not to abide by this policy do so at their own risk. University Housing is not responsible for any thefts that occur due to the negligence of residents.
3. Keep Residence Hall entrance doors closed at all times and not give access to unknown guests
4. Keep doors to common bathrooms closed
5. Completely close louvers and windows when leaving their room or apartment
6. Avoid walking alone at night. Walk with a friend or call Campus Security
7. Avoid parking or walking in unlit areas
8. Not prop open interior or exterior doors
9. Report any non-functioning doors, locks or windows to the Housing front desk staff.
10. Report any unsafe or suspicious items or persons to Campus Security or the nearest Housing & Residence Life staff personnel.

Residents are encouraged to contact [Campus Security](#) at (808) 974-7911 should they require assistance in an emergency, feel unsafe in their space, and/or in danger. Additionally emergency resources include Hawai'i Police Department, Hawai'i Fire Department, and Emergency Medical Services and can be contacted by dialing 911.

Access

All stairways, walkways, hallways, and entrances to apartments, rooms, and suites must be kept clear at all times. Any and all items blocking walkways are prohibited and will be removed by Housing & Residence Life staff if necessary.

Restrictions

1. Students and campus visitors may not use skateboards, rollerblades, bicycles, motorcycles, mopeds, go-carts, or scooters on sidewalks and walkways.
2. No vehicles other than authorized University and State vehicles are permitted on the grass areas of residential grounds. Non-authorized vehicles will be towed at the expense of the owner.
3. The unpaved access road that parallels the flood channel (behind Hale 'Ikena, Hale Kehau, and Hale Kanilehua) is not for personal vehicle use. Only authorized University and State vehicles are permitted.
4. Residents may not store mopeds, motorcycles, or electronic and/or fuel powered vehicles in their apartments, rooms or suites.
5. Speeding and reckless driving on residential grounds are not permitted.

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.

Other Restrictions

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.
 - a. Exceptions may be made to some sporting activities at the approval of the Resident Manager of the hall.
 - b. Residents are encouraged to speak to the Resident Manager of the hall prior to engaging in sporting activities.
2. Volleyball after dark
3. Laser lights and pointers
4. Swimming or entering of the flood channel at any time
5. Surfing, body boarding or boogie boarding on grass areas
6. Dumping of any trash or waste products in or around the flood channel or any areas other than the designated rubbish bins or dumpsters
7. Blocking access to recycling bins and trash chutes by leaving oversized items around these areas
8. Throwing of items from balconies or upper floors

Storage

Designated storage facilities are available within the Hale Kēhau and Hale 'Alahonua residence hall. Residents are eligible to store their items within these facilities if they are returning to University Housing for the following semester and/or academic year. All other storage requests will not be considered. Storage is a **free service** available on a first come, first serve basis.

Please note that we have limited space for storage. Due to the limit space for storage, residents are permitted **only 2 medium and 2 large boxes**. Storing a microwave will replace 1 medium box;

storing a mini-fridge (must be 3 cubic feet) will replace 1 large box. Perishable and flammable items, and other items in violation of Housing & Residence Life policies will be refused from storage. Mini-fridges must be completely defrosted and cleaned. If you wish to put your bike into storage, please visit the Hale 'Alahonua office for further instructions.

Dimensions of the boxes must be as follows:

Medium box

18in x 18in x 16in

Large box

18in x 18in x 24in

Each box should be labeled with full name, cell phone number, and hawaii.edu email address. We reserve the right to refuse any items that are not packed and labeled properly, or exceed size limitations.

University Property & Damages

Residents will be billed for parts and labor associated with negligent or intentional damages to University-owned property. Charges are based on current prices for supplies, labor, and/or replacement. If the cost of repair or replacement of the University property exceeds that of a resident's security deposit, the balance will be billed to the resident's account.

Costs related to the damage, removal, loss or theft of University property may be incurred both individually and/or as a group. In situations where damage is done to common areas and no individual takes responsibility, the entire floor, wing, apartment or residence hall can be charged, depending on where the damage occurred.

Vandalism

Willful or malicious destruction of public or private property is a serious violation and is prohibited.

Students may be assessed restitution for any damages to University property. Damage assessments are based on the cost (materials and labor) to restore to the original state through repair, replacement, or cleaning of the damaged item or area. Group assessment may be charged when the individual(s) does not come forward to claim responsibility or cannot be identified.

Windows, Ledges, Railings & Roofs

No one is allowed on window ledges, railings/guard rails, roofs, or attic crawl spaces, as it is extremely dangerous and unstable. In addition, climbing on the exterior of the buildings (e.g. between rooms on upper floors or climbing from the ground level to second floor windows or balconies) is also prohibited. Removal of any louvers, doors, or screens will result in financial charges and disciplinary action.

Experience in Housing

These rules, regulations and policies are in place to make it possible for all students to have a reasonably satisfying experience living in Housing. Due to the diverse backgrounds, experiences, and living arrangements from which resident students come from, it is necessary to have these guidelines in place. Should residents have any questions, concerns or suggestions they should contact Housing & Residence Life staff to initiate a discussion.

Emergency Operations Plan

For more details on how Housing & Residence Life staff will operate and respond to emergency situations, please view the [UH Hilo Emergency Operations Plan](#).

[\(https://hilo.hawaii.edu/\)](https://hilo.hawaii.edu/)

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Fax: (808) 932-7459

Resources

Campus life [\(https://hilo.hawaii.edu/campuslife/\)](https://hilo.hawaii.edu/campuslife/)






Maps <https://hilo.hawaii.edu/uhh/maps.php>

Title IX <https://hilo.hawaii.edu/titleIX/>

UH Hilo Now <https://hilo.hawaii.edu/news/>

Website privacy & policies <https://hilo.hawaii.edu/help/website-policies.php>

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