Housing Judicial Process

The Purpose of a Judicial Process
It is the hope and expectation of the Student Housing community that residents will exercise self-control and self-discipline. At times, Student Housing Staff members must step-in to facilitate a process that ensures that residents take responsibility to abide by the policies and procedures. This process is referred to as the judicial process. The University Community worked together to design these procedures that protect the rights of all residents in the community. The process has pre-determined steps that help to make it predictable and consistent.

Residents’ Rights in the Judicial Process
Residents have the right to:
- Have all charges clearly explained to them during the judicial process
- Have an opportunity to refute statements
- Have an opportunity to submit statements and names of witnesses
- Receive a fair and prompt hearing
- Have notification of the hearing results
- Be advised of the appropriate appellate process

Residents’ Responsibilities in the Judicial Process
The University expects residents to assume responsibility in the judicial process. Residents are strongly encouraged to attend judicial meetings and provide information to aid in this process. If a resident does not attend the initial meeting, the case will be based on the information obtained before the meeting by the Reviewing Officer hearing the case.

Throughout the judicial process, the resident has the responsibility to present truthful information. Any resident found to have willfully presented false or misleading information will be subject to additional disciplinary actions.

Residents are expected to comply with the sanctions administered at any point in the judicial process. Residents are responsible for following through every step of the disciplinary process and meeting the established deadlines. Refusing to follow or ignoring the process/sanctions will result in disciplinary action in addition to the sanction(s) from the original violation.

Any resident who harasses or intimidates anyone connected to a case will be subject to immediate removal from Student Housing. Harassment of Housing personnel and/or other residents will not be tolerated.

Staff Responsibilities/Guidelines for Handling Violations
Housing staff has a responsibility to be fair and consistent with the enforcement of all University and Housing policies. Staff members are responsible for accurately and thoroughly documenting the alleged infraction. Responses to policy violations will be documented by the staff involved. The staff will submit the documented report of the
incident to the Reviewing Officer. If deemed necessary, the Reviewing Officer will contact the student(s) for a follow-up meeting regarding the alleged infraction. Minor policy violations, such as being asked for the first time to turn down a TV, may simply be noted and will not require further follow-up from a Reviewing Officer.

Due Process
Due process ensures that all residents are given a fair hearing for conduct alleged to be in violation of University or Housing policy. Due process ensures that a student will have the opportunity to know what charges are being brought against them and he/she will have the opportunity to defend him/herself in a fair and equitable manner.

UH Hilo Housing & Residence Life Judicial Process:

Incident Reports
An incident report about the alleged violation(s) is submitted to a Reviewing Officer. Notice of an alleged violation can be submitted by anyone in the Student Housing Community. An incident report should include the following:

a. A clearly written statement
b. Names of the person(s) alleged to be involved
c. A clear description of the alleged violation
d. The date, time and location of the alleged violation
e. The date of submission
f. The printed name and contact information of the person submitting the statement

An incident report may also include pictures of resident(s) and/or guests alleged to be violation of a policy. It may also include pictures to document the evidence of an alleged policy violation.

Initial Review
Upon receipt of an incident report, which alleges that a policy violation has occurred, a Reviewing Officer will review the report for possible follow-up or dismissal of the allegations.

Notification and Fact Finding
If the review indicates that the allegation has merit, the reviewer will contact the involved residents and other involved parties in writing to inform them of the allegation(s). The Reviewer will provide them the opportunity to submit a statement regarding the alleged incident and/or participate in a meeting to discuss the matter. The primary intent of the Reviewer’s letter is to gather additional information and/or seek clarification from alleged violators. The resident has a right not to provide any information, and this by itself will not be deemed as an admission of guilt. This written notification will include the following:

a. A request for a conference/meeting by a specific deadline
b. A description of the alleged behavior or situation
c. Explanation of alleged policy violation(s)
d. The purpose of the meeting
Initial Meeting
A Reviewing Officer will conduct an Initial meeting. Students are encouraged to attend this meeting. If the student does not attend the initial meeting, the case will be based on the information that the Reviewing Officer has obtained before the meeting. At the meeting the Officer will:

a. Explain the charges
b. Accept witness statements and information provided by the student
c. Request a plea from the student
d. Determine if further action is warranted

Decision Making
The following options are available to the Reviewing Officer:

a. Dismiss the case. A decision letter will be sent to the student to confirm this decision.
b. Sanction the student. An appropriate sanction may be determined during or after the meeting. A decision letter outlining the sanctions will be sent to the student.
c. Refer the case to an alternate Reviewing Officer due to the nature and/or seriousness of the alleged violation.

Appeals Process
Residents and/or others who wish to appeal a decision rendered by the Reviewing Officer must submit a written appeal to the Assistant Director of Residence Life or designee within two (2) business days from the date the decision letter was received. The written appeal must include a “Residence Life Disciplinary Decision Appeal Form” (downloadable from http://www.uhh.hawaii.edu/housing This form provides the format, specific information and required supporting documentation necessary for filing an appeal.

The right to an appeal must be based on one of the following categories:
- A procedural error has occurred in violation of the student’s rights during the original disciplinary process.
- New evidence, relevant to the case, was discovered and was verifiably not available during the original disciplinary proceedings.
- At the Housing Director’s discretion, appeals may be considered due to special circumstances, which must be documented by the student.

The Assistant Director of Residence Life or designee will serve as the Appeals Officer. The Appeals Officer will review the appeal request and make a determination of whether valid grounds exist for an appeal. If such grounds do exist, the Appeals Officer will facilitate the case personally, or will designate an Administrative Officer to facilitate the judicial review. The Appeals Officer will notify the resident in writing within ten (10) business days after receipt of the appeal, whether or not an appeal will be granted and the decision reviewed.
The Appeals Officer may uphold the original sanction, revise the sanction, or rescind the original sanction. The decision of the Appeals Officer is final.

**DISCIPLINARY SANCTIONS**

The Reviewing or Appeals Officer may impose the sanctions listed below for violations of Housing and/or University policies while taking into account the student’s educational needs and prospects for improvement. Sanctions are issued based on the circumstances and activities pertaining to the incident. They are designed to educate and hold students accountable for their actions/behaviors and to protect the members of the Housing community.

Failure to comply with issued sanctions may result in further disciplinary action, which may include eviction from Housing and/or expulsion from the University. One or more of the following sanctions may be imposed:

**Verbal Warning**
An official verbal warning intended to “educate” the resident that a violation of Housing or University policies has occurred. Housing staff will provide a verbal explanation to the resident as to what the policy violation is, ways to avoid further infractions, and the possible consequences of further violations.

**Written Warning**
Written warnings are stern warnings issued in response to a violation of Housing policy.

**Community Service**
Community Service sanctions may be required. Examples of community service include, but are not limited to: planning educational programs, creating bulletin boards, assisting at off campus community agencies and on-campus service projects.

**Counseling and/or Referral to an Intervention Program**
A counseling referral to another University department or community service agency may be issued to students for substance abuse, alcohol education, disruptive behavior or mediation. Students may also be referred to an intervention program. The student may be required to attend or participate in a workshop, program, or creative sanction. Refusal on the part of the student may result in further disciplinary action.

**Alcohol Education**
Residents involved in an alcohol violation may be sanctioned to participate in an online alcohol educational program. This sanction will be in addition to any alcohol or substance counseling requirement. There is a mandatory monetary cost to participate in the program that will be charged to the sanctioned student’s University account.

**Residence Transfer**
A student may be required to move from one living unit or building to another assigned space.
Student Housing Probation
Housing probation may be issued to residents who have past written warnings or who have been found responsible for serious violations of University or Housing policies. Housing probation places the student on notice that further involvement in incidents that violate Housing and/or University policy will result in more serious action or eviction. Probation will be issued for the student’s entire stay in Housing or for a period specified by the Reviewing Officer, and may include specific restrictions on the student.

Loss of privileges
Loss of privileges or limiting access to facility areas may be imposed. For example, residents may lose their privilege to consume alcohol on Housing property or their privilege to host social gatherings. The resident may also be banned from certain areas of Housing.

Eviction
Evictions are issued based on actions and behaviors not conducive to the community. A resident may also be evicted for failure to pay rent. A resident must vacate their assigned unit within 24 hours or a period specified by Housing personnel. No refunds will be made to residents evicted from Housing. Evicted residents may be trespassed. Trespassed residents may lose the privilege to eat in the Hale Kēhau Dining Hall and will not be permitted to park in any Housing zones.

Behavior deemed by Housing to be a threat to the well-being and safety of the community may result in immediate eviction from the Housing. Based on the seriousness of the violation, a decision to immediately remove the student will be made by Housing personnel.

Trespass Notice
Trespass sanctions are issued to evicted residents and non-residents who are no longer welcome in Housing. A trespassed individual will not be permitted on Housing property, including all halls, walkways, covered areas, Housing parking zones, grass areas, and the Hale Kēhau Dining Hall. At the end of the time-period indicated on the trespass notice, the student may submit a written request to the Director of Housing to return to Housing Property. Everyone who is trespassed will have their picture taken and submitted to Campus Security.

Assessment for Restitution
Payment for the restoration of damaged property may be required. Failure to meet payment deadlines could result in further actions and/or sanctions by Housing or the University.

Fines
Students may be required to pay a reasonable sum of money as part of a sanction. A monetary fine may be assessed for a written warning, minimally $30.00. Fines for subsequent warnings are minimally $60.00. Fines may be assessed in addition to costs related to the damage, removal, loss or theft of University property.

Students may request additional community service in lieu of fines.
During the last month of the semester, students found responsible for a policy violation and who would not be able to complete the terms and conditions of their judicial outcome and/or who are not returning to Housing the following semester may receive additional fines in lieu of non-monetary sanctions.

**Payment of Monetary Fines and Financial Restitution**
Students assessed a monetary fine may go to the Business Office and pay with cash, check or credit card. Students may also log-on to their MyUH online account and pay by credit card.

When assessed a fine by Housing, students will have a financial obligation on their account. Students who have a financial obligation to the University will be unable to register for classes and receive transcripts. They may have other restrictions placed on their University account.

**Consistency and Fairness**
Reviewing Officers are trained to adjudicate cases and determine appropriate sanctions. Every case has individual factors that must be considered. As a result, a sanction for one student may differ from one of another with “similar” policy infractions. The Reviewing Officer may consider multiple factors, including the details of the current incident, the student’s previous conduct history, attitude, and other factors before making adjudications.

**Concerns and Complaints**
Residents who have concerns or complaints about policies, procedures, or services provided by Housing may contact hall staff for assistance. For further assistance, the Housing Director can be contacted at (808) 974-7522 or uhhhouse@hawaii.edu.

**Changes in Policies and Dates**
Management has the right to initiate changes in policies at any time.

Although every effort has been made to verify dates and times printed in this handbook, there is the possibility of encountering errors, omissions or changes. It is the responsibility of each individual using this document to confirm dates and times from other sources.

The UHH Student Housing Policies and Judicial Process are available online at: http://www.uhh.hawaii.edu/housing/
The following flow chart presents a general overview of the judicial process:

1. **Initial documentation**
2. **Fact finding**
   - Involved students are notified in writing.
   - Meeting with a Residence Life Professional staff may be requested.
3. **Decision**
   - Responsible for violations
   - Not responsible
     - Sanction/disciplinary level assigned
     - Case closed
4. **Appeal**
   - Review by Asst. Director or Director then back to decision stage.
   - Back to decision level. Appeal decision is final.
5. **Accept**
   - Case closed when sanctions are completed by student.
Policies and Procedures

It is the responsibility of University Housing, to provide a safe, secure, and educational community for all residents living on-campus. The University Housing Policies and Procedures portion of the handbook is designed to help residents understand the policies, procedures and regulations that are specific to students living on-campus in the Housing community. These policies are in addition to or in conjunction with the University policies stipulated in the UH Hilo and HawCC Student Conduct Codes. Any violation of any University policy can lead to disciplinary sanctions and can jeopardize the status of a student at UH Hilo/HawCC as well as the privilege of living in University Housing.

The following policies and procedures constitute a general guideline for University Housing residents. Other issues may arise that will be dealt with on an individual basis.

It is the responsibility of all residents to know and understand the rules, regulations, and policies within Housing and the University’s Student Conduct Code. An online version of the Student Conduct Code can be found at:

www.uhh.hawaii.edu/studentaffairs/conduct

If any policy or procedure warrants further clarification, please do not hesitate to contact a Community Coordinator or a member of the Housing staff.

ALCOHOL
Federal, state, and local 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. In addition, possession and transportation of open containers and consumption of alcoholic beverages is not permitted in public areas by any person, regardless of their age. Kegs, pony kegs and other “common source” alcoholic beverage containers are also not permitted on campus and will likely result in the termination of the violator’s contract.

Hale Kauanoe, Hale Kanilehua and Hale Kēhau are considered “dry halls”. In these halls, no alcohol, alcohol collections, containers, recycled alcohol containers and/or alcohol paraphernalia is permitted under any circumstances, regardless of a person’s age. All transportation of alcohol through these halls is also prohibited.

Products labeled as “non-alcoholic”, such as O’Doul’s, Sharps, and Cutters, will be treated as alcoholic beverages.

Residents of Hale 'Ikēna and their guests who are of legal drinking age are permitted to drink inside their apartments. However, they are not permitted to become intoxicated to the point that they put themselves or the University at any risk.
Please consider the following stipulations for alcohol use inside Hale ‘Ikena apartments for those who are 21 years of age or older.

- You and your guests who are of legal drinking age may consume alcohol inside the privacy of your own apartment or in the apartment of another resident who is of legal drinking age and is present in the apartment.
- You may not provide alcohol to anyone who is under 21 years of age or be a host to underage consumption. If you are in violation of this policy, you may lose your right to host social gatherings and to possess or consume alcohol on Housing property.
- No underage guests may be present in Hale ‘Ikena apartments while residents of legal drinking age are consuming alcohol, or when there are open containers of alcohol present.
- Underage Hale ‘Ikena residents whose roommates are of legal drinking age may be present in their apartment while alcohol is being consumed by of-age roommates and of-age guests of their roommates, but are not permitted to consume alcohol.
- All individuals found in a room while an alcohol violation is taking place may be considered participants in the violation and may be held responsible. Residents and their guests are responsible for considering the situations they place themselves in, as well as understanding the responsibility to remove themselves from situations that could involve them in a violation of University policy. The host(s) is primarily responsible for ensuring that alcohol policies are not violated.
- If you are a legal-age drinker, you may have only one open alcohol beverage at a time.

Transportation of Alcohol via Public Areas & in University Vehicles
Containers of alcohol that are transported through public/common areas must remain unopened and enclosed in a bag or cooler. All transportation of alcohol through Hale Kauanoe, Kanilehua and Kēhau is prohibited.

The transportation of alcohol in any University vehicle is strictly prohibited.

Housing and Security staff members have the right to stop a resident and conduct further investigation if they believe that a resident or guest is not obeying Housing policies regarding the transportation of alcohol. The investigation may involve a visual and/or physical examination of the item(s) in questions. Residents 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 not permitted in Hale Kanilehua, Kauanoe and Kēhau. This includes empty alcohol containers used as decoration. Residents who are not of legal drinking age residing in Hale ‘Ikena are prohibited from keeping alcohol containers as keepsakes and from storing alcohol bottles 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 from Housing 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 that encourage the rapid or excessive consumption of alcohol (e.g. beer pong, century club and quarters) are not permitted in Housing.

Prohibited alcohol paraphernalia is subject to confiscation by University personnel, Campus Security or the police.

Prohibited Areas
The 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 room or apartment. Residents are not permitted to have open alcohol containers on the patios, balconies and ledges.

Open Containers
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 empty (dispose) all alcoholic beverages whether or not the beverage has been opened.

Prohibited alcohol paraphernalia is subject to confiscation by University personnel, 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 personnel, Campus Security and/or the Police.

CLEANING GUIDELINES
Residents are responsible for maintaining living units in a consistently clean and sanitary condition.

Cleaning standards
- Residents are expected to dispose of rubbish in the dumpsters.
- Rubbish should not be stored in front of doors or in the hallways.
- Food should not be disposed of in the common bathroom areas.
- Items saved for recycling may not be stored outside of the resident’s unit.
- All sidewalks, hallways, patios, grounds, lanais and the area in front of the units should be kept free of litter and debris.
- Large trash receptacles intended for outdoor use are not permitted for personal use in or around the housing units.
- Do not put grease, rice or large food items in the kitchen drains. They clog easily.
• Large amounts of toilet paper and feminine products will clog the bathroom drains.

Cleaning inspections may be conducted during the semester. Your Community Coordinator will inform you of specific cleaning standards. You will be given advanced notice before a cleaning inspection is conducted.

**COMPUTER LABS**
Computers are available for Housing residents in the Hale ‘Ikena lounge and the Hale Kauanoe computer lab. The computers are equipped with Microsoft Office and printing is available in Hale Kauanoe. 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:
- Downloading or uploading audio/video files
- Gaming or gambling
- Downloading, uploading or viewing pornography
- Conducting private business activities
- Sharing copyrighted files
- Installing programs/software
- Involved in illegal or prohibited activities

**DECORATING & ROOM ALTERATIONS**
Residents will be held financially responsible for any damages caused by room 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 due to non-compliance.

Policies:
- 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 a removable mounting tape to decorate the walls.
- Duct tape is especially harmful to painted surfaces and is therefore prohibited.
- Glow in the dark paint and stickers are prohibited.
- Hanging anything from the sprinklers or smoke detectors is prohibited.
- Dart boards are not allowed on any walls or doors in the living unit or in the hallways.
- University furniture may not be removed from the living units 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 allowed.
- Residents are not permitted to modify the furniture or physical structures.
• University property (i.e. lounge furniture, outside tables or University signs) is not allowed in the individual living units.
• Residents may not remove screens, blinds and/or window louvers.
• Hammocks, tarps, or additional coverings are not allowed for use on 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 living units.
  • 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 would be deemed offensive by the community, impede access in any way, or visually/physically obstruct emergency exits and hallways.

At the end of each semester, all furniture must be returned to its original configuration. Any personal furnishings brought into Housing (e.g. sofas, mattresses and dressers) must receive prior written approval by Housing personnel. Lofts and bunk beds are not allowed in Housing.

* The use of additional large 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.

**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:
• Excessive noise/singing/yelling/fighting words
• Excessive, disruptive or repetitive noise from sources such as musical instruments, games, and computer games.
• Verbal/physical harassment
• Fighting/assaults
• Vandalism
• Pranks
• Property damage or theft
• Threats or intimidation
• Tampering with safety equipment such as fire alarms
• Interfering with Housing operations
• Failure to comply with Housing staff or Campus Security
• Providing false information to Housing staff or Campus Security
DRUGS
The possession, buying, selling, sharing or use of illicit substances, drugs (including prescription drugs) and drug paraphernalia is strictly prohibited.

Housing 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 in or being in the presence of illegal drug activities or illicit drug use while in Housing. If you are present when a drug violation occurs, you may be held responsible, regardless of whether or not the drugs or drug paraphernalia are in your physical possession.

Minimal proof of the use of marijuana within a room (without visual confirmation) shall be the confirmation of marijuana odor in the immediate area as detected by Housing personnel, Campus Security or the police. Additional contributing factors may include, but are not limited to: haziness within the room, outward facing fans, disabling or covering of smoke detectors, or the presence of air fresheners or other odor-masking devices. Please consider that obstruction of safety equipment, such as a smoke detector, is a serious offense. This violation could likely result in an immediate cancellation of the violator’s Housing contract as well as other consequences.

Paraphernalia
Possession of any drug paraphernalia is strictly prohibited. Drug paraphernalia includes, but is not limited to pipes, bongs, hookahs, and water-based smoking apparatuses. Any object which is 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, Campus Security or Housing personnel.

FALSE REPORTING
Residents are expected to provide truthful information and identification to Housing staff and Campus Security. Anyone found responsible for presenting false information will be subject to disciplinary action.

FIRE
Evacuation Procedures
When a fire alarm sounds or Housing personnel advise residents of an emergency, everyone must immediately evacuate the building in a timely and orderly fashion. Staff will direct residents toward safe areas. Failure to evacuate will result in disciplinary action. Residents will be allowed to re-enter the halls only after staff indicates the buildings are safe.

Safety Equipment
Tampering with any type of safety equipment is a Federal offense and will result in serious disciplinary action.

**Smoke detectors**
Judicial sanctions and expensive fines will be incurred for any tampering, misuse, removal, 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). Any of these violations will likely result in an immediate cancellation of a violator’s Housing contract (eviction).

Residents should not touch, remove or cover smoke detectors for any reason. If problems arise with smoke detectors (e.g. dead battery or constant beeping) a Community Coordinator or Hall Office Staff should be notified immediately for assistance.

**Sprinklers**
Hanging items on sprinkler heads or swinging from sprinkler pipes could accidentally activate the sprinklers. Sprinkler heads are very sensitive and when activated will minimally release 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 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:**
- No gas grills are permitted in Housing.
- Only self-starting charcoal that does not require lighter fluid is permitted. Lighter fluid is highly flammable and not permitted for safety reasons.
- Grills must be used at ground level.
- All grills in use must be at least 10 feet away from any building or walkway.
- 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.
- Grills should not block walkways or building exits.

**Cooking and food policies:**
- Residents must practice caution when cooking.
- Food items must be stored properly to prevent bugs, mold and vermin.
- To keep the community safe from fire hazards, electrical cooking appliances are not permitted in the rooms of Hale Kauanoe, Kēhau, and Kanilehua.
- Exceptions to this policy are small microwave ovens under 900 watts.
- Coffee pots and rice cookers with automatic shut-offs are permitted.
- Small refrigerators less than 3 cubic feet are permitted in Hale Kauanoe, Kēhau, and Kanilehua.
- Residents of Hale Ikena may not have additional refrigerators of any size in their units.
Candles, Incense, Halogen Lamps and Gasoline
Due to potential fire hazards, the burning of candles or incense, and the use of halogen lamps are not allowed. Gasoline, gas cans and petroleum-based items are also not permitted in rooms or apartments.

FIREARMS, EXPLOSIVES & WEAPONS
The use and/or possession of firearms, explosives or weapons of any kind are strictly prohibited on all Housing property. Police will be notified immediately if Housing staff becomes aware of a potential violation. Examples of banned items include, but are not limited to: rifles, handguns, shotguns, pellet guns, air guns, and paint ball guns, explosives of any type, fireworks, and models with propellants, high powered rockets or ornamental weapons.

Sporting equipment such as martial arts weapons, spear guns, knives, hatchets, machetes, swords, and bows are prohibited within Housing.

Three-prong spears may be kept on Housing property, provided 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.

GUEST POLICIES INTENDED FOR RESIDENTS OF HOUSING
A guest is defined as any person other than the registered occupants of a particular room or apartment. Any and all individuals that you allow onto Housing property (e.g. persons let into a building, apartment, room, or lounge) will be considered your guest(s) and you will be held responsible for their actions and behaviors.

You must escort your guests at all times. Guests are not permitted in an apartment or room without the host present.

Non-residents may not enter Housing without a resident escort. Unaccompanied guests will be escorted off Housing property by Housing staff, Campus Security or the police. Residents of Housing are also considered guests when they enter another Housing unit or hall.

You are responsible for informing your guests of all University policies. Guests are required to present valid picture identification upon request by any Housing personnel. Failure to present identification may result in the immediate removal of that individual from the Housing property.

Your guests who do not reside on-campus and are found violating policies will be escorted off of Housing property and you will be held responsible for their actions and behaviors.

Limited Visitation Areas & Hours of Visitation
You have the basic right to have privacy in your assigned room. No one should feel obligated to give up that right for a guest.
Guests are not permitted in apartments or rooms between the hours of:
- 1:00 a.m. and 8:00 a.m. on weekdays
- 2:00 a.m. and 8:00 a.m. on weekends to ensure all residents' privacy. This will also protect you from violating the overnight guest policy (see below). Roommates still having visitation problems, after trying to discuss the situation with their roommate or apartment-mates, should contact their Community Coordinator.

**Overnight Guests**
Hosts who wish to have overnight guests must have the permission of all roommates/suitemates. There is also a limit of one guest per bedroom. A guest is allowed a maximum stay of three nights per semester. An overnight guest must be accompanied by the host at all times.

- Guests who stay in traditional halls with common restrooms must make their own arrangements to use a restroom and shower that is appropriate for their gender. The use of a public restroom designated for the opposite gender is a serious offense that will not be tolerated.

**IDENTIFICATION**
While on Housing property, all persons must be able to provide valid picture identification when asked by Housing personnel and Campus Security. Any person failing to provide adequate identification or who provides a false identity will be found in violation of University policy. Any person who cannot or will not provide a valid picture ID may have their picture taken by Housing personnel and Campus Security and they may be asked to leave University property.

**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 a front desk office to report that they have lost their keys. A lock replacement charge may be assessed.

If a resident is locked out of his/her room, they should go to the front desk office for assistance. The staff will open the door only for the resident of the room. Residents will be required to show identification or answer a security question for safety purposes.

Residents may possess personal safes. However, Housing does not issues keys to any university furniture. Residents are not permitted to install personal locks on Housing furniture or doors.

**LOUNGE AREAS**
Lounge areas are available for use by Housing residents and their escorted guests during the posted hours. The lounge may be closed for pre-approved meetings or Housing-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. If the lounge properties are not respected and/or used properly, this privilege will be taken away from residents.

**MAINTENANCE**
General maintenance work orders, for non-emergencies, can be obtained and submitted at each residence hall front desk. In the event of a maintenance emergency, a resident should immediately go to the Housing front desk to notify a Housing staff member.

When a work order has been placed, it is agreed that University staff has permission to enter the room/apartment to make the needed repairs. It is also agreed that the reporting resident will be responsible for notifying his/her roommates, apartment-mates or suitemates about maintenance entering the room to address the situation.

The maintenance staff and/or Housing personnel will enter rooms without advanced notice in emergency maintenance situations.

**NOISE LEVELS (Courtesy/ Quiet Hours)**
Housing noise limits are established to maintain an environment that, above all, supports the academic goals of all community members. Everyone has a reasonable right to sleep and study. Residents are within their rights to ask other students to respect these rights. Members of the Housing community should work together to achieve a balance between an academic and living environment. Housing personnel will work with members of the 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.

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

Vehicle noise on Housing property that disrupts the community (e.g. a car’s stereo music, the revving of an engine and screeching tires) is also considered a violation of the noise policy. Persons found responsible may have their University parking permits rescinded or be prohibited from parking on Housing property. This sanction will be in addition to any other disciplinary outcomes.

**Courtesy Hours**

**Courtesy hours are in effect at all times.**

Residents can be asked to decrease noise levels emanating from their rooms at any time as a courtesy to the community. For an example, during courtesy hours, 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 their activities are not disturbing their neighbors.
Residents should ensure that noise from singing, musical instruments, computers, video games or audio equipment cannot be heard outside of the individual Housing unit.

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 level so that no sound can be heard outside of the room. In addition, outbursts of yelling, screaming or other noise that can disrupt neighbors should be avoided.

Quiet Hours Period Begins:
8:00 p.m. Sunday through Thursday
Midnight Friday and Saturday
11:00 p.m. Holidays (the evening prior to the recognized observance)
11:00 p.m. Winter Break & Spring Break

Quiet hours period ends at 10:00 a.m. every morning.

Finals Exam Week
During finals week, a 24-hour quiet hours policy is enforced. Finals week is considered to begin at 11:59 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.

Residents in violation of the 24-hour quiet hours policy may incur an immediate sanction. This sanction may include removal from Housing and a fine of $25.00 each time Housing personnel responds to violations of the noise policy.

OFFICES – RESIDENCE HALL FRONT DESKS
Student staff (known as Office Assistants or OA’s), are trained to address and support the needs of residents.

Residents are permitted to check out vacuums, games and recreational equipment from the Housing front desk offices. The person who checks out the equipment will be responsible for loss or damage of the equipment. Rentals on some equipment, such as vacuums are subject to availability and time restrictions. A UHH/HCC validated Student ID card is required as collateral when checking out equipment. Keys, cell phones, or other collateral will not be accepted in place of ID’s.

If a specific hall office is closed, a resident may ask for assistance at another hall office during the posted business hours. After hours, you may contact Campus Security at (808)974-7911 for assistance.

Please remember that Housing Office areas are only designated for Housing personnel. Please do not enter the office areas.

PETS & ANIMALS
Freshwater fish are the only animals that are allowed to be kept by residents. No other pets may enter the units, lounges or University 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. Exceptions to the pet policy will be made to accommodate residents and guests with a documented and approved need.

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

RESIDENCE HALL APPEARANCE
To maintain an environment that is appealing to all, items deemed unsightly by Housing personnel must be removed upon request. Items like trash, recyclables, furniture and bicycles are not to be stored on walkways, stairwells, patios and balconies. Trash dumpsters and recycling bins are readily available for your convenience.

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

RESIDENT CHECKOUT & HALL CLOSING
Residents must check out of their student Housing unit with a Housing staff member. Detailed procedures will be communicated to all residents prior to the checkout deadlines.

Residents will not be granted extended stays beyond the checkout deadlines. Please make proper arrangements in advance to checkout in accordance with the deadlines. No exceptions.

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

RESIDENT RESPONSIBILITIES
Renter’s & Homeowner’s Insurance
The University will not assume responsibility 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.

ROOM ENTRY
While the University respects the privacy of students living in Housing, a student’s right to privacy is limited in some circumstances. Housing personnel reserve 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 room/apartment at any time in the following circumstances:

- There is an indication of danger to life, health, safety, and/or property.
- To provide necessary cleaning and/or maintenance that is time sensitive.
- To conduct room preparation for outgoing and incoming residents.
- There is a reasonable suspicion to believe that a violation of University or Housing policy is occurring.

Before entering, staff will knock to announce their presence. If no response is received, staff will again knock and announce their presence. After knocking a second time, staff will knock a third time and announce their intention to enter the room. 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.

If the staff has entered because they have a reasonable suspicion a policy violation is occurring, the student(s) occupying the room, if present, will be told the purpose of the entry and provided an opportunity to voluntarily produce any item or substance for which the entry has been made. Staff will conduct a visual search of the room or apartment.

The Housing staff has the right to:

- Speak to the residents of the room
- Examine the entire unit, including the living room, bedroom, bathroom, and walk-in closets
- See proof of residents’ identification and ask where guests reside
- Take pictures of residents, guests and evidence of policy violations
- 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.
- Call for additional assistance from Housing/campus personnel, Campus Security, police and/or medical/fire crews
- Additional rights of Housing staff may be deemed necessary in unusual circumstances.

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 personnel have the right to enter residents’ apartments/rooms without advanced notice to conduct room inventories, room safety inspections, room preparation, and maintenance work.

ROOMMATE RESPONSIBILITIES & COMMUNICATION

Roommates must:
- Maintain an environment that is reasonably conducive to study and sleep
- Demonstrate tolerance for various lifestyles and individual needs
- Be able to discuss differences in a positive and productive fashion
- Be willing to compromise and resolve differences
- Equally contribute to the room/unit cleaning and upkeep responsibilities
- Have respect for each other’s properties
- Equally share the total unit space assigned to all roommates
- Abide by all Housing policies
- Ask for help from Housing personnel if individual communications are no longer productive.

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

SAFETY

Personal Safety
Taking personal responsibility for safety is imperative in a community living environment. Although the Community Coordinators (CC’s) and Campus Security Officers conduct rounds at night, residents need to take appropriate personal safety precautions.

Residents should:
- Carry their keys at all times. Do not lend keys to anyone
- Lock unit doors even if stepping out of the room for a moment
- Keep Residence Hall entrance doors closed at all times and not give access to unknown guests
- Keep doors to common bathrooms closed
- Completely close louvers and windows when leaving their room or apartment
- Avoid walking alone at night. Walk with a friend or call Campus Security
- Avoid parking or walking in unlit areas
- Not prop open interior or exterior doors
- Report any non-functioning doors, locks or windows to the Housing front desk staff.
- Report any unsafe or suspicious items or persons to Campus Security or the nearest Housing staff personnel.
Campus Security may be contacted at: (808)974-7911

Access
All stairways, walkways, hallways, and entrances to rooms/apartments must be kept clear at all times. Items blocking walkways, including bicycles are prohibited and will be removed by Housing if necessary.

Restrictions
- Students and campus visitors may not use skateboards, rollerblades, bicycles, motorcycles, mopeds, go-carts, etc. on sidewalks and walkways.
- No vehicles other than authorized University and State vehicles are permitted on Housing grass areas. Residents may be towed if they leave their vehicles in these areas.
- The unpaved access road that parallels the flood channel (behind Hale ‘Ikana, Kehau, and Kanilehua) is prohibited for personal vehicle use. Only authorized University vehicles are permitted.
- Residents may not store mopeds, motorcycles or similar vehicles in rooms or apartments.
- Speeding and reckless driving on Housing property is not permitted.

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

Other Restrictions
- The following activities or items are not allowed on 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…
  - Volleyball after dark
  - Laser lights and pointers
  - Swimming or entering of the flood channel at any time
  - Surfing, body boarding or boogie boarding on grass areas
  - Dumping of any trash or waste products in or around the flood channel or any areas other than the designated rubbish bins or dumpsters
  - Blocking access to recycling bins and trash chutes by leaving oversized items around these areas
  - Throwing of items from balconies or upper floors

SMOKING and USE OF OTHER PLANT-BASED INTOXICANTS
Residents may smoke cigarettes on Housing property only in designated outdoor smoking areas.

Smoking and/or chewing of plant-based intoxicants is not permitted inside Housing, on walkways, or within 20 feet of any building.
In areas where the use of tobacco products is permitted, users are responsible for the proper disposal of cigarette butts and related waste products. Failure to properly dispose of cigarette butts and related smoking product wastes on Housing property may result in fines and/or other disciplinary action.

For more detailed and the most current information on the UH system-wide smoking policy, refer to: [www.hawaii.edu/smokingpolicy](http://www.hawaii.edu/smokingpolicy)

**SOCIAL GATHERINGS & PARTIES**
Social Gatherings are defined as non-academic gatherings that:

- Exceed 5 people in a resident room
- Exceed 5 people in a Hale 'Ikena single unit
- Exceed 10 people in a Hale 'Ikena two-bedroom unit

Residents who wish to host guests are responsible for abiding by Housing policies and procedures. If Housing personnel have a suspension that policies are being broken, the room may be addressed.

**Housing personnel have the right to:**

- Speak to the residents of the room
- Examine the entire unit, including the living room, bedroom, bathroom, and walk-in closets
- See proof of residents' identification and ask where guests reside
- Take pictures of residents, guests and evidence of policy violations
- 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.
- Call for additional assistance from Housing/Campus personnel, Campus Security, police and/or medical/fire crews
- Additional rights of Housing personnel may be deemed necessary in unusual circumstances.

**Common violations of residents with guests:**

- Noise violations inside and outside of the unit
- Room occupancy limits
- Underage guests in rooms with alcohol
- Alcohol in Hale Kēhau, Kauanoe or Kanilehua
- Alcohol outside of the closed doors of Ikena units
- Drinking games
- Smoking of tobacco or marijuana in or around the unit

**Room Occupancy Limits**
For safety considerations, these maximum occupancy limits have been established:

- Hale Kēhau, Kauanoe or Kanilehua rooms = 10 people
- Hale Ikena 1bedroom = 10 people
- Hale Ikena 2 bedroom = 20 people
TRESPASSING
A “Notice of Trespass” is issued to individuals whom the University feels should have limited or no access to campus. Trespassed individuals are not permitted on Housing property, including the Housing parking areas and the Hale Kēhau Dining Hall. Residents may not allow any individual who has been trespassed into their rooms or apartments as it may result in disciplinary action.

UNIVERSITY PROPERTY
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/or 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 personnel to initiate a discussion.