

## Conference Housing Check-Ins

Check-in is from 2:00 p.m. through 9:00 p.m. on your scheduled date of arrival. Check-in's that occur outside of these hours will automatically result in a \$25.00 charge per group. Check-in is at the Frear Hall Front Desk. Please be ready with a photo ID. All groups must check in by signing our Occupancy Record Form (ORF). To insure that your check-in is smooth, please provide Conference Housing with a roster of your participants, in order of roommate preferences, at least seven (7) working days prior to your group's arrival.

Student Housing Services is a program of the University of Hawai'i at Mānoa

(808) 956-8177 | FAX (808) 956-5995 | [uhmsh@hawaii.edu](mailto:uhmsh@hawaii.edu) | [2569 Dole Street, Frear Hall, Honolulu Hawai'i 96822-2328](#)

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