



Housing Visitor Request Form

Name: _____ Female
Last (Family) First (Given) Male

Name: _____ Female
Last (Family) First (Given) Male

Is visitor an EWC Alumni Yes No

All room occupants must be registered. Please note all guests must be fully vaccinated against Covid-19.

Arrival Date: _____ Check-in is at 2:00 p.m.

Departure Date: _____ Check-out is at 10:00 a.m.

Building/Room Preference (all room types do not have air conditioning available):

Lincoln Hall Guest House

- Standard Studio
- Corner Studio
- 1-Bedroom with Kitchen (limited availability)

Requester Name: _____ Telephone: _____
Last (Family) First (Given) Email Address: _____

Post Address: _____

Requester Status: EWC participant/resident EWC Staff EWC Alumnus
 Affiliated with an educational institution* : School of Accountancy, Shidler College of Business, UHM
Organization's Name _____

***Provide appropriate verification of requester or sponsor's educational affiliation via fax or email scanned copies (e.g., verification on organization's letterhead, photocopy of faculty/student ID etc.)**

Reservation Guarantee:

Provide Visa, MasterCard or Discover information to guarantee reservation. *This card will **only** be charged and used if there are outstanding cancellation or room account charges.*

Cardholder's name: _____ Visa Mastercard Discover

Card Account #: _____ Expiration Date: _____

Security code - Last 3 or 4 numbers located on the back of the credit card: _____

I have read and agree to abide by the Visitor Regulations.

Requester's Signature Date

East-West Center
Visitor Regulations

Visitor Reservations. Reservations are normally confirmed six months prior to arrival on a space available basis. Allow at least one working day to process reservation requests.

Eligibility. Eligibility for guest housing requires sponsorship by EWC staff, EWC participants, EWC alumni, or persons having an educational affiliation. Children accompanied by parents are allowed to reside in Lincoln Hall only. Dormitory residents must be 18 years of age. All room occupants must be registered.

Vaccination Status. Guests at Lincoln Hall are no longer required to be fully vaccinated and do not need to submit documentation in support of their vaccination status.

Length of Stay. Visitors are limited to a maximum stay of 20 nights. Individuals may qualify for extended/semester housing through the Special Housing Program. Contact the Housing office for more information.

Deposits, Requester Responsibility & Penalty Charges. An advance deposit of one night's rent is required. The deposit requirement will be waived if the requester provides acceptable credit card information or the institutional department/office guarantees payment, in writing, of possible penalty charges. The requester is responsible for the conduct of his/her guest(s) as well as any losses, damages, penalty charges or unpaid room accounts.

A **cancellation charge** equal to one night's rent will be charged if a reservation is not canceled at least 72 hours prior to the scheduled arrival. Notify the Housing office of any changes in arrival or departure dates/time. The Housing office can be reached by phone at (808) 944-7805, or fax (808) 944-7790, or e-mail – housing@eastwestcenter.org.

Check-ins & -outs. Check-ins/outs for Hale Manoa and Lincoln Hall are processed at the respective front desks. Hale Manoa is open 24 hours; Lincoln Hall hours are 8:00 a.m. – 8:00 p.m. Check-ins for Hale Kuahine and after-hour check-ins at Lincoln Hall are processed at Hale Manoa. Check-in is 2:00 p.m., check-out is 10:00 a.m. Approval of early check-in and late check-out requests is based on availability (additional charges will apply).

Payment. Visitors are required to pay for their room charges upon check-in. MasterCard, Visa, traveler's checks and personal checks (in US dollars) are accepted. Personal checks must be payable to the East-West Center for the exact amount only. Third party checks are not accepted.

Amenities - All rooms have private bathrooms, telephone, cable TV, and WiFi. Housekeeping services provided Monday through Friday. Lincoln Hall is not air conditioned, however each room is furnished with a ceiling fan.

Current Rates

Standard Studio (single or double occupancy, one double size bed)	\$94.00 per night
Corner Studio (single or double occupancy, two double size beds)	\$116.00 per night
1-Bedroom with Kitchen (single or double occupancy, one queen size bed)	\$134.00 per night