University of Hawai‘i at Mānoa
CONFERENCE HOUSING POLICIES
Last Updated 5/6/2026

In the interest of providing a comfortable experience for all guests, the following Conference Housing Policies have been established. Individuals registered to stay in Conference Housing will be referred to as “residents” in the Conference Housing Policies.

Residents are each responsible for knowing and complying with these Conference Housing Policies, University of Hawai‘i (“***UH***” or “***University”***) policies and guidelines, and applicable U.S., State of Hawai‘i and City and County of Honolulu laws and guidelines. University policies can be found at https://www.hawaii.edu/policy/ and include the following:

- EP 10. 102, Tobacco Products
- EP 11.201, Illegal Drugs, Alcohol and Substance Abuse
- EP 11.202, Management and Regulation of the Sale, Service, and Consumption of Alcoholic Beverages on University Premises
- EP 1.204, Interim Policy on Title IX Sexual Harassment
- EP 9.210, Workplace Non-Violence
- EP 2.210, Use and Management of Information Technology Resources

University and/or Conference Housing personnel may confiscate and/or require the removal of any non-complying item. Violations may also result in immediate eviction and expulsion from the Conference Housing Facilities and the immediate prohibition from entry onto University property and the use of University facilities.

1. Check In and Check Out Information

- Check-in time is after 2:00 pm on your scheduled date of arrival.
- Check-out time is before 12:00 pm noon on your scheduled date of departure.

If you are unable to check in/out at the assigned times, please notify our office so that arrangements can be made to accommodate your request.

Please note that if you check in during ***non***-front desk hours, you will be charged $25.00. Also, if you check out during non-front desk hours, you will also be charged $25.00.

2. Amenities

- Bed linens (two sheets, a pillow with pillowcase), washcloth, and a bath towel are provided to each resident. Bed linens and towels are exchanged on a weekly basis for residents staying longer than seven (7) days.
- Card operated washers and dryers are available on site.
- Wireless internet access is available. Requests to access our wireless server must be made 5 business days prior to arrival through the Group Coordinator. Internet access can also be obtained through an Ethernet cord (resident must bring their own cord).
- On-campus parking is limited and strictly monitored by campus security. Parking is available upon request for $5 per day in Zone 20 or $25 per day in Zone 8 (summer only), and arrangements must be made in writing at least 18 business days in advance through the conference office.
    - Passes are valid in approved zones only and must be displayed at all times. Guests

who violate parking terms will be subject to citation by the Commuter Services office.

- View the Map of Parking Zones
- If you have mail sent to Frear Hall, please be sure to have it addressed as "ATTN: Conference Services" and inform the front desk that you are expecting mail.

Please be aware that we do not provide many of the services available at hotels. We do not provide bellhops, concierge, room service and/or room cleaning for the conference housing units. Childcare services are not provided by our live-in or front desk staff.

3. Noise; Quiet Hours

Conference Housing staff will respond to noise complaints and ask residents to comply and control the noise. Repeated noise complaints may result in eviction.

Quiet hours are defined as times when noise must be confined to a resident's room and is not audible in adjacent areas. Quiet hours are as follows:

- Sunday – Thursday: 8:00 p.m. to 8:00 a.m. the next morning
- Fridays, Saturdays, and the days before a holiday: 12:00 a.m. midnight to 8:00 a.m.

4. Cleaning Responsibilities; Repairs

To ensure a safe, healthy environment, a reasonable level of cleanliness is expected in the Conference Housing units. Residents may request limited cleaning supplies from Conference Housing personnel. If a Conference Housing unit is deemed unhealthy by Conference Housing staff, the resident(s) responsible for that Conference Housing unit will be required to clean or be billed for the cost of cleaning necessary to return the Conference Housing unit to a healthy level. Please report cleaning and repair issues to the front desk as soon as possible. Do not adjust or tamper with any mechanical or electrical equipment, wiring, or plumbing.

5. Trash Removal

Please remove your trash and place it in outside trash bins and/or trash chutes. Extra trash can liners are available at the front desk of your building. For items that can be recycled, use receptacles marked for recycling located in the main lobbies.

6. Damages

Willful or malicious destruction of UH, public or private property is prohibited. Residents will be assessed for any damages that they cause or contribute to. Damage assessments are based on the cost (labor and material) to make repairs. In the situation where the individuals responsible for the damage do not come forward to claim responsibility, there will be a group assessment.

7. Alcohol

a. Must comply with all State laws and guidelines. All residents are expected to know and comply with all State laws and guidelines regarding the consumption of alcoholic beverages on University premises as outlined in the University policies (EP 11.201 and EP 11.202) and the Community Standards. University policies can be found at: **http://hawaii.edu/policy/**. **The legal drinking age in the State of Hawai'i is 21 years of age**.

b. Residents not of legal age may not possess or consume alcohol. Residents who are not of legal drinking age may not possess, be in presence of, consume, or be under the influence of alcohol.

Possession of an open or empty alcohol container shall be interpreted as being consumed. If alcohol can be seen, smelled or otherwise determined to be present, it can be assumed that a policy violation has occurred.

c. Residents not of legal age may not be present when alcohol is possessed or consumed. Residents of legal drinking age may be in the presence of, possess, or consume alcohol within the privacy of their room or apartment, so long as ALL occupants of the room/apartment are of legal drinking age. Residents of legal age may be in the presence of, possess, or consume alcohol with others of legal drinking age in a room or apartment only if there are no persons who are of not of legal drinking age present. University or Student Housing Services staff, acting in their official capacity, may request a government-issued picture identification to verify resident(s) ages.

d. Alcohol must be consumed within resident's room/apartment. Alcohol must be consumed within the confines of the resident's room/apartment. Any and all alcohol outside the room/apartment is strictly prohibited, including, but not limited to, hallways, in parking lots, courtyards, and BBQ areas. Containers of alcohol that are transported through common areas must remain unopened. If the room/apartment door is open, the room/apartment is considered a common area.

8. Appliances

a. Personal appliances should not be left on unattended. Personal appliances such as irons, hair dryers and fans must be used for their intended purpose and never left on and unattended. When in use, they must be plugged directly into a wall outlet and then immediately disconnected after use.

b. No cooking appliances allowed. Any cooking appliance or appliance with an open heating element is prohibited for use or storage in Conference Housing units, including air fryers, instapots, electric grills, coffee makers, toasters/toaster ovens, and microwaves.

9. Fire Safety

a. Fire Equipment. Each room is equipped with fire sprinklers and a smoke detector and each hallway adjacent to a room is equipped with a fire alarm (collectively the "***Fire Equipment***"). Tampering with or impeding the operation of Fire Equipment is prohibited. This includes hanging anything on or covering smoke detectors and sprinkler systems, impeding visual sight or audio of fire alarm systems, and the tampering with fire pull stations or fire extinguishers.

b. No incendiary devices, flammable liquid. Use of any incendiary device, such as candles, incense, or any device that utilizes an open flame is prohibited. Flammable liquids, chemicals, motor vehicle batteries or acids, or other dangerous substances are prohibited in Conference Housing facilities.

c. Fire Evacuation. Familiarize yourself with the location of fire exits and fire alarm pull stations that activate the alarms. FIRE EVACUATION INFORMATION IS POSTED ON THE BACK OF YOUR ROOM DOOR. RESIDENTS RESPONSIBLE FOR SETTING OFF FALSE ALARMS OR TAMPERING WITH FIRE EQUIPMENT WILL BE EVICTED AND PROSECUTED. All persons must evacuate at the sound of an alarm regardless of whether they believe it to be false, and remain in the designated evacuation areas until given permission to return by University or Conference Housing personnel. Doors, exits, and access areas must not be. blocked, and egress from any location within the buildings must not be impeded at any time.

d. No extension cords; authorized surge protectors permitted. Extension cords are **not** permitted for use in the Conference Housing units. Surge protectors (multi outlet power strips) **with an integral circuit breaker or fuse** are permitted provided they are 15 amps maximum, have a cord no longer than 10 feet, bear the UL approval rating, and are plugged

directly into a wall outlet. Surge protectors cannot be “piggy-backed” (one surge protector plugged into another surge protector).

10. Bicycles, Coasting Devices, Skates, Skateboards, Scooters, Mopeds

a. Storage locations. Residents are responsible for securing electric bicycles, bicycles, scooters or mopeds in appropriate locations. Residents should also utilize proper methods to secure their property. Safety tips can be found at the UHM Department of Public Safety website: https://manoa.hawaii.edu/dps/safety-tips/

b. No storage in rooms/apartments. Electric bicycles, bicycles, electric scooters, scooters, mopeds or any motorized equipment containing fuel may not be brought into resident rooms and apartments. Collapsible bicycles without any motorized equipment or rechargeable battery may be stored in resident rooms and apartments, provided that they do not leave dirt, oil or grease tracks or soil or other substances within the common areas or the resident rooms and apartments, do not block any exits to the room/apartment and do not infringe on roommates’ space in the room/apartment.

c. No parking/riding in pedestrian areas. Skateboards, skates, electric bicycles, bicycles, scooters, or mopeds are not to be parked or ridden in public pedestrian areas (including hallways, walkways, and courtyards) or in any area marked as “no riding” or “no parking” zones. Conference Housing reserves the right to immediately remove such items locked to poles, railings, or other places not specifically designated for parking or securing of those items.

d. No self-balancing scooters or hover boards. Self-balancing scooters or hover boards cannot be used or stored witihin University or Conference Housing facilities, including Conference Housing rooms/apartments, common areas, exterior walkways and courtyards.

11. Common Area Guidelines/Loitering

The following guidelines pertain to “common areas” which are any area within the Conference Housing facilities other than a Conference Housing room or apartment:

a. Loitering. If at any time Conference Housing personnel or other authorized University personnel, such as Department of Public Safety officers, determines that a common area needs to be cleared of individuals or determines that an activity does not comply with the University policies and/or the Conference Housing Policies, residents must comply with such requests from the Conference Housing personnel or such other authorized University personnel.

b. Gatherings. Conference Housing personnel may ask residents to discontinue any gathering that does not comply with the Conference Housing Policies and/or the University policies and/or is not in accordance with health and safety concerns.

c. Common Area Activities. The playing of outdoor type sports and games is prohibited within interior and exterior common areas (such as hallways, lounges, lanais, walkways, courtyards) in order to prevent disruption to the community and/or damage to University property. The placement of unattended personal belongings and the set up and placement of any furnishings in common areas without formal approval by Conference Housing personnel is prohibited.

d. Drones. Unmanned aircraft and/or recreational model aircraft cannot be flown within, over, through or across University facilities and/or Conference Housing facilities in order to prevent disruption to the community and/or damage to University property.

12. Firearms, Weapons, Explosives

Possession of any firearms, weapons, explosives, incendiary devices, ammunition, fireworks, tasers and any type of dangerous object or hazardous material is not allowed within the Conference Housing facilities. This policy incorporates "toy" weapons, including but not limited to, those that shoot a projectile, such as an air soft gun, paintball gun, BB gun, pellet gun, water gun or a slingshot. Also included are knives that have blades longer than 3 inches and/or are not intended for cooking or use as a tool. Other prohibited items include, but are not limited to, laser pointers, bows and arrows, axes, spears, machetes, crossbows, crossbow bolts, nunchucks, kendo sticks, and throwing stars.

13. Guests

a. Residents must escort their guests at all times. Unregistered overnight guests are prohibited. Residents shall ensure that all of their guests are aware of and comply with these Conference Housing Policies. Residents are responsible and accountable for the behavior of their guests, including activities of their guests and any damages caused by their guests.

14. Smoking, Smoking Devices, Tobacco

a. Use of tobacco products on University campuses prohibited. University of Hawai'i campuses are tobacco free. The use of any form of tobacco products are prohibited on University property. Tobacco products include, but are not limited to, cigarettes, cigars, pipes, smoking tobacco, chewing tobacco and electronic smoking devices.

15. Illegal Drugs/Controlled Substances

a. Consumption and/or possession of illegal drugs prohibited. Consumption of illegal drugs and the illegal use of controlled substances, is prohibited. Residents may not possess, be in presence of, consume, or be under the influence of illegal drugs and/or participate in the illegal use of controlled substances.

b. No use or consumption of marijuana. The possession of a medical marijuana card does not allow for the possession or consumption of marijuana, or for the possession of drug paraphernalia, within on-campus housing premises, including the Conference Housing facilities.

c. Sale and distribution of illegal drugs and controlled substances prohibited. Sale, distribution, and gift of illegal drugs or controlled substances is prohibited.

16. Occupancy/Furniture/Furnishings

a. Room or Apartment Furniture/Furnishings. All furniture must remain in the designated locations, and may not be dismantled or altered without authorization from University or Conference Housing personnel. Missing or damaged furniture, and damages to walls, floor or other furnishings due to movement of furniture, will be the responsibility of the resident(s) of that room or apartment.

b. Common Area Furniture. Lounge and other common area furniture cannot be brought into resident's rooms or apartments. All furniture must remain in the designated locations. Residents can be charged for the costs involved with moving, repairing and/or replacing any common area furniture.

17. Safety and Security

a. Locks and Doors. Use of the deadbolt to keep the door open or tampering with or damaging lock mechanisms is prohibited. Additional locks may not be added to doors or other University property or equipment. For the security of everyone, building doors should not be propped open at any time. Room/suite/apartment doors must be closed securely whenever the resident(s) is not in the space.

b. Unauthorized Entry/Restricted Areas. No person shall enter or attempt to enter any residence hall or apartment facility (including rooms/suites/apartments) without proper authorization. Climbing in or out of residence hall windows at any level is prohibited. No person shall enter or attempt to enter, without authorization, any area that is normally accessible only to staff or university officials, such as gated areas, offices, and storage spaces. Individuals are not permitted on residence hall roofs, ledges, on railings, or overhangs.

c. Misuse of Keys. The possession of keys or other authorized entry devices by anyone other than the person to whom they were issued is prohibited. Residents are prohibited from "lending" or sharing with any other person any keys or any other authorized entry devices assigned to them. Residents are also prohibited from making or duplicating any key or other authorized entry device.

18. Windows, Balconies/Lanais, Ledges and Building Exteriors

a. No throwing/discarding items from windows or balconies. Throwing/discarding of items of any type from windows, balconies/lanais, and ledges is strictly prohibited.

b. No removal of windows/screens. Windows and screens may not be removed. Residents may be assessed charges for the replacement/repair of windows and screens. Sliding screens must be closed at all times.

c. No placement or hanging of items on building exterior. Placing, hanging, or storing items outside of a window, on window ledges, from balconies or lanais, or otherwise from or on the building exterior, is prohibited.

19. Service Animals.

a. No pets allowed. Except for service animals, no pets or animals are allowed, even for brief visitation, within Conference Housing facilities.

b. Service Animal permitted. A service animal is a dog that is individually trained to do work or perform tasks for a person with a disability. Examples of such work include guiding people who are blind, alerting people who are deaf, and pulling a wheelchair. Under the Americans with Disabilities Act (ADA), service animals must be harnessed, leashed, or tethered, unless these devices interfere with the service animal's work. In that case, the individual must maintain control of the animal through voice, signal or other effective controls. Residents with service animals should notify Conference Housing Services in advance of their arrival at the Conference Housing facilities so that it can be noted in the system and appropriate accommodations can be provided. Note that Hawai'i law and the University prohibit knowingly misrepresenting an animal as a Service Animal, and individuals are subject to discipline for such misrepresentation.

c. No "comfort" animals allowed. While assistance, comfort or emotional support animals are often used as part of a medical treatment plan as therapy animals, they are not considered to be service animals under ADA, and are not allowed within Conference Housing facilities.

20. Posting of signage.

Residents may not post signage visible to the public on the exterior of doors or in windows of Conference Housing units or in any Conference Housing common areas or facilities.

21. Solicitation and Sales

Solicitation and sales are not permitted in any Conference Housing facility except by authorization from the Manager of Conference Housing Services or a designee.

22. Use of UH wireless network.

Users of the UH internet network and/or wireless internet network ("***UH Network***") are bound by the University Executive Policy 2.210 concerning the Management of Information Technology Resources. University Executive Policy 2.210 can be found at: chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https://www.hawaii.edu/policy/docs/temp/ep2.210.pdf