



Approved by: _____

OVERNIGHT GUEST REGISTRATION FORM

Residents can register overnight guests by printing and turning this form to the Community Advisor on Duty by 10:00 p.m. no later than the first night the guest arrives. Please print all information clearly.

Name of Primary Host: _____ Unit/ Building and Room #: _____ Cell #: _____

Guest Information

Name: _____ Cell Number: _____

Gender: _____ Age _____ Birth Date (MM/DD/YYYY): _____

Affiliation to Student: ☐ HPU HLC Resident ☐ HPU WL Resident ☐ HPU Student
 ☐ Non-HPU/Family ☐ Non-HPU/Friend ☐ Other _____

Form of Identification (e.g., HPU ID, HI Driver's License, Passport): _____

The guest will start their visit on (MM/DD) _____ and stay through the day of (MM/DD) _____.

Roommate Approval

In all instances, all roommates and suite/loft mates must approve any overnight guest in accordance with the Housing and Residence Life policies and procedures in the Student Handbook. Harassing, bullying, or otherwise forcing a roommate and suite/loft mate to agree to an overnight guest is a violation of the Code of Student Conduct and will result in disciplinary proceedings.

Roommate #1 Approval: _____
(Print) _____ (Sign) _____

Roommate #2 Approval: _____
(Print) _____ (Sign) _____

Roommate #3 Approval: _____
(Print) _____ (Sign) _____

Roommate #4 Approval: _____
(Print) _____ (Sign) _____

Roommate #5 Approval: _____
(Print) _____ (Sign) _____

Basic Policy Information: All guests are expected to follow all applicable HPU policies and procedures while on University property. The HPU student is responsible for ensuring such compliance by his/her guest.

- **OVERNIGHT VISITOR POLICY:** A resident hosting a guest must complete an Overnight Guest Registration Form and turn it in to the Community Advisor on Duty no later than 10:00pm of the first night the guest is hosted. Forms require approval of roommates and loft/suite mates in addition to other requirements. Each overnight guest is permitted a maximum overnight stay of not to exceed 6 consecutive days and/or not to exceed 6 total days per semester in university housing. All guests NOT registered as overnight guests are required to leave campus prior to the commencement of quiet hours. Guests under age 18 are not permitted to stay as a guest unless they are an immediate family member of the resident; also, permission of a parent or guardian is required for under-age family members to stay overnight on campus. Housing and Residence Life reserves the right to limit

overnight guest visitation. Failure to comply with the Overnight Visitor Policy may result in loss of overnight guest privileges or other disciplinary action, including possible eviction. For policy details go to the Housing and Residence Life Information, Policies and Procedures section of the Student Handbook at www.hpu.edu/studenthandbook.

- **QUIET HOURS** are 10:00 p.m. - 8:00 a.m., Sunday-Thursday, and 12:00 a.m. - 8:00 a.m., Friday and Saturday, or as set by the hall/building community. Courtesy hours are in effect at all times. Anyone in the residential community is expected to respect the rights of others by keeping the volume of stereos, TVs, radios and any conversations to a level acceptable within the community at all times.
- **IDENTIFICATION REQUIREMENTS:** Students and their guests must carry identification at all times, and are required to produce identification upon request by University Officials and leave a copy of the same with HPU security or a university official, if requested.
- **ALCOHOL AND DRUG POLICY:** Residents and guests are prohibited from being under the influence of alcohol if they are not of legal age. Consumption of alcoholic beverages is prohibited in all public and common areas, including but not limited to, walkways, lanais, parking lots, and outdoor seating areas.
- **HOUSING & RESIDENCE LIFE STAFF:** A Community Advisor (CA) is located in each building and is considered a University Official for purposes of this form and the Student Handbook. Under the direct supervision of the Area Coordinator, CAs provide after-hours assistance to the residential community, and are trained in crisis intervention, leadership, and confronting inappropriate behavior and occurrences within the residential community. Rude, disrespectful, and non-compliant behavior towards any University Official will be documented and result in Code of Student Conduct disciplinary proceedings.

Host: I understand that I must escort my guest at all times, that I am responsible for the conduct of my guest, and for ensuring that my guest will comply with all Hawai'i Pacific University policies and procedures. I understand that if my overnight guest is of the opposite sex, that I must secure a back-up room, of the same sex as my guest, in case any conflicts should arise. I have discussed the details of my guest's visit with my roommate(s) (including any loft/suite mates) and received their consent.

Host Signature

Date

Overnight Guest: As a guest at HPU, I will comply with all Hawai'i Pacific University policies and procedures as outlined in the HPU Student Handbook. I understand that I must fill out and sign an overnight guest wavier as provided by HPU. I understand HPU's Alcohol and Drug Policy (www.hpu.edu/studenthandbook). I understand that my host and I are responsible for my conduct throughout the duration of my stay.

Guest Signature

Date

HAWAI'I PACIFIC UNIVERSITY
UNIVERSITY HOUSING OVERNIGHT GUEST
LIABILITY RELEASE AND WAIVER

_____ (“STUDENT”) requests that _____ (“GUEST”)

_____ [GUESTS’s address] be granted permission to an Overnight Stay in university housing at Hawai‘i Pacific University Waterfront Lofts or Hawaii Loa Campus residence halls (referred to as the “university housing”), from _____, 20 _____ to _____, 20 _____.

An Overnight Stay is defined as a guest staying with a student within their room for an approved short period of time. HPU does not provide any amenities or services to the GUEST. Permission for an Overnight Stay is given on the limited basis that the GUEST is a friend, spouse, parent, sibling, or a child of a Hawai‘i Pacific University student currently living in the university housing. A GUEST may stay for a maximum period of 6 days per semester. The Overnight Stay must be approved by the Housing and Residence Life staff and all roommates no later than 10pm the first night of the guests stay.

This is a legally binding liability release and waiver executed by the GUEST, and by HAWAI‘I PACIFIC UNIVERSITY, with principle place of business at 1164 Bishop St. 8th Floor, Honolulu, Hi 96813 (referred to as “HPU”). The GUEST and HPU agree as follows:

1.0 The GUEST shall comply with HPU’s rules, policies, standards, and instructions for student behavior including those found in the various HPU handbooks and catalogues found on-line at www.hpu.edu, including, but not limited to the policies prohibiting the possession or use of alcohol and illegal drugs in university housing. The GUEST agrees that HPU has the right to enforce the standards and conduct described herein, in its sole judgment, and that it may impose sanctions for violating these standards or for any behavior detrimental to or incompatible with the interest, harmony, and welfare of HPU students, staff, faculty, and other guests.

2.0 In consideration of permission for the Overnight Stay, the GUEST agrees that on behalf of my family, estate, heirs, and personal representative(s), to assume all the risks and responsibilities surrounding my visit to the campus. The GUEST understands that, although the HPU has made a reasonable effort to assure safety while visiting the campus, there are risks on campus. The GUEST understands that HPU, its trustees, officers, agents, faculty, and staff, (“Releasees”) are not responsible for matters beyond the control of Releasees. The GUEST hereby releases the Releasees from any injury, loss, damage, accident, delay, or expense arising out of such matters. In consideration of the permission for an Overnight Stay, the GUEST releases, waives, forever discharges, and covenants not to sue Releasees, from and against any and all liability for any harm, injury, damage, claims, demands, actions, causes of action, costs, and expenses of any nature which GUEST may have or which may hereafter accrue, arising out of or related to any loss, damage, or injury, including but not limited to suffering and death, that may be sustained by GUEST or by any property belonging to GUEST, whether caused by the negligence of the Releasees, or otherwise, while GUEST is participating in the Overnight Stay.

3.0 The GUEST has signed this “Release and Waiver” (hereinafter referred to as the “Release”) in full recognition and appreciation of the dangers, hazards, and risks of such activities, which dangers include but not limited to risks found in staying in any home community. These include, but are not limited to, risks involved in local weather conditions, campus terrain and wildlife, actions of third parties, environmental and other matters, which could include serious or even mortal injuries and property damage. The GUEST further acknowledges that the GUEST individually and willfully assumes the aforementioned risks and hazards that may be involved with this Overnight Stay.

4.0 The GUEST understands and agree that Releasees do not have medical personnel available at the location of the Overnight Stay or on the campus. The Releasees are granted permission to call emergency medical personnel who would provide emergency medical treatment, if necessary, and that such action by Releasees shall be subject to the terms of this Release. The Releasees assume no responsibility for any injury or damage which might arise out of or in connection with such authorized emergency medical treatment. The GUEST has adequate health insurance necessary to provide for and pay any medical costs that may be attendant as a result of injury to the GUEST.

5.0 It is the GUEST's express intent that this Release shall bind the Guest along with the members GUEST's family, estate, heirs, administrators, personal representatives, or assigns, and shall be deemed as a release, waiver, discharge, and covenant not to sue to the above-named Releasees. GUEST and/or GUEST's Parent/Guardian (if applicable) further agrees to save and hold harmless, indemnify, and defend Releasees from any claim by GUEST or any third party, arising out of GUEST's Overnight Stay.

6.0 In signing this Release, GUEST and GUEST's Parent/Guardian (if applicable) acknowledge and represents that the GUEST is fully informed and the GUEST understands the contents of this Release and signs the Release wholly voluntarily. No oral representations, statements, or inducements, part from the foregoing written statement, have been made.

7.0 This Release shall be construed in accordance with the laws of the State of Hawai'i. If any term or provision of this Release shall be held illegal, unenforceable, or in conflict with any law governing this Release the validity of the remaining portions shall not be affected thereby. This Agreement represents the complete understanding between the parties regarding its responsibility and liability for the Overnight Stay. It supersedes any previous or contemporaneous understandings with HPU on this subject, whether written or oral.

8.0 GUEST represents that they are at least eighteen years of age or, if not, that the minor party's parent or guardian will sign below as well as the minor party.

IN WITNESS WHEREOF, I have executed this release this _____ day of _____, 20____.

I UNDERSTAND THAT THIS IS A RELEASE OF LEGAL RIGHTS. I HAVE READ IT AND OBTAINED WHATEVER INDEPENDENT LEGAL ADVICE I WANTED BEFORE SIGNING. I AM CERTAIN I UNDERSTAND IT.

University Housing: _____ Waterfront Lofts _____ Hawaii Loa Campus Residence Halls

Signature of GUEST

Date

Print name of GUEST

Signature of Parent or Guardian (if Applicable)

Date

Print Name of Parent or Guardian if Applicable