



## OVERNIGHT GUEST REGISTRATION FORM

Residents can register overnight guests by printing and turning this form to the Resident/Community Advisor on Duty by 10pm 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

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 suitemates must approve any overnight guest in accordance with the Residence Life policies and procedures in the Student Handbook. Harassing, bullying, or otherwise forcing a roommate/suitemate 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.

- **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 community. Courtesy hours are in effect at all times. Anyone in the resident 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. Residents and guests of legal age are prohibited from being under the influence on the Hawaii Loa Campus.

- **HOUSING & RESIDENCE LIFE STAFF:** A Resident or Community Advisor (RA or 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, RAs/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.
- **GUEST POLICY:** For policy details go to the Residence Life Information, Policies and Procedures section of the Student Handbook at [www.hpu.edu/studenthandbook](http://www.hpu.edu/studenthandbook).

**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 suitemates) and received their consent.

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**Host Signature**

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**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 waiver as provided by HPU. I understand that Hawaii Loa is an alcohol free campus and that all campuses are drug free. I understand that my host and I are responsible for my conduct throughout the duration of my stay.

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**Guest Signature**

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**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 visit. The Overnight Stay must be pre-approved by the Residence Life staff and all roommates no later than 72 hours in advance of the Overnight 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. 8<sup>th</sup> 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](http://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