



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.

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.

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 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.

Guest Signature

Date