



Hawaii Student Suites Community Policy Recap Revised May 3, 2016

Alcoholic Beverages:

HSS Residents and/or their Guests may not drink, possess alcohol, or be in any unit with alcohol present, whether it is open or closed, on HSS property if they are under the legal drinking age of 21. HSS Residents of legal drinking age may only drink in the privacy of their room and only if no persons under the age of 21 are present, and no persons under the age of 21 are registered residents of said unit, even if not present at the time the alcohol is consumed. No drinking is ever allowed outside the rooms on the property, even if all Residents or Guests present are of legal drinking age. No open containers of alcohol are ever allowed in the common areas of the property, even if in the possession of a Resident or Guest who are of Legal Drinking Age, and are not consuming the alcohol at that time.

A HSS Resident Advisor, or any other member of HSS Management, may at any time request that a HSS Resident and/or their Guest, found drinking on property, present their photo ID showing birthdate as verification of legal age. Any Guest found refusing or unable to produce ID will be required to leave the premises immediately and their host will be cited and fined a minimum of \$50 per incident. Any Resident refusing or unable to produce ID will be required to dispose of their alcohol, even if of legal drinking age, and will be fined for non-compliance. Fines are a minimum of \$50 per incident.

Any HSS Residents and/or their Guests found to be in violation of HSS Drinking Policy will be required to dispose of said alcohol immediately in the presence of the HSS Management. Any person who violates the alcohol policy or the laws of the State of Hawaii regarding the use of alcoholic beverages may be subject to fines and/or removal from student housing, and the violation may be reported to the proper authorities. HSS Residents removed from HSS Student Housing, will still being held financially responsible to compensate HSS for the entire value of their Housing Contract. Violations of the HSS Drinking Policy will result in fines ranging from \$50 to \$250 per incident.

Compliance with Staff:

HSS Residents and their Guests are required to follow all reasonable directions issued by authorized representatives of HSS Management. Any HSS Resident and/or their Guest refusing to do so will result in the resident being cited and fined for non-compliance with fines ranging from \$50 to \$250 per incident. HSS Residents found to be repeatedly in non-compliance, either through their actions, or that of their Guests, may be removed from HSS Student Housing, while still being held financially responsible to compensate HSS for the entire value of their Housing Contract

Destruction of Property:

HSS Residents are obligated to report any destruction they witness or in which they are involved. Excessive damage to a facility in which the HSS Resident and/or their Guest is involved may result in removal of the HSS Resident from HSS Student Housing, while still being held financially responsible to compensate HSS for the entire value of their Housing Contract. Fines for destructive actions range from \$50 to \$500 per incident. Charges for the actual damages that occurred will be assessed at full value to repair per HSS chosen vendors, plus a HSS administrative fee.

Fire:

Tampering with fire equipment including fire extinguishers, exit signs, smoke detectors, fire sprinklers, fire alarms, fire hoses, and fire doors are not allowed. Tampering with fire equipment of any kind will result in a minimum fine of \$250. HSS Residents must also report to HSS Management any smoke detectors that sound an alarm or beep so that HSS Management may repair them immediately. Failure to do so will result in fines of \$50 to \$250 per incident. Open flames, such as burning candles, incense, or hookahs are never allowed. In the event of a fire, HSS Residents must evacuate the buildings immediately. Once outside, report the fire immediately by phoning 911.

Fireworks:

Possession or use of fireworks of any type on property by HSS Residents and/or their Guests is strictly prohibited and may result in citations and fines of \$250 or greater per incident.

Furniture Removal:

HSS Residents and/or their Guests may not remove furniture from the units. Upholstered furniture may not be left on the balconies, patios, stairwells, or pool side. Violation of this policy will result in fines of \$250 or greater per item removed and/or per incident.

Guests:

Any guest on property after 1:00 AM is considered an overnight guest. Prior to their arrival, overnight guests must be registered online at www.HawaiiStudentSuites.com Failure to register Overnight Guests can result in fines equal to \$100 per night for every night the Overnight Guest was on property and unregistered.

Overnight registered guests are allowed with the following exceptions: No overnight guests are permitted the 2 weeks prior to the first day of a semester, or the 1 week after semester opening day. In addition, no overnight guests are permitted the 2 weeks prior to the last day of a semester or the 1 week after semester closing day. Semester dates change annually and are those as defined in our Housing Contracts, which can be found on our website or by contacting the HSS corporate office.

HSS Residents are allowed no more than 2 Overnight Guests at a time and only with permission from their roommate and/or suitemates. If a HSS roommate/suitemate objects to the presence of any Guest, overnight or daytime, even if registered, the Guest is not allowed to stay and must vacate the premises. Overnight Guests may stay the first 2 nights for free. Any following nights are \$50 per night per Overnight Guest. An Overnight Guest may stay no longer than 4 nights in a row without prior approval by the HSS Corporate Office. An HSS Resident may not have Overnight Guests more than 12 nights in any 4 month time period.

Exceptions to the guest policy are rare and need to be pre-approved by HSS Corporate before any overnight guest arrives. Otherwise, the overnight guest will be required to vacate immediately. If a HSS roommate/suitemate objects to the presence of any Guest, overnight or daytime, even if registered, the Guest is not allowed to stay and must vacate the premises.

All HSS community policies and procedures also apply to Guests of HSS Residents. HSS Residents are responsible for their Guest's actions at all times and must accompany their guests on property at all times. Guests found violating Community Policies will incur fines charged to their hosting resident. HSS further reserves the right to remove any guest from property immediately upon violation of any Community Policy.

Illegal Drugs:

The use, possession, or sale of illegal drugs, drug paraphernalia or controlled substances is strictly prohibited on property at all times. An exception is made only for a HSS Resident found with a valid prescription for a controlled substance and said Resident is using said prescription for his/her own personal use. Violation of this policy will result in fines of \$250 or greater per incident and/or removal from housing immediately with the matter referred to the proper authorities. Residents removed from HSS Student Housing, will still be held financially responsible to compensate HSS for the entire value of their Contract.

Insurance:

HSS Management is not responsible for theft or destruction of HSS Residents and/or their Guest's personal property, including packages received in the building office. It is recommended that HSS Resident's valuables be covered by a homeowner's or renter's insurance policy.

Keys:

Keys and/or fobs are issued to HSS Residents for their personal use and are not transferable. Any HSS Resident found loaning their keys to friends or guests, even if they are other HSS residents, can incur fines of \$50 to \$250 as this is considered a safety and security violation.

HSS Residents should always lock their doors as they are responsible for their own personal safety, the safety of their personal property, and HSS Management property. Lost or stolen keys must be reported immediately to the building office or the Resident Advisor on duty to ensure no breaches of security. Lost/stolen keys can result in charges as great as \$500 or more if multiple locks must be changed and/or any security gates are involved.

Lockouts:

If a resident accidentally forgets his/her keys please contact the RA on duty for assistance. If more than 3 lockouts occur during a school term, the student will be fined \$50 or greater per subsequent lock out incident. If a student attempts to break into their own unit, the student will be fined \$50 or greater per incident and charged for any damages that occur during the break in process. Damages will be charged at full value to repair per HSS chosen vendor, along with an HSS Administrative Fee.

In addition, any student found to be propping open HSS property gates, climbing/jumping over property gates or fences, or in any other way tampering with our gates and/or fences will have said actions deemed as a breach of our safety and security measures. All students involved and/or their guests involved will incur fines starting at \$100 and up. This will be in addition to any repairs that must be made to said gates and/or fences due to the act of propping or climbing/jumping/scaling.

Noise:

HSS Residents and their Guests are expected to abide by Quiet Hours which are generally 10 PM to 8 AM daily. However Extended 24 Hour Quiet Hours go into effect during Finals Week and will be strictly enforced. At the discretion of HSS Management, warnings may or may not be given before a citation is issued. Fines may be assessed at \$50 or greater per incident.

Pets:

Pets are not allowed in the building, with the exception of service animals. Violations of this policy will result in fines of \$50 or greater and immediate removal of the pet from property. Any damages or cleanliness issues which are the result of said pet will be corrected by an HSS chosen vendor and charged back to the student responsible for said animal

Reporting Maintenance Needs:

HSS Residents are to immediately report any maintenance needs particularly safety related issues, flowing water, aroma of gas, or non-operational smoke detectors directly to the building office, the on duty staff and HSS Management. All non-emergency maintenance needs are to be reported electronically on the HSS web site under Fix It Requests and will be prioritized by degree of urgency.

Smoking:

All Hawaii Student Suites properties are non-smoking properties. There are no designated smoking areas on property where smoking of any products can take place. This includes tobacco, e-cigarettes or other electronic smoking devices, hookahs, bong, or illegal substances. Fines of \$50 and higher per incident where a person is found smoking on property will be assessed for violations of the HSS smoking policy. If a person is found to be smoking in their room, fines start at \$250. In addition, specialized room cleaning fees starting at \$300 and up, along with the cost to repaint the room, will be charged to any resident found smoking in their unit or any other non-smoking interior area. Smoking of illegal products is always forbidden and fines starting at \$250 and up will be assessed, up to and including possible removal from Student Housing, while still remaining financially responsible for the remainder of your contract.

In addition, as of January 1, 2016 the state of Hawaii also increased the minimum age for not only the consumption, but also the purchase, possession, and/or distribution of tobacco products and electronic smoking devices from age 18 to age 21. See SB1030HD2. This means the following: those under the age of 21 found to be in possession of, or distributing tobacco products on HSS property will be cited and assessed fines starting at \$50 per incident for violation of Hawaii State Law. Guests of residents breaking said law will result in citations and fines to the HSS Resident who is hosting said guest. Those age 21 or over found distributing tobacco products or other electronic smoking devices on property to any underage resident or guest will be cited and assessed fines starting at \$50 per incident for violation of Hawaii State Law.

Swimming Pool

All HSS swimming pools and gated pool decks are closed from 10 PM to 8 AM daily. Residents and/or their Guests found violating pool safety policies will incur fines of \$50 and greater. Drinking or possession of alcoholic beverages, possession of glass containers, smoking, rough housing, pushing of others, diving, excessive levels of noise, are all prohibited. Appropriate swimming attire must be worn at all times. No "skinny dipping" or other acts deemed to be "indecent exposure" allowed.

Violent Behavior:

Behavior of a violent nature cannot be tolerated in a community living environment. HSS Residents and/or their Guests who commit acts of a violent nature including but not limited to fighting, physical or verbal threats or abuse, vandalism, or theft will be fined \$250 or greater per incident, and/or immediately removed from the premises and possibly from Student Housing.

Residents removed from HSS Student Housing, will still be held financially responsible to compensate HSS for the entire value of their Housing Contract.

Weapons:

Weapons of any type, or instruments used in a dangerous fashion, are not permitted on the Property and will result in fines of \$250 or greater, and/or immediate removal from the premises and possibly from Student Housing. Guests violating this House Rule will incur citations and fines for their hosting Resident.

Residents removed from HSS Student Housing, will still be held financially responsible to compensate HSS for the entire value of their Housing Contract.

Windows/Lanais:

Throwing items from windows, lanais, or walkways; removing the screens, or using the windows as a means of entry or exit is strictly prohibited. Hanging of towels or clothing on the lanais, walkways, windows, blinds, curtain rods and the like is strictly prohibited. Any of the above violations are punishable by fines of \$50 or greater. Jumping from the lanais or upper floor walkways or stairwells is strictly prohibited.

Fines for jumping from upper floors to lower floors, the ground level, or the swimming pool and/or pool deck area will result in fines starting at **\$1000**. HSS Residents are also responsible for their Guests actions and will be fined accordingly.

HSS MANAGEMENT RIGHTS

Hawaii Student Suites was granted exemption from the Landlord Tenant Code in Hawaii through the passing of HB 2628 HD2 in April 2012. This exemption allows us to act as a traditional on campus student housing provider in all structures we control and manage that provide housing to students. We are not considered to be a landlord engaged in a landlord/tenant relationship with our residents. We are a student housing provider of bed spaces to students showing current verification of post-secondary student status.

HSS Management may therefore exercise the following rights:

- To enter a Student room after making our presence noted, for the purpose of inspection or repair or in an emergency
- To reassign HSS Student Residents in order to accomplish necessary repairs or renovations
- To immediately revoke the residency, guest privilege, and/or facility usage privileges, of any HSS Student Resident whose conduct, in the absolute and sole discretion of HSS Management becomes injurious or potentially injurious to the health, welfare or safety of any person in the Student Housing community.