



SHINSHU KYOKAI MISSION DORMITORY

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SHINSHU KYOKAI DORMITORY

Shinshu Kyokai Dormitory has been in existence for over 40 years, providing housing accommodations to thousands of college students from the state of Hawaii, as well as from all over the world.

We are a co-ed facility, with a capacity for housing 48 residents, men and women. All our rooms are for single occupancy, with community bathroom facilities on each of the three floors.

We are equipped with the following amenities; ample parking, lounge area, laundry area equipped with washers and dryers, vending snack machines, a small recreation area with a ping-pong table, and a volleyball and picnic area.

Shinshu Kyokai Dormitory is centrally located near a residential and business area. Grocery stores, gas stations, fast food restaurants, and a movie theater can be found in close proximity.

We are located near bus stops, walking distance from the University of Hawaii Manoa and minutes from Waikiki.

We are a small dormitory, but provide a clean and safe environment. Our primary mission is to provide complete service, designed with the utmost consideration to the safety and welfare of all dormitory residents.

Our facility offers student housing to all students, whether attending the University of Hawaii at Manoa, Hawaii Pacific University, Kapiolani Community College, Honolulu Community College or any special educational program directed by a college or university in the state.

We hope that we may be of service in the near future in offering student housing.

We welcome any student who might be interested in residing at Shinshu Kyokai Dormitory. If we can be of any assistance, please do not hesitate to call our office at (808) 973-0155.

YOUR VISIT IS WELCOMED!

SHINSHU KYOKAI DORMITORY

1641 South Beretania Street

Honolulu, HI 96826

Phone: (808) 973-0155

E-mail: skm@flex.com

RULES AND REGULATIONS

(TERMS OF OCCUPANCY)

Shinshu Kyokai Dormitory is maintained for students of all nations, races, and beliefs. You are expected to abide by the RULES AND REGULATIONS and to cooperate with the staff, so there will be a minimum of disturbances and inappropriate behaviors. These RULES AND REGULATIONS have been set forth for the purpose of promoting the convenience, security, and welfare of the residents of our dormitory, and to protect the dormitory's and the Missions' property from misuse and abuse. The observance of these RULES AND REGULATIONS by each resident facilitates providing of satisfactory services and facilities to the community of residents. Shinshu Kyokai Dormitory is a co-ed facility with a capacity for housing 48 residents. All of our rooms are single occupancy with community bathroom facilities on each of the three floors. The dormitory manager and office staff are available to assist all residents. You are encouraged to get acquainted and to receive assistance as needed from the dormitory manager and the office staff. The Shinshu Kyokai Dormitory reserves the right to cancel the room agreement.

PERIOD OF RESIDENCE:

You may move into the rooms before the specified date in your ROOM AGREEMENT contract if the office is notified ahead of time and if the room is vacant and available. An extra charge is assessed based on the weekly rate on your ROOM AGREEMENT.

Check In Procedures

You may check-in after **1:00 PM but no later than 5:00 PM, Monday to Fridays**. Check-ins outside of the regular check-in hours, weekends, or on holidays requires special arrangement.

Check Out Procedures

Rooms must be vacated before 12:00 noon when checking out. Special arrangements will result in additional fees. If you check out after the standard checkout time of 12:00 noon, we will charge you accordingly for the lengthened period of stay.

KEYS:

Room keys will be issued to you when you arrive to check-in. You will be responsible for the use and safekeeping of all keys assigned to you. Lost keys must be reported to the Dormitory staff immediately. For any key lost or damaged, a charge of \$50.00 per key will be assessed for issuance of replacement keys. Residents will turn in all keys when checking out.

If you are locked out and require assistance in opening the front door and/or your room, the following fees will be assessed:

During office hours	\$1
Weekends/Holidays	\$2
After 10:00 PM	\$3

ROOM MAINTENANCE:

The rooms are all equipped with a bed, desk, lamp, chest drawers, chair, bookcase, mattress, mattress pad, pillow, closet, and wastebasket. Each resident will be furnished (2) sheets and one (1) pillow case. Each resident will be responsible for laundering his/her own linen and bed making. Each resident must supply his/her own towels, hangers, blankets, bedspreads, laundry basket, and other needed personal items.

Furniture and equipment may not be removed from the rooms to which they have been assigned. Residents are responsible for the cleanliness and maintenance of their own rooms and for the proper use of all Dormitory properties and facilities.

THE DORMITORY MANAGEMENT STAFF RESERVES THE RIGHT TO HAVE ITS AUTHORIZED REPRESENTATIVE ENTER YOUR ROOM UPON REASONABLE NOTICE OR IN CASES OF EMERGENCIES AT ANY TIME FOR ROOM INSPECTION, MAINTENANCE, OR REPAIR PURPOSES.

Nails, tacks, staples, pins, picture hanger, stick-ons, etc., are not permitted on walls and wooden surfaces. Scotch and masking tapes, and adhesive-backed stickers mar paint and finishes and are thus prohibited.

RESIDENTS RESPONSIBLE FOR SUCH DAMAGE OR MARRING OF DORMITORY FACILITY AND EQUIPMENT WILL BE ASSESSED THE FULL CHARGE FOR REPAIRING, REFURNISHING THE DAMAGE OR MARRING.

No clothesline, etc., shall be strung on the lanai, nor shall this area be utilized for drying clothes.

RESERVATION CANCELLATION:

A penalty fee of **\$370.00** will be assessed for breach of contract (longer than one week stay). A penalty fee of \$185.00 will be assessed for cancellation of a one week reservation. These penalty fees will be deducted from the security deposit, and the remaining balance will be reimbursed. Please allow up to 14 working days for the reimbursement check. A self-addressed stamped envelope will be required if you wish to receive the check through mail.

SECURITY DEPOSIT DEDUCTION:

A security deposit equivalent to one month's rent (for month stay) or one week's rent (for one week stay) will be collected by SKM staff.

Deductions from your security deposit will result if the contract is breached (see above). Deductions from your security deposit will also be made to repair or replace any items you have damaged.

NOTE: Upon checking out of SKM Dormitory, if the room is not left in a clean and proper manner, a fee of \$30.00 or will be charged. This fee will also be deducted from your security deposit.

ABSENCE FROM ROOM:

For Safety and Security reasons, when a resident leaves the dormitory for an overnight visit, or a short vacation, he/she should notify the Dormitory staff before leaving, so that we are aware of your absence, and to hold your mail in the office.

VISITORS AND UNAUTHORIZED PERSONS:

The dormitory staff should be notified immediately of unauthorized or suspicious people roaming or behaving suspiciously in or around the dormitory. This is for your own safety and security of the dormitory and its residents.

All visitors who are guests of a dormitory resident must be accompanied by that resident at all times. The resident will be held responsible for the behavior and conduct of his/her guest(s) that he/she invites. In cases of damage or destruction caused by such guests to Dormitory facilities or properties, the responsible resident will be assessed for the costs of repairs and damages.

Non-resident guests are asked to leave the dormitory by 10:00 P.M. Residents visiting other residents should refrain from noisy conversation and disorderly or improper conduct after the 10:00 P.M. quiet hour.

NO OVERNIGHT GUESTS ALLOWED

RESIDENTS ARE REMINDED THAT ANY VISITOR STAYING BEYOND THIS CURFEW IS VIOLATING DORMITORY REGULATIONS AND IS ALSO TRESPASSING ON SHINSHU KYOKAI PROPERTY. RESIDENTS WHO ARE CAUGHT BRINGING VISITORS PAST THE CURFEW HOUR ARE SUBJECT TO PENALTIES.

NOTE: Students who lock themselves out of their room during the late hours are to contact the live-in assistant manager (Apt. 1) for assistance.

QUIET HOURS:

Quiet Hours begin at 10:00 P.M., ESPECIALLY DURING EXAMINATION PERIODS. Each resident is expected to observe quiet hours strictly and to create a minimum of noise or disturbance when returning to the dormitory past these hours.

PARKING GATES WILL CLOSE DAILY AT 10:00 P.M.

CARS AND PARKING:

Owners of bikes, scooters, and motorcycles will refrain from parking around the front area in an obstructive manner. All dormitory entrance and exit areas must be kept free of vehicular obstruction and congestion in case of emergencies. All bikes, scooter, cars, and motorcycles must be parked on the dormitory parking lot facing S. Beretania Street. Resident car owners will promptly register their vehicles with the front office. A daily rate of **\$1.50** or monthly rate of **\$30.00** will be charged for parking.

UNAUTHORIZED PARKED VEHICLES WILL BE TOWED AWAY AT THE OWNER'S EXPENSE.

NOTE: We ask for your cooperation during the month of July. We will need the central portion of the parking lot area to remain empty in order to prepare for the "Annual SKM Bon Dance."

NOTE: Beretania Street is a tow-away zone Mondays through Fridays between 6:30 A.M. to 8:30 A.M.

NOTE: At periodic times, a number of parking stalls will need to be available for **SKM** Temple related functions.

LAUNDRY:

Coin-operated washing machines and dryers are available for your use. Hanging laundry in the bathrooms is prohibited. Wet articles of clothing are not to be hung in rooms or on the lanais. Laundry is restricted to your personal items only.

Laundry area is closed after 10:00 P.M. No laundering or drying is permitted after 9:00 P.M.

KITCHEN USE:

Only residents of Shinshu Kyokai Dormitory are allowed to use the kitchen facility. Guests and visitors are prohibited from utilizing and entering the kitchen area. Residents are expected to abide by the kitchen rules and regulations:

1. Residents use the kitchen at their own risk. The dormitory will not be held responsible for any thefts or loss of personal belongings, nor liable for any accidents or injury.

2. The refrigerator is provided for everyone's use. Residents are responsible for removing unused or spoiled foods in order to maintain cleanliness and safety of the kitchen. Any food items left in the refrigerator for an extended period of time will be thrown away by the dormitory staff.
3. Resident's are responsible for maintaining the kitchen's cleanliness by cleaning up any messes made before leaving the kitchen area. Residents are also responsible for making sure that the electric hot plates and water faucets are turned off before leaving the kitchen premises. Also, be sure to keep the refrigerator door tightly closed at all times.
4. The kitchen is a community facility. As such, residents are asked to be considerate of other resident's belongings.

FOOD STORAGE:

Food items are not to be kept in your rooms exposed; they should be kept and stored in airtight containers. This stipulation will apply to food items such as fruits, crackers, cookies, and other items that should be consumed quickly. Half-eaten foods should not be left out for long periods. Excess half-consumed foods should be discarded as refuse.

COOKING IN ANY FORM (EXCEPT BY MICROWAVE) IS PROHIBITED IN DORMITORY ROOMS AND IS AGAINST FIRE-SAFETY REGULATIONS. PLEASE UTILIZE THE KITCHEN FACILITIES.

VENDING SNACK MACHINES:

A snack and two soda machines are provided for the use of all students as an additional service. The proper use of the machines is appreciated. If money is lost in the machines, seek assistance from the office staff. The refund will be processed by the company responsible for stocking the machines.

ELECTRONIC EQUIPMENT AND APPLIANCES:

No electrical cooking or heating device is permitted in the dormitory rooms with the exception of microwave ovens.

Pressing irons should only be used when using an ironing board. Reasonable use of radios, cassette players, compact disc players, stereos, refrigerators are allowed. Stereos must be operated at a level that does not disturb others.

RESIDENTS WHO CONTINUE TO OPERATE THEIR HIGH-POWERED STEREO SYSTEMS LOUDLY ARE REMINDED THAT THERE IS NOW A “BOOM-BOX LAW” IN EFFECT. VIOLATORS ARE SUBJECT TO FINES AND POLICE NOW HAVE THE AUTHORITY TO CONFISCATE SUCH EQUIPMENT IF NECESSARY.

NO OUTSIDE AERIAL MAY BE INSTALLED.

STORAGE:

The dormitory has very limited storage space. There is no storage facility for large items. It is against the Fire Marshall’s regulations to store items that can become a fire hazard such as cardboard boxes, flammables, discarded items and trash that can become potential fire hazards.

NOTE: All residents must keep trash cans, garbage bags, etc. inside their rooms. The hallways must be kept clear of any obstructions in case of fire emergencies. Your cooperation in keeping hallways, bathrooms, lounge, and cafeteria areas clean is highly appreciated.

PERSONAL PROPERTY:

SHINSHU KYOKAI MISSION DORMITORY WILL NOT BE RESPONSIBLE FOR ANY LOSS OR DAMAGE TO PERSONAL PROPERTY STORED OR LEFT ON DORMITORY PREMISES.

RECREATIONAL ACTIVITIES: VOLLEYBALL & PING-PONG

The empty lot next to the Dormitory (Diamond Head side) on 1661 South Beretania, has been designated as a volleyball, and picnic area for all SKM Dormitory residents. This area will be available from 7 A.M. to 7 P.M. daily.

NOTE: Students must see the office or dormitory manager in order to check-out recreational equipment. **A ROOM KEY DEPOSIT WILL BE REQUIRED FOR BORROWING EQUIPMENT.**

The ping-pong table is for all **SKM** Dormitory students to utilize. **NO PING-PONG AFTER 10:00 P.M.**

ABANDONED POSSESSIONS:

SKM DORMITORY ADMINISTRATION may store the possessions at the resident's expense or donate the possessions to a charitable organization 15 days after departure from the dormitory. Before donating or disposing of the possessions, the SKM DORMITORY ADMINISTRATION will attempt to notify the resident if the resident's forwarding or last known address is available.

TELEPHONE:

A telephone is located on the first floor lobby for resident use only. **NO CALLS OR LONG DISTANCE CALLS WILL BE CHARGED TO SHINSHU KYOKAI DORMITORY.** Residents will need to obtain a calling card in order to dial long distance from the phone on the first floor lobby. Please be considerate of other residents and limit your phone calls to 15 minutes when other residents are waiting. Each resident is responsible for obtaining personal phone services from the phone company. All arrangements need to be made by the resident. SKM Dormitory will not be responsible for a student's personal phone services.

CABLE TELEVISION:

SKM Dormitory provides cable television service for students, only in each lounge area. Aynone caught tampering with the cable service will be subject to immediate eviction from the dormitory.

USE OF PREMISES:

Shinshu Kyokai Mission Dormitory policy prohibits any disturbances, harassment, and unlawful or improper activity in the dormitory or on its premises. Any such activity may be grounds for expulsion from the dormitory and subject you to civil and/or criminal investigation and prosecution.

SMOKING POLICY:

No smoking is allowed inside the rooms or any SKM Dormitory public area. Individuals who smoke are asked to smoke outside the dormitory. This applies to staff, residents, and guests.

DRUGS, INTOXICANTS, CONTRABAND:

Shinshu Kyokai Mission Dormitory policy prohibits the possession, use, storage, or sale of illegal drugs, narcotics, intoxicants, alcoholic beverages, and illegal contraband items in the dormitory or on premises.

Any such activities may be grounds for expulsion from the dormitory and subject you to civil and/or criminal investigation and prosecution.

FIREARMS, EXPLOSIVES AND WEAPONS:

The possession of firearms, weapons of any sort or injurious implements, ammunition and explosives, etc., are strictly prohibited. Igniting firecrackers or explosives without a permit is a violation of city ordinances. Violators will be referred to the proper authorities for investigation and prosecution.

PETS, PLANTS, AND NUISANCE ITEMS:

No pets, animals or living creatures are to be kept in the rooms for any reason whatsoever. No nuisance items posing a safety hazard will be permitted.

SOLICITATIONS AND SALES:

No solicitation or sale of products is permitted in the dormitory. You may not act as an agent for business firms which entail solicitations or receiving business offers or goods on Shinshu Kyokai Mission or Dormitory premises.

TERMINATION:

Shinshu Kyokai Mission Dormitory reserves the right to terminate a resident's occupancy of the premises if the resident violates any of its RULES AND REGULATIONS or fails to comply with any applicable law which Shinshu Kyokai Mission Dormitory considers to be a serious violation affecting the health, safety and welfare of persons residing here or which results in damage to property on its premises.

MISCELLANEOUS:

The dormitory facility is on Mission grounds. You are requested to be reasonably attired when in and around the Dormitory and especially when around the temple proper. Your cooperation in being aware of church functions and services in process will be appreciated.

REMEMBER: CAR WASHING OR REPAIR IS NOT ALLOWED IN THE SHINSHU KYOKAI MISSION PARKING LOT.

UNIFORM FIRE CODE (C&C)

Sec 10-201: "No person shall molest, tamper with, damage, or otherwise disturb any apparatus or equipment alarm system, etc., under the supervision of the Fire Department System."

Any resident tampering with or damaging the dormitory fire alarm system or fire extinguishing apparatus is subject to criminal prosecution.

Room rates are subject to change without notice.

**IF YOU HAVE ANY FURTHER QUESTIONS REGARDING YOUR
STAY AT SHINSHU KYOKAI MISSION DORMITORY, PLEASE FEEL
FREE TO CALL US AT (808) 973-0155:**

MONDAY – FRIDAY 9 A.M. TO 5:00 P.M.

**CLOSED ON SATURDAYS, SUNDAYS AND
FEDERAL HOLIDAYS**

OR WRITE TO US AT:

**SHINSHU KYOKAI MISSION DORMITORY
1641 SOUTH BERETANIA STREET
HONOLULU, HI 96826**