



FOR HIGHER-EDUCATION STUDENTS



SHINSHU KYOKAI MISSION DORMITORY

(808) 973-0155 • fax 973-0157
skm@ShinshuKyokai.org
www.ShinshuKyokai.org

If you have further questions regarding your stay at Shinshu Kyokai Mission Dormitory, please call us at (808) 973-0155:

Monday — Friday, 9 AM to 5 PM

The SKM Office is closed on Saturdays, Sundays, and federal and state holidays.

Or email: skm@shinshukyokai.org

Or write to us:

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

Mahalo!

UNIFORM FIRE CODE (CITY & COUNTY)

Section 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.



For your new mailing address, place your name on the first line. You can add your room number if you like.

[Your full name] [room]
SHINSHU KYOKAI DORMITORY
1641 S BERETANIA ST
HONOLULU HI 96826

If the sender is in another country, add USA on line 5.
The United States Post Office provides the pdf
“A Customer’s Guide to Mailing” (DMM100) and other
helpful tips at pe.usps.com

SHINSHU KYOKAI MISSION DORMITORY

Shinshu Kyokai Dormitory has been in existence for more than 50 years and has housed thousands of college students from the state of Hawaii and from all over the world.

We are a co-ed facility, with a capacity for 43 resident scholars, men and women. All rooms are single occupancy. There are community bathroom facilities on each of the three floors.

We have the following amenities: ample parking; lounge areas; laundry area with sinks, washers and dryers; kitchen and dining hall; vending snack machines; and a garden.

Shinshu Kyokai Dormitory is centrally located in a residential and business area. Our neighborhood has a variety of grocery stores and ethnic/specialty markets, gas stations, restaurants, cell phone service providers, banks and ATMs. The city buses follow three routes with several stops nearby, and we are within walking distance of the University of Hawaii at Manoa and minutes from Ala Moana, Waikiki and the beach. Many residents ride a bicycle or TheBus.

We are a small dormitory, and aim to provide a clean and safe environment. Our primary mission is to provide housing with a community experience while maintaining the safety and welfare of all residents.

Our facility offers housing to students from the University of Hawaii, Hawaii Pacific University, Honolulu or Kapiolani Community College, or a higher educational program directed by a college or university in the state. We hope that we may be of service.

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

YOUR VISIT IS WELCOMED!

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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 Dorm or on premises.

Any such activities may be grounds for eviction (termination) and subject you to civil or criminal investigation and prosecution.

FIREARMS, EXPLOSIVES AND WEAPONS

Possession of firearms, weapons of any sort, injurious implements, ammunition and explosives, etc., is 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 your room 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 the **Rules and Regulations** or fails to comply with any law which Shinshu Kyokai Mission Dormitory considers to be a serious violation affecting the health, safety or welfare of persons residing here, or which results in damage to property on the 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.

Room rates are subject to change without notice.

resident if the forwarding or last known address, or other contact information, is available and valid.

TELEPHONE

The telephone in the lobby is for local calls only. **No calls or long-distance calls may be charged to Shinshu Kyokai Dormitory.** Residents must obtain a calling card in order to dial long distance from the lobby phone. Please be considerate and limit your call to 15 minutes when other residents are waiting.

A resident seeking personal phone service may contact a telephone or cellular service company. Several providers operate in Honolulu. All arrangements will be the responsibility of the resident.

CABLE TELEVISION

The Dormitory provides cable TV in each lounge. Anyone caught tampering with the service will be subject to immediate eviction.

INTERNET

The Dormitory provides a courtesy wireless network on each floor. Reception varies, with open areas such as the lounges and dining hall offering a clearer signal. **Access must be shared:** private connections to a Dorm modem, router or booster are not allowed.

Residents who require dedicated Internet service have many options. Current wired and mobile offers are posted in the Dorm and office.

USE OF PREMISES

Shinshu Kyokai Mission Dormitory policy prohibits disturbances, harassment, and unlawful or improper activity in the building 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.

If leaving by other than the glass door at the Dorm entrance, be sure the door closes securely behind you.

SMOKING POLICY

No smoking in the Dormitory. Residents may not smoke in their room. People may not smoke in the stairwell.

People are permitted to smoke outside the building, and they are asked to keep at least 10 feet from doors and windows. This applies to everyone.

SHINSHU KYOKAI DORMITORY
1641 South Beretania Street
Honolulu, HI 96826
(808) 973-0155 Fax 973-0157
skm@ShinshuKyokai.org

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 few disturbances and inappropriate behaviors. These rules have been set forth for the purpose of promoting the convenience, security, and welfare of the residents of our Dormitory, and to protect Dormitory and Mission property from misuse and abuse.

Observance of these **Rules and Regulations** by each resident assists the providing of satisfactory services and facilities to our community of residents.

Shinshu Kyokai Dormitory has capacity for housing 43 residents. All rooms are single-occupancy. There is a community bathroom on each floor, and the third floor is reserved for women residents. The Dorm manager and office staff are available to assist all residents. You are encouraged to get acquainted and to receive assistance as needed from Shinshu Kyokai staff. The Dormitory reserves the right to cancel the Room Agreement.

PERIOD OF RESIDENCE

You may move into the Dorm before the specified date in your **Room Agreement** contract if the office is notified ahead of time and the room is vacant and available. An extra charge may be assessed based on the weekly rate for your room.

CHECK-IN PROCEDURES

You may check in after **1:00 PM but no later than 5:00 PM, Monday to Friday**. Arrival at other times, on weekends, or on holidays, will require special arrangement and possibly a fee.

CHECK-OUT PROCEDURES

Room must be vacated by the departure date on your **Agreement**. A grace period of a half day may be allowed, but then you are asked

to complete check-out before **12:00 NOON** or the weekly rate for your room will apply. Check-out during other than office hours can be arranged by appointment.

Providing that you leave your room in the same condition as when you checked in, your full Security Deposit will be returned within 14 working days. You may prepare an envelope with your forwarding address to receive your refund.

KEYS

Room keys will be issued when you check in. You are 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.

Residents will turn in all keys and key ring 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 or holidays	\$ 2
After 10:00 PM	\$ 3

Residents who lock themselves out of their room during the late hours can contact the live-in Dormitory manager (Apartment 1) for assistance.

ROOM SUPPLIES & ROOM MAINTENANCE

Rooms are each equipped with a bed, desk, lamp, chest of drawers, chair, bookcase, mattress, mattress pad, pillow, closet, and waste basket. Each resident will be furnished 2 bed sheets and 1 pillow case. Residents are responsible for laundering their bed linens, and for bringing their bagged trash to the large bin in the parking lot.

Please do use bed linens, and wash the sheets on a regular basis. Residents supply their own towels, hangers, blankets, laundry tubs and baskets, food containers, and other personal items.

Furniture and equipment may not be removed from their assigned room. Residents are responsible for the cleanliness and maintenance of their room and for the proper use of all Dormitory property and facilities. A vacuum cleaner and mop are available. Additional furniture such as sofas and sleep mattresses are not allowed.

The Dormitory reserves the right to have authorized representatives enter your room upon reasonable notice or in case of emergency at any time for the purpose of room inspection, maintenance or repair. If the resident cannot be present during

POWER OUTAGE FROM OVERLOADING THE GRID

A resident who overtaxes the electrical system with too many appliances will cause a blackout or power outage that may affect others in the Dorm. If an electrician must be called for repairs, the **resident who caused the outage may be charged accordingly.**

Please be considerate, and take precautions: If powering up your microwave, unplug the refrigerator (if you have one) for the time.

RECREATIONAL ACTIVITY GARDENING & PING PONG

Residents are welcome to participate in the Dormitory garden; just see the Dorm manager. A ping pong table (table tennis) is available in the dining hall, but play must end at the 10 PM Quiet Hours.

POSTAL MAIL & DELIVERIES

Mail is accepted at the office Monday-Friday and can be picked up at the hutch in the Dorm lobby. Any packages too large or heavy or requiring a signature can be collected at the office: a note for you will be at the hutch. **Mail must show your name.** See page 14.

PERSONAL PROPERTY

Shinshu Kyokai Dormitory will NOT be responsible for any loss or damage to personal property stored or left on the premises.

STORAGE

The Dorm has limited storage space and no storage facility for large items. It is against the Fire Marshall's regulations to store items that can become a fire hazard. Cardboard boxes, newspaper piles, flammables, discarded items and trash can be potential fire hazards. Bag your trash and place it in the bin beside the parking lot entrance.

Note: All residents must keep their trash can, garbage bags, etc. inside their room. Hallways must be kept clear of any obstruction in case of fire emergency. Your cooperation in keeping the hallways, bathrooms, lounge, and cafeteria areas clean is highly appreciated.

ABANDONED POSSESSIONS

Shinshu Kyokai may store the possessions at the resident's expense or donate the possessions to a charitable organization 15 days after the person's departure from the Dormitory. Before donating or disposing of the items, the Administration will attempt to notify the

4. Residents are responsible for maintaining the kitchen: Clean up before leaving the area. Wash dishes and clear counters and sinks as a courtesy to others who soon may arrive to prepare their food. You are also responsible for turning off the stove, oven, any appliances and water faucets. Look around and check before leaving the kitchen. Be sure to keep the refrigerator door tightly closed.
5. The kitchen is a community facility. As such, residents are asked to be considerate and to respect others' belongings.

FOOD STORAGE

Food items should not be left open in your room. Food should be wrapped, sealed or stored in airtight containers. This stipulation will apply to food such as fruits, crackers, cookies, and other items that should be consumed quickly. Half-eaten foods should not be left out for long periods. Please bag and dispose of unwanted leftovers.

Cooking in any form (except by microwave) is prohibited in rooms and is against fire-safety regulations. Please use the kitchen and dining hall, which offers a toaster and microwave.

VENDING SNACK MACHINES

Snack and soda machines are provided as an additional service, and proper use of these machines is appreciated. If money is lost in a vending machine, note the amount and inform office staff promptly. The refund will be processed by the vending company on their next visit to stock the machines.

ELECTRONIC EQUIPMENT AND APPLIANCES

No cooking or heating device is permitted in rooms, with the exception of microwave ovens. You may install one refrigerator (maximum capacity 4 cubic feet).

Pressing irons should be used only on an ironing board. Iron and board are provided in the second- and third-floor lounges.

Reasonable use of radios, cassette players, compact disc players and stereos is allowed. Stereos must be operated at a level that does not disturb others. Residents who continue to operate a high-powered stereo system loudly are reminded that there is now a "Boom-Box Law." **Violators are subject to fines, and police have the authority to confiscate such equipment.**

No outside aerial or appliance may be installed.

the procedure, Dorm staff will accompany the workers. The resident will be informed by printed note or email.

Nails, tacks, staples, pins, picture hangers, stick-ons, etc., are not permitted on walls and wooden surfaces. Scotch tape, masking tape and adhesive-backed stickers will mar paint and finishes and are prohibited. Residents who cause damage or marring of facilities and equipment will be assessed **the full charge of repairs or replacement.**

The lanai (balcony) may not have strung clotheslines, etc. The lanai of a room cannot be used for drying clothes.

RESERVATION CANCELLATION

A penalty of **2 weeks' rent** will be assessed for breach of contract. For an Agreement for a week, the penalty is **one week's rent.**

The penalty will be deducted from the Security Deposit, and the remainder will be returned to you. Please allow up to 14 working days for the reimbursement check. A self-addressed envelope will be required if you wish to receive the check through the mail.

SECURITY DEPOSIT DEDUCTION

One month's rent (or one week's rent for a contract of one week) will be collected as a Security Deposit. Deductions from this deposit will result if the contract is breached, as in a cancellation.

Deductions may also be made:

1. To repair or replace any items damaged or missing.
2. To restore the room to a clean and neat condition.
3. For storage charges for your personal belongings left on the premises after you move out.
4. For any other monies owed to us.

Note: Upon check-out, if the room is not left in a clean and proper manner, a fee of **\$30.00 or more** will be charged.

PROLONGED ABSENCE FROM ROOM

For safety and security reasons, a resident should notify the office or Dormitory manager of an overnight trip or vacation.

Upon request, your mail can be held in the office until your return. Or, inform the office if a friend will collect your mail for you.

VISITORS, GUESTS AND UNAUTHORIZED PERSONS

Dormitory staff should be notified immediately of unauthorized or suspicious people roaming or behaving oddly in or around the

building and grounds. This is for your own safety as well as the security of the Dorm and residents.

All visitors who are guests of a Dormitory resident must be accompanied by the resident at all times. The resident will be held responsible for the behavior and conduct of his/her guest(s). In case of damage or destruction caused by guests to Dormitory facilities or property, the resident will be assessed for the cost of repairs and damages.

Guests must depart the Dormitory by **10:00 PM**. Residents visiting other residents should refrain from noisy conversation and disorderly or improper conduct with the start of the **Quiet Hours**.

NO OVERNIGHT GUESTS

Residents are reminded that **any visitor staying beyond the 10 PM curfew is violating Dorm rules and also is trespassing** on Shinshu Kyokai property. Any resident who has a guest past curfew will be subject to penalties.

QUIET HOURS

Quiet Hours begin at **10:00 PM, especially during examination periods**. Please keep to a minimum any conversation or noise inside or near Dorm rooms and windows. Your neighbors may be depending upon this time to sleep or study.

Each resident is expected to observe Quiet Hours. If returning to the Dormitory after 10 at night, please keep disturbance to a minimum.

CARS, BIKES AND PARKING

Owners of bicycles, scooters, and motorcycles are asked to keep clear of the Dormitory entrance. All entrance and exit areas must be kept free of vehicular obstruction and congestion in case of emergency. Bikes, scooters, cars and motorcycles must be parked in the parking lot facing South Beretania Street.

Bike racks are installed. Find a good locking system (\$100 or more) and be sure to secure your bike.

Residents who own or rent a car must promptly register their vehicle with the office. Car parking is allowed for residents for a daily rate, a weekly rate, or a monthly rate.

Parking gates will be closed and LOCKED daily at 10:00 PM. Unauthorized vehicles will be TOWED at the owner's expense.

Note: We ask for your cooperation during the month of **July**. The main parking lot area must remain clear of vehicles during preparations for and participation in the annual **Shinshu Kyokai Bon Dance**. Parking will be allowed alongside the Dormitory.

Also, on occasion, a number of parking stalls must be reserved for Shinshu Kyokai functions.

Note: Beretania Street is a tow-away zone from Mondays through Fridays between 6:30 AM and 8:30 AM.

Car washing and car repairs are not allowed in the parking lot.

LAUNDRY

Clotheslines, sinks and coin-operated washing machines and dryers are available in the outdoor laundry area. Use U.S. coins only, or the machines will stop working. Forcing a wood clothespin on a machine will burn out the motor. The repair crew may not come for a few days. Please ask the Dorm staff if you require instruction.

You provide your laundry detergent. Baskets, buckets and dishpans are helpful items. Wet laundry may not be hung in rooms, bathrooms or on lanai. Laundry is restricted to your personal items only.

The laundry area is closed after **10:00 PM**. No machine laundering or drying is permitted after **9:00 PM**.

KITCHEN USE

Only Shinshu Kyokai Dormitory residents are allowed to use the kitchen facilities. Guests and visitors are prohibited from entering the kitchen. Residents are expected to abide by kitchen rules.

1. Residents use the kitchen at their own risk. Be mindful of your and others' safety. 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 should remove unused or spoiled foods in order to maintain cleanliness and safety. Food items left in the refrigerator for an extended period of time will be thrown away by Dorm staff (periodic cleaning will be announced in advance).
3. The handwashing sink is for soap and water only.