



East-West Center  
**Visitor Regulations**

**Visitor Reservations.** Reservations are normally confirmed six months prior to arrival on a space available basis. Allow at least one working day to process reservation requests.

**Eligibility.** Eligibility for guest housing requires sponsorship by EWC staff, EWC participants, EWC alumni, or persons having an educational affiliation. Children accompanied by parents are allowed to reside in Lincoln Hall only. All room occupants who are 18 years of age or older must be registered.

**Vaccination Status.** Guests at Lincoln Hall are no longer required to be fully vaccinated and do not need to submit documentation in support of their vaccination status.

**Length of Stay.** Visitors are limited to a maximum stay of 20 nights. Exceptions may be accommodated based on availability. Contact the Housing office for more information.

**Deposits, Requester Responsibility & Penalty Charges.** An advance deposit of one night's rent is required. The deposit requirement will be waived if the requester provides acceptable credit card information or the institutional department/office guarantees payment, in writing, of possible penalty charges. The requester is responsible for the conduct of his/her guest(s) as well as any losses, damages, penalty charges or unpaid room accounts.

A **cancellation charge** equal to one night's rent will be charged if a reservation is modified and/or canceled within 72 hours of the scheduled arrival. Notify the Housing office of any changes in arrival or departure dates/time. The Housing Office can be reached by phone at (808) 944-7805, or fax (808) 944-7790, or e-mail – [housing@eastwestcenter.org](mailto:housing@eastwestcenter.org).

**Check-ins & -outs.** Check-ins/outs are processed at the Lincoln Hall Front Desk (open 8:00 a.m - 8:00 p.m. daily). After-hour check-ins at Lincoln Hall are processed at Hale Manoa. Check-in is 2:00 p.m., check-out is 10:00 a.m. Approval of early check-in and late check-out requests is based on availability (additional charges will apply).

**Payment.** Visitors are required to pay for their room charges upon check-in. MasterCard, Visa, Discover, traveler's checks, personal checks (in US dollars) and USD are accepted. Personal checks must be payable to the East-West Center for the exact amount only. Third party checks are not accepted.

**Amenities** - All rooms have private bathrooms, telephone, cable TV, and WiFi. Housekeeping services provided Monday through Friday. Lincoln Hall is not air conditioned, however each room is furnished with a ceiling fan.

**Current Rates**

Standard Studio (single or double occupancy, one double size bed)	\$94.00 per night
Corner Studio (single or double occupancy, two double size beds)	\$116.00 per night
1-Bedroom with Kitchen (single or double occupancy, one queen size bed)	\$134.00 per night