



Hawaiian Mission Academy

Dormitory Guest Registration Form

1438 Pensacola Street, Honolulu, Hawaii 96822-3899

Telephone: (808) 536-2207 - FAX: (808) 524-3294

www.hawaiianmissionacademy.org

GUEST INFORMATION								
Guest Name:		Group/Organization:						
Mailing Address:		Home Phone:						
		Work Phone:						
Other Phone (cell, fax, pager):		E-Mail Address:						
Date(s) of stay:								
Number of Guests:		Number of rooms needed:						
PAYMENT INFORMATION								
Room Rates:			Public	SDA				
Single with shared bath (one person)			\$60.00	\$45.00				
Double room with shared bath (two people per room)			\$70.00	\$55.00				
Studio (1 or more people) – NOT AVAILABLE FOR SUMMER RENTAL			\$80.00	\$70.00				
<p>The first night payment per room and a \$5.00 key deposit/room must be received in advance as security deposit to reserve the room. Please mail the deposit to:</p> <p style="text-align: center;"> Hawaiian Mission Academy Dormitory Room Rental 1438 Pensacola Street Honolulu, HI 96822 </p> <p><i>(Please make checks payable to Hawaiian Mission Academy)</i></p>								
Payment option: Check: <input type="checkbox"/> Visa: <input type="checkbox"/> MasterCard: <input type="checkbox"/> Diners Club: <input type="checkbox"/>								
Credit Card Number:		Expiration Date:		3 digit security code:				
Print name as it appears on card:			Signature:					
Deposit amount:	\$	Subtotal amount:	\$	Total amount paid:	\$			
RESERVATION INFORMATION (office use only)								
Reservation Date:			Reservation taken by:					
Duration of stay:	Days:	Nights:	Room Number (s):					
Check in Date:			Check out Date:					
For questions please call: <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">School Office: (808)536-2207</td> <td style="width: 33%;">Dormitory Office: (808)539-0030</td> <td style="width: 33%;">Dormitory Dean: (808) 388-2753</td> </tr> </table>						School Office: (808)536-2207	Dormitory Office: (808)539-0030	Dormitory Dean: (808) 388-2753
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Dorm Room Rental Agreement

In order to ensure proper ethical responsibility in the use of the HMA Dorm facilities each person who rents from Hawaiian Mission Academy will abide by the following guidelines.

1. The room rate for one night's stay is \$55.00/night for double occupancy.
2. You must pay at the beginning of your stay at the HMA Business Office with the Assistant Business Manager, and receive a receipt. Be sure you have filled out a Dormitory Guest Registration form that can be obtained from the HMA Administration.
3. There is a \$5.00 room deposit fee for your dorm room keys.
4. At all times when you leave the dorm, please lock the front door of the dormitory.
5. The front gate of the school closes at 10:30 p.m. each evening. Please be sure to plan accordingly.
6. If you have a rental car, please do not park in the dirt area by the dormitory. This area is for loading and unloading only. You may park in the lower parking lot.
7. HMA is not liable for any stolen items from your dorm room and/or vehicle. Please do not leave valuables in plain view inside your vehicle. Lock your room door and vehicle.
8. Treat the dormitory lobby as your living room. Tidy it up and make it look presentable at all times.
9. The dorm lobby is not a place to socialize and "hang out" with your friends. It is a place where a friend can wait briefly for you.
10. **KITCHEN FACILITIES:** You may use the kitchen facilities and refrigerator.
 - a. Please wash all dishes.
 - b. Please clean up immediately after use.
11. You are responsible for all of your personal supplies. Bed linen and a pillow are provided for each room.
12. Different persons of the opposite sex, couples, and families will occupy the dorm facilities. Dress modestly when you leave your room.
13. No persons of the opposite sex should enter your dorm room other than immediate family.
14. Unaccompanied minors are not allowed to rent out dorm rooms.
15. Hawaiian Mission Academy is a Seventh-day Adventist institution. It observes its Sabbath from Friday to Saturday sundown. During this period of time, all guests should demonstrate respect for the Sabbath. No TV should be watched during these hours.
16. For the sake of the other guests in the dormitory, no loud music should be played. All individuals should use private earphones while listening to their personal music.
17. **CHECKOUT PROCEDURE:**
 - a. Please notify the Administrative Office of the final night of your stay.
 - b. Take the linen off your bed and put them by the entrance of the door within your room.
 - c. Please take all trash out of your room and put them in the dumpsters down by the parking lot.
 - d. Please turn in your keys to the Administrative Office in order to receive your key deposit from the HMA Business Office.
18. Enjoy your stay. **ALOHA.**

I have read the above Dorm Room Rental Agreement and promise to keep them during my stay at the HMA Dormitory

Guest Signature

Date