

PURPOSE AND SCOPE

The Diocese of Honolulu is committed to the safety and security of all who visit St. Stephen Diocesan Center (hereafter referred to as “SSDC”). The purpose of this policy and procedure is to document and communicate accordingly the Diocesan requirements for all overnight events involving minors at SSDC.

DEFINITION(S)

“**Adult**” is defined as an individual who is 18 years of age or older.

“**Adult Chaperone**” is defined as an adult who is 21 years of age or older.

“**Minor**” is defined as an individual who is 17 years of age or younger.

“**Overnight**” is defined as an event that requires sleeping arrangements for at least one night within the SSDC facilities.

“**Safe Environment Policy Requirements**” are defined as the *criminal background check* and *training* requirements all adults working directly with minors unsupervised in the Diocese of Honolulu must complete every five (5) years, in accordance with the USCCB *Charter for the Protection of Children and Young People*.

POLICY AND PROCEDURE(S)

Requirements for All Adults

1. At least one (1) week in advance (i.e. 7 calendar days) of the scheduled event, all adults attending any Diocesan-related overnight event involving minors, including but not limited to overnight events at SSDC, must:

- a) Be current in meeting the Diocese of Honolulu’s **Safe Environment Policy requirements***
 - Completion of the criminal background check
 - Completion of the Safe Environment training for adults

[See **Appendix I** for instructions on how to register on the VIRTUS website (www.virtus.org) and complete the Safe Environment Policy requirements.]

* Entities outside the Diocese of Honolulu (e.g. private Catholic Schools in Hawaii, out-of-state groups, etc.) must provide written certification of their Safe Environment policy and current compliance with the policy. (See **Appendix II** for sample certification letter.)

- b) Review the **Catholic Mutual Chaperone/Volunteer Guidelines and Behavior Standards**; acknowledge and agree to abide by these standards by completing and signing the **Diocesan Code of Conduct Agreement** [See **Appendix III**.]

Requirements for All Adults Identified as Chaperones

1. All adults **identified as chaperones** for any Diocesan-related event involving minors, including but not limited to overnight events at SSDC, must:

- a) Be at least 21 years of age or older
- b) Complete the **Chaperone Training Session** at least one (1) week in advance of the scheduled event [See **Appendix IV** for instructions to complete this training on Catholic Mutual Group’s website (www.catholicmutual.org).]
- c) Complete and sign the following documents: [See **Appendix V**]
 - Field Trip – Adult Liability Waiver
 - Adult Volunteer Hold Harmless/Indemnity Agreement

Requirements for All Adults Identified as Chaperones (Continued)

2. As noted in the **Catholic Mutual Chaperone/Volunteer Guidelines and Behavior Standards** in **Appendix III**, at all times while onsite at SSDC all adults identified as chaperones must also:
 - a) Ensure that there are adequate ratios of male and female chaperones in proportion to the gender make-up of the group.
 - b) Accompany their group.
 - c) Designate places and times where youth participants can locate group leaders throughout the day in the event they are separated.

3. As a general guideline, note the following in regards to the overall adult to minor ratio for a group with minors:
 - a) There should be at least two adult chaperones for the first group of one [1] to ten [10] minors. After this, one [1] additional adult chaperone is required for each additional ten [10] minors (i.e. 2 adult chaperones are required for up to 10 minors, 3 adult chaperones are required for 11-20 minors, 4 adult chaperones required for 21-30 minors, etc.)
 - b) For activities deemed to be riskier in nature, consideration should be given to making the adult/youth ratio even more stringent.

General Facility Requirements

PRIOR TO CHECK-IN

1. All overnight events at St. Stephen Diocesan Center must be confirmed in writing with the SSDC Assistant Administrator at least one (1) week in advance of the planned start of the event.

2. Groups who have made reservations for an overnight event must designate in writing to the SSDC Assistant Administrator a **lead adult chaperone** who is responsible for:
 - a) Validating that all adults in attendance at a given event:
 - Are current in meeting the Diocesan Safe Environment requirements
 - Have reviewed the Catholic Mutual Chaperone Guidelines/Behavior Standards
 - Have reviewed and signed the Diocesan Code of Conduct Agreement
 - Completed and signed the Adult Volunteer Hold Harmless/Indemnity Agreement and the Field Trip Adult Liability Waiver

 - b) Ensuring that all adults identified as chaperones have:
 - Completed the online **Chaperone Training Session**

 - c) Determining Guestroom Assignments (see **Appendix V**, St. Stephen Diocesan Center College Building Floor Plan) and communicating the assignments in writing to all event attendees

General Facility Requirements

SLEEPING QUARTERS

1. No eating is allowed in the guestrooms. All food/snacks must be consumed in the dining room, lounge, or other space as identified by the group's lead adult chaperone.
2. No gum chewing is allowed.
3. Do not leave outside doors to the building propped open.
4. Each guest room should accommodate one guest per bed. Room assignments are to be single-gender only.
5. With the exception of couples married in the Catholic Church (lead adult chaperone is responsible for verifying this) and parents with their own children age 3 and under:
 - a. A one-person-per-bed requirement is in effect for the entirety of all overnight events at SSDC
 - b. No mixing of genders is allowed in guestrooms
 - c. If larger rooms (e.g. Laulima Auditorium, Pali View Meeting Room) are used for dormitory sleeping arrangements, the lead adult chaperone is responsible for:
 - Ensuring that genders are appropriately separated (sleeping arrangements, availability of bathroom facilities, etc.)
 - There is an adequate and gender-appropriate ratio of adults to minors, with at least two adults present at all times.
 - Consideration should be given to having chaperones who are only assigned to supervise the sleeping hours, so that those adults involved in programs can be properly rested while not compromising the necessary supervision.
6. When more than one group is sharing the sleeping quarters (e.g. Deacon Formation cohorts and Star Light Star Bright), each group should occupy a separate wing/floor if possible to minimize any likelihood of comingling.

CONFERENCE ROOMS

1. Be sure to turn OFF all lights and air conditioning after use.

UPON CHECKOUT

1. Sleeping Quarters:
 - ✓ Take SOILED linens (sheets, towels, wash clothes) to the hall and place them under the appropriate sign.
 - ✓ DO NOT remove bedspreads, blankets and pillow quilt covers from the rooms.
 - ✓ REMOVE trash from rooms, place in large trash bag and leave outside the main doors of building.
 - ✓ Be sure that all bedroom, restroom, lounge, and hall (where applicable) lights are turned OFF.
 - ✓ Lock ALL doors including guestrooms.
2. Conference Rooms:
 - ✓ Turn OFF the lights and air conditioner.
 - ✓ CLOSE and LOCK all doors to the conference room.
 - ✓ Turn off ALL bathroom lights.
 - ✓ REMOVE trash. Trash may be disposed of in the dumpster at the top of the driveway.

Requirements for All Event Participants

At all times all event participants, both adults and minors, must adhere to the rules set forth by the event host, including but not limited to: designated quiet hours, lights out, clean up requirements, etc.

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 St. Stephen Diocesan Center
 6301 Pali Hwy.
 Kaneohe, HI 96744

Approved: *By Bishop Larry Silva; April 24, 2019*

APPENDIX I – VIRTUS Online Registration Instructions

All adult employees, volunteers and independent contractors whose duties involve ongoing, unsupervised contact with minors must complete the Diocese of Honolulu’s Safe Environment requirements.

Before or after attending an instructor-led (live) session or to select online training, all participants must register with **VIRTUS Online**.

To register, click on the following link:

https://www.virtusonline.org/virtus/reg_2.cfm?theme=0&org=21836

Click to begin the process.



Create a User ID and Password you can easily remember. This is necessary for all participants. This establishes your account with the VIRTUS program. If your preferred User ID is already taken, please choose another ID. We suggest the use of email addresses as user names.

Click **Continue** to proceed.

Provide **all** the information requested on the screen. Several fields are required, including: First & Last Name, Email Address, Home Address, City, State, Zip, Phone Number, and Date of Birth.

(Note: Do not click the back button or your registration will be lost.)

Click **Continue** to proceed.

If you do not have an email address, consider obtaining a free email account at mail.yahoo.com, or any other free service. This is necessary for your Safe Environment Liaison to communicate with you. If you cannot obtain an email address, enter: noaddress@virtus.org.

Select the PRIMARY location where you work or volunteer by clicking the downward arrow and highlighting the location.

Click **Continue** to proceed.

Note: If you serve at multiple diocesan locations, you will be prompted to select those additional locations in future screen(s).

Your selected location(s) are displayed on the screen.

Select **YES**, if you need to add secondary/additional locations. (Follow instructions in previous step to select additional locations.)

Otherwise, if your list of locations is complete, select **NO**.

APPENDIX I – VIRTUS Online Registration Instructions (Continued)

Select the role(s) that you serve within the Diocese of Honolulu and/or parish/school. (Use descriptions supplied, to help determine appropriate role(s) to select.)

Please check **all** roles that apply.

Click **Continue** to proceed.

Please select the roles that you play within your diocese
Please check all that apply. You must select at least one role.

Candidate for ordination
You are in the final preparation for Ordination in the Diocese

Deacon
Those ordained in the Diocese of Honolulu

Educator
Teachers, Principals, Vice Principals, Administrators. This category does NOT include teacher aides or school support staff (janitors, bus drivers, etc.)

Employee
Anyone employed by the Diocese of Honolulu, other than clergy or faculty

Parish
Those ordained in the parish/diocese

Volunteer
Those necessary to not compensated for various ministerial roles in the Diocese, schools, parishes or other sites that are under the auspices of the Bishop of Honolulu.

If you have a title within your diocese, please enter it below.
If you do not have a title, please briefly describe what you do for the diocese.
Title or Diocesan function: _____

Please answer the following three questions.

Click **Continue** to proceed.

Are you a parent or guardian of a child under 18?
 Yes
 No

Do you interact with, work with or come into contact with minors and/or vulnerable adults of this archdiocese/diocese/religious organization?
 Yes
 No

Do you manage, supervise or oversee employees or volunteers on behalf of this archdiocese/diocese/religious organization in any capacity?
 Yes
 No

Please review the following and respond to each of the following documents.



- **Code of Conduct Agreement for Diocese of Honolulu**
- **Safe Environment Policies for Diocese of Honolulu**

To proceed, please **Confirm** by clicking on: "I hereby represent that I have downloaded, read and understand the Acknowledgement of Safe Environment Policies and Code of Conduct Agreement for the Diocese of Honolulu" and enter your full name and today's date.

Click on **Continue**.

Diocese of Honolulu

Code of Conduct Agreement for Diocese of Honolulu Safe Environment Policies for Diocese of Honolulu

 PDF  PDF

Code of Conduct Agreement for Diocese of Honolulu Safe Environment Policies for Diocese of Honolulu

I hereby represent that I have downloaded, read, and understand the Acknowledgement of Safe Environment Policies and Code of Conduct Agreement for Diocese of Honolulu.

Please provide an electronic signature to confirm you have read the above documents:

Full Name (first, middle and last): _____ (John D. Smith)
Today's Date: _____ (mm/dd/yyyy)

Please answer the eight questions provided to you. If you answer correctly, please proceed to the next.

If you receive an incorrect answer, please click on **Try Again**.

Click **Continue** to proceed.

Diocese of Honolulu

Code of Conduct Quiz

Please answer ALL the questions presented

For adults who must meet the Safe Environment background screening and training requirements, how often must they do so?

SELECT AN ANSWER:

Annually
 Once
 Every 5 years

Diocese of Honolulu

Code of Conduct Quiz

Please answer ALL the questions presented

CORRECT

Diocese of Honolulu

Code of Conduct Quiz

Please answer ALL the questions presented

INCORRECT

sexual advances or other unwanted or offensive visual, verbal or physical contact with **one adult toward another adult. TRY AGAIN**

APPENDIX I – VIRTUS Online Registration Instructions (Continued)

If you have **not** attended a **VIRTUS Protecting God's Children** instructor-led session, choose **NO**.

Otherwise, choose **YES**.

Have you already attended a VIRTUS Protecting God's Children Session?

YES NO

Please note: If you register the day of the training or after, please select 'Yes' that you have already attended. Your session should appear in the drop down box.

If you chose **NO** during the previous step, you will be presented with a list of upcoming **VIRTUS Protecting God's Children instructor-led** sessions scheduled or online training for the **Diocese of Honolulu**.

When you find the instructor-led session training you wish to attend, click the circle -- and then click **Complete Registration**.

(If you chose YES during the previous step, you will be presented with a list of all instructor-led VIRTUS sessions conducted in the Diocese of Honolulu. Choose the session you attended by clicking the downward arrow and highlighting the session -- then click **Complete Registration.)**

Please select the session you wish to attend

Protecting God's Children for Adults

Where: St. Stephen Diocesan Center

When: Tuesday, December 12, 2017
7:00 PM

Estimated length of session: 3 hrs

Spaces remaining: 50 of 50

Language: This session will be conducted in English

Notes: This session will be held in the conference room.

Protecting God's Children for Adults (Online Training)

Protecting God's Children for Adults (Online Training in Spanish)

Complete Registration

If you are led to this background check screen, **click on Complete ESR Background Check** to be directed to the ESR background check secure website.

Thank you for completing the registration process.

You have registered for a Protecting God's Children Online Training session and set up your VIRTUS Online account.

Please complete your background check with Employment Screening Resources (ESR).
By clicking on the link below, you will be directed to ESR's secure website.

[Complete ESR Background Check](#)

You will need to return to www.virtus.org if you log out prior to completing the online training session and re-enter your user id and password.

Go to VIRTUS Online Close Browser

Please complete the steps within the background check process, which you will need your Social Security Number or International ID number and your current and prior full residential addresses for the past seven year where you lived, worked, or studied.

Once you close the ESRCheck screen, you will be taken automatically to the online training course.

ESRCheck[®] Applicant Portal
English Español

Welcome to the ESRCheck Applicant Portal.

If you chose to complete online training, please **click** on the **green circle** to begin the **Online Training**

Upon completion, the last screen will allow you to **print** a certificate, and you will always have the ability to log back into your account and access the certificate.

Online Training Courses

To begin your online training, please click the title of your assigned training:

Protecting God's Children® Online Awareness Session 3.0
Assigned: 09/28/2017
Due: 10/12/2017

After you attend the instructor-led session or complete the online training, you will soon receive an email of approval.

Thank you for completing the registration process!



**APPENDIX II – Sample Compliance Letter
(Verification of Safe Environment Compliance For Entities Outside the Diocese of Honolulu)**

Sample Compliance Letter

Response should be addressed to: Director, Office of Safe Environment and Charter Compliance, Diocese of Honolulu

Subject: Certification of Safe Environment Policies and Procedures

Dear _____:

We are pleased to confirm that (*name of location sponsoring/overseeing overnight event*) has and maintains safe environment policies and procedures for all programs involving ministry with minors. These policies and procedures include both certifying the background of those with regular contact with minors through records checks and other appropriate means and providing training and education with respect to abuse identification and prevention. I have attached a copy of those policies and procedures for your information. They can also be found at [*provide internet address if applicable*].

Thank you for your witness in this important work.

Sincerely,

APPENDIX III – Chaperone/Volunteer Guidelines and Behavior Standards

chaperone/Volunteer

All Youth Ministry activities should be chaperoned by adults 21 years of age or older. Minimally, the initial ten or less participants need to be chaperoned by no less than two adults. For each additional one to six youth, an additional adult needs to be added.

For activities deemed to be riskier in nature, consideration should be given to making the adult/youth ratio even more stringent.

All adult chaperones must complete Diocesan Safe Environment requirements.

When Chaperoning events within a secured facility, adults should designate places and times where youth participants can locate group leaders throughout the day.

Chaperones should view the *Youth Ministry: Everything Matters and Everyone Has a Role* online training available from the Catholic Mutual website at www.catholicmutual.org.

Chaperones are expected to attend all required meetings for a particular Youth Ministry activity so they are familiar and comfortable with the activity they will be overseeing, as well as the tasks for which they will be responsible during the activity. Please reference Chaperone Guidelines – Behavior Standards. **(Exhibit G)**

Adult chaperones are required to complete the Adult Liability Waiver. **(Exhibit H)**

APPENDIX III – Chaperone/Volunteer Guidelines and Behavior Standards (Continued)

CHAPERONE GUIDELINES/BEHAVIOR STANDARDS

Chaperones should be at least 21 years of age or 25 for activities involving an overnight stay.

It is fine to have “helpers” ages 18-24; however, we recommend that these individuals be supervised by an adult chaperone. Each chaperone will be assigned a group of students for which they are responsible.

Regular daily responsibilities will include:

1. Make sure students are present on the bus or other means of transportation every time transportation is used.
2. Make sure the students are in their room at curfew.
3. Make sure students are awake on time.
4. Make sure students understand daily itinerary.
5. Observe students for suspicious behavior that might involve breaking the rules.
6. Be on guard for students being loud, obnoxious, and/or rude. Do not tolerate this behavior.
7. Assist in medical emergencies and contact person in charge immediately.
8. Inquire within assigned group about any individual medical abnormalities.
9. No students or chaperones should leave the group for unauthorized excursions.
10. You may search students’ rooms at any time with or without the students’ permission.
11. Check luggage before the trip.
12. Check hotel rooms for any damage or things left behind.
13. Make sure students are properly dressed at all times.

Behavior standards include:

1. “Buddy systems” should be used by chaperones; thus, it is very important to ensure 2 adults are present at all times (1 “adult” and 1 individual 18-24 is fine also).
2. One-to-one contact with a student should always occur in a public place.
3. Any verbal or nonverbal sexual behavior with any student is inappropriate.
4. Do not touch a student against his/her will.
5. Do not touch a student on any portion of their body that would be covered by a bathing suit.
6. Sexual gestures or overtures a student makes to a staff member should be reported to the appropriate personnel.
7. Do not appear in front of a student when not appropriately clothed.
8. Do not change clothes in the same room or in view of a student.
9. Driving alone with a student should be avoided at all times.
10. If necessary to drive alone with a student: Do not sit close to one another in the car; do not come into physical contact with each other; do not stop the car to talk, or if you must stop the car, turn on the inside light of the car.
11. Do not strike or touch a student as a means of discipline.
12. Do not use derogatory language when addressing a student.
13. Be alert for suspicious or unusual behavior.
14. All suspicions of child or sexual abuse need to be reported to appropriate personnel.
15. No student should be taken on any type of trip or excursion without the written consent of the custodial parent.
16. No student should be allowed to visit you in your quarters.
17. No student should be denied food, water or shelter.

Source: Catholic Mutual Group

APPENDIX III – Chaperone/Volunteer Guidelines and Behavior Standards (Continued)

**ACKNOWLEDGEMENT OF SAFE ENVIRONMENT POLICIES AND CODE OF CONDUCT AGREEMENT
DIOCESE OF HONOLULU**

Our children are the most important gifts God has entrusted to us. I promise to strictly follow the rules and guidelines in this Code of Conduct as a condition of my providing services to the children and youth of our diocese.

I WILL:

- Treat everyone with respect, loyalty, patience, integrity, courtesy, dignity, and consideration.
- Avoid situations where I am alone with children and/or youth at church activities.
- Use positive reinforcement rather than criticism, competition, or comparison when working with children and/or youth.
- Refuse to accept expensive gifts from children and/or youth or their parents or guardians without prior written approval from the pastor or administrator.
- Refrain from giving expensive gifts to children and/or youth without prior approval from the parents or guardians, pastor, or administrator.
- Report suspected abuse to the pastor, administrator, or appropriate supervisor, and the local Child Protection Services Agency. I understand that failure to report suspected abuse to civil authorities is, according to the law, a petty misdemeanor.
- Cooperate fully in any investigation of abuse of children and/or youth.

I WILL NOT:

- Smoke or use tobacco products in the presence of children and/or youth while volunteering.
- Use, possess, or be under the influence of alcohol at any time while volunteering.
- Use, possess, or be under the influence of illegal drugs at any time.
- Pose any health risk to children and/or youth (i.e., no fever or other contagious situations).
- Strike, spank, shake, or slap children and/or youth.
- Humiliate, ridicule, threaten, or degrade children and/or youth.
- Touch a child and/or youth in a sexual or other inappropriate manner.
- Use any discipline that frightens or humiliates children and/or youth.
- Use profanity in the presence of children and/or youth.

I understand that in working with children and/or youth, I am subject to a thorough background check including criminal history as permitted by law. I understand that any action inconsistent with this Code of Conduct or failure to take action mandated by this Code of Conduct may result in my removal from working with children and/or youth.

I have read the Diocesan Safe Environment policies, including this Code of Conduct Agreement, and understand all stated rules and guidelines. By signing below, I acknowledge receipt of the Diocesan Safe Environment policies and agree to abide by all terms of this Code of Conduct Agreement.

_____ **Print Name**

_____ **Signature**

Date: _____

**DIOCESE OF HONOLULU – ST. STEPHEN DIOCESAN CENTER
POLICY AND PROCEDURE FOR OVERNIGHT EVENTS**

APPENDIX IV – Chaperone Training Session Login Instructions

1. Go to www.catholicmutual.org
2. Click on “CMGConnect: Online Training Hub”
3. From the dropdown list, Find Your Diocese, choose “Honolulu” then click “Go”
4. If you do not have an account, you will need to create one. Follow instructions, completing all required information. If you have an account, click on “Sign In Here.”
5. Once you have successfully logged in, scroll down to the Youth Ministry Curriculum area. You must complete the “Youth Ministry – Everything Matters & Everyone Has a Role” video as well as the “Youth Ministry Guide.”

**DIOCESE OF HONOLULU – ST. STEPHEN DIOCESAN CENTER
POLICY AND PROCEDURE FOR OVERNIGHT EVENTS**

APPENDIX V – Field Trip Adult Liability Waiver and Hold Harmless/Indemnity Agreement

**Field Trip
Adult Liability Waiver**

Each adult participant, including group leaders and chaperons, must sign this form.

RELEASE OF LIABILITY

I, _____, agree on behalf of myself, my heirs, assigns, executors,
Full Name
and personal representatives, to hold harmless and defend _____,
Parish/School

Diocese of Honolulu, its officers, directors, agents, employees, or representatives associated with the field trip from any and all liability claims, loss or damage arising from or in connection with my participation in the field trip.

Signature: _____ Date: _____

Print Name: _____

**DIOCESE OF HONOLULU – ST. STEPHEN DIOCESAN CENTER
POLICY AND PROCEDURE FOR OVERNIGHT EVENTS**

APPENDIX V – Field Trip Adult Liability Waiver and Hold Harmless/Indemnity Agreement (Continued)

**ADULT VOLUNTEER
HOLD HARMLESS/INDEMNITY AGREEMENT**

PARISH: _____
(PARISH is understood to include the Diocese of Honolulu)

ADULT VOLUNTEER: _____

DATE(S) OF VOLUNTEER ACTIVITY: _____

TYPE OF VOLUNTEER ACTIVITY: _____

The above named ADULT VOLUNTEER agrees to defend, protect, indemnify and hold harmless the above named PARISH against and from all claims arising from the negligence or fault of the above named ADULT VOLUNTEER which arise out of the above named VOLUNTEER ACTIVITY at the above named PARISH.

Additionally, the above named ADULT VOLUNTEER agrees to protect, defend, hold harmless and fully indemnify the above named PARISH for any claim or cause of action whatsoever arising out of the above mentioned VOLUNTEER ACTIVITY which takes place during the above identified DATE(S) OF VOLUNTEER ACTIVITY that is brought against the PARISH by the above named ADULT VOLUNTEER or their family members whether such claim arises from the alleged negligence of the PARISH, its employees or agents or ADULT VOLUNTEER's negligence. If any portion of this agreement is held invalid, it is agreed that the balance thereof, shall continue in full legal force and effect.

SIGNED BY: _____

NAME (Please Print): _____

DATE: _____

I have also completed the Online Training course: Youth Ministry Everything Matters and Everyone Has a Role.

SIGNED BY: _____

NAME (Please Print): _____

DATE: _____

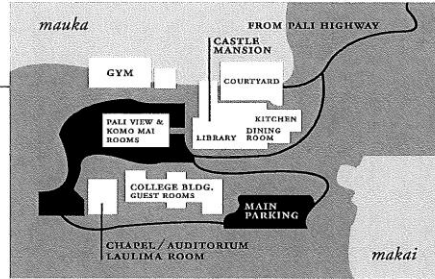
**DIOCESE OF HONOLULU – ST. STEPHEN DIOCESAN CENTER
POLICY AND PROCEDURE FOR OVERNIGHT EVENTS**

APPENDIX VI – St. Stephen Diocesan Center – College Building Floor Plan



ST STEPHEN DIOCESAN CENTER

College Building | First Floor
Room Assignments



	FULL BATH																
	FULL BATH																
	FULL BATH																
	FULL BATH																
TOILET	1*	3	5	CONFERENCE ROOM	15*	17*	19*	21*	23*	25*	27*						

2	4	6	8	10	12
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FEATURES:

- 8 Guest Rooms with 2 Twin Beds in each room
- 8 Suites with 2 Twin Beds and Full Bath in each room

SUITE 1*	ROOM 12
ROOM 2	SUITE 15*
ROOM 3	SUITE 17* 3 Beds
ROOM 4	SUITE 19*
ROOM 5	SUITE 21*
ROOM 6	SUITE 23*
ROOM 8	SUITE 25*
ROOM 10	SUITE 27*

*Suites equipped with a full bath.

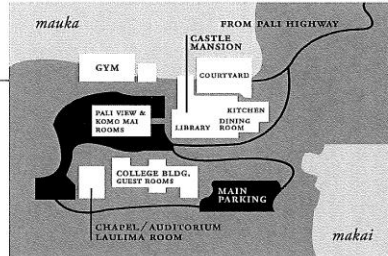
**DIOCESE OF HONOLULU – ST. STEPHEN DIOCESAN CENTER
POLICY AND PROCEDURE FOR OVERNIGHT EVENTS**

APPENDIX VI – St. Stephen Diocesan Center – College Building Floor Plan (Continued)



ST STEPHEN DIOCESAN CENTER

College Building | Second Floor
Room Assignments



NOTE: This floor is wheelchair accessible.

100	101	NOTE: This floor is wheelchair accessible.										131
102	103	SHOWER & RESTROOM	115	117	LOUNGE (TELEVISION & REFRIGERATOR)	123	125	127	128	SUITE 131		
104	105											135
FULL BATH & SHOWER											137	
SUITE 110	112	114	116	MAIN ENTRANCE LOBBY (PHONE)	122	124	126	SHOWER & RESTROOM				
										136		
										138		
										139		

- FEATURES:
- 23 Guest Rooms with 1 Full Size Bed in each room
 - 2 Suites with 1 Full Bed in each room

100	123
101	124
102	125
103	126
104	127
105	128
SUITE 110	SUITE 131
112	135
114	136
115	137
116	138
117	139
122	

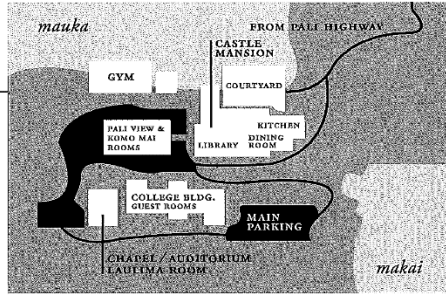
**DIOCESE OF HONOLULU – ST. STEPHEN DIOCESAN CENTER
POLICY AND PROCEDURE FOR OVERNIGHT EVENTS**

APPENDIX VI – St. Stephen Diocesan Center – College Building Floor Plan (Continued)



ST STEPHEN DIOCESAN CENTER

College Building | Third Floor
Room Assignments



200	201											
202	203											
204	205											
206	SHOWER & RESTROOM	215	217	219	221	223	225	227	229	SUITE 231*		
CLOSED											235	
CLOSED	212	214	216	TOP OF STAIRS LOUNGE	222	224	226	SHOWER & RESTROOM				237
FEATURES: • 26 Guest Rooms with 2 Twin Beds in each room											236	
											238	

200												
201												222
202												223
203												224
204												225
205												226
206												227
212												229
214												SUITE 231*
215												235
216												236
217												237
219												238
221												239

*This is a great room for the Retreat Director.