

# OVERNIGHT GUEST FORM:



THE HOST MUST SUBMIT THE COMPLETED OVERNIGHT GUEST REQUEST FORM (MONDAY THROUGH FRIDAY BEFORE 4:00 P.M.) THE DAY OF THE VISIT.  
**STUDENTS REQUESTING OVERNIGHT GUEST FOR SATURDAY AND/OR SUNDAY MUST SUBMIT THE OVERNIGHT GUEST FORM BY 4:00 P.M. ON FRIDAY. LATE REQUESTS WILL NOT BE APPROVED.**  
LETTERS OF APPROVAL OR DENIAL WILL BE AVAILABLE THE DAY AFTER ITS SUBMISSION.  
**ALL GUESTS MUST BE ACCOMPANIED BY THEIR HOST AT ALL TIMES.**

RESIDENT HOST NAME: \_\_\_\_\_ SUITE/APT #: \_\_\_\_\_ CELL OR EMAIL: \_\_\_\_\_

NAME OF GUEST: \_\_\_\_\_ AGE: \_\_\_\_\_ ARRIVAL DATE: \_\_\_\_\_ DEPARTURE DATE: \_\_\_\_\_ TOTAL # OF DAYS \_\_\_\_\_

NAME OF GUEST: \_\_\_\_\_ AGE: \_\_\_\_\_ ARRIVAL DATE: \_\_\_\_\_ DEPARTURE DATE: \_\_\_\_\_ TOTAL # OF DAYS \_\_\_\_\_

## PLEASE READ AND SIGN BELOW

HOST STUDENTS ARE RESPONSIBLE FOR THE ACTIONS AND CONDUCT OF THEIR GUEST, AND THEY MUST INFORM THEIR GUEST OF THE RULES AND REGULATIONS AS LISTED IN THE OTHMER RESIDENCE HALL STUDENT HANDBOOK THE HOST STUDENT WILL BE ACCOUNTABLE FOR THE FAILURE OF THE GUEST TO COMPLY WITH ALL REGULATIONS AND CONDUCT CONTAINED IN THE OTHMER RESIDENCE HALL HANDBOOK, UNIVERSITY CODE OF CONDUCT OR ANY OTHER REGULATIONS SET FORTH BY THE UNIVERSITY.

IN THE EVENT THE GUEST DOES NOT COMPLY WITH EXISTING REGULATIONS, THE GUEST WILL BE REQUIRED TO LEAVE THE RESIDENCE HALL IMMEDIATELY AND WILL NOT BE ALLOWED RE-ENTRY UNTIL THE HOST STUDENT ATTENDS HIS/HER JUDICIAL CONFERENCE. ADDITIONALLY, THE HOST STUDENT MAY BE SUBJECT TO DISMISSAL FROM THE RESIDENCE HALL AND OTHER DISCIPLINARY ACTIONS AS DEEMED APPROPRIATE BY THE UNIVERSITY.

1. A RESIDENT MAY NOT HOST AN OVERNIGHT GUEST IN STUDENT HOUSING WITHOUT THE PRIOR CONSENT OF ALL ROOMMATES/SUITEMATES.
2. NO OVERNIGHT GUEST WILL BE ALLOWED TO STAY FOR MORE THAN TWO (2) CONSECUTIVE NIGHTS.
3. A RESIDENT MAY NOT HAVE OVERNIGHT GUESTS MORE THAN TWO (2) NIGHTS A WEEK.
4. NO INDIVIDUAL OVERNIGHT GUEST MAY BE HOSTED IN UNIVERSITY HOUSING MORE THAN EIGHT (8) NIGHTS TOTAL IN ANY CALENDAR MONTH.

I UNDERSTAND AND AGREE TO ADHERE TO THE ABOVE GUEST POLICY AS WELL AS THE POLICIES LISTED IN THE RESIDENCE LIFE HANDBOOK.

HOST SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

### Roommate Acknowledgement

I understand that my roommate is requesting to have a guest stay overnight in our room. I understand that my signature indicates that I am in agreement with this request. I further understand that by not signing this agreement a guest will not be permitted to stay overnight.

**ALL ROOMMATES / SUITEMATES MUST SIGN BELOW**

Roommate \_\_\_\_\_ Date: \_\_\_\_\_

Suitemate \_\_\_\_\_ Date: \_\_\_\_\_

Suitemate \_\_\_\_\_ Date: \_\_\_\_\_

**YOU ARE RESPONSIBLE FOR THE ACCURACY OF DATES ON THIS DOCUMENT. FALSIFYING ANY SIGNATURES WILL RESULT IN RESTRICTION OF GUEST PRIVILEGES FOR THE ACADEMIC YEAR.**