

# OVERNIGHT GUEST

## REQUEST & REGISTRATION FORM

FY26

### HOST INFORMATION

Name: \_\_\_\_\_

Apartment & Room #: \_\_\_\_\_

Phone #: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

### GUEST INFORMATION

Name: \_\_\_\_\_

Arrival Date & Time: \_\_\_\_\_

Departure Date & Time: \_\_\_\_\_

Permanent Address: \_\_\_\_\_

STREET

CITY

STATE

ZIP CODE

Phone Number: \_\_\_\_\_ Age\*: \_\_\_\_\_

*\*If your guest is 17 years of age or younger you must also fill out the additional Minor Guest Visit – Parental/Guardian Permission Form with the necessary documentation.*

**WE, (HOST AND ROOMMATES),** have read, understand, and agree to comply with guest procedures, Housing rules, and College rules.

**WE UNDERSTAND** that overnight guests are limited to one (1) per resident and must be escorted by their host at all times.

**WE UNDERSTAND** that Residence Life Staff and Security reserve the right to deny access to any guest if the guest or the host are non-compliant with Guest Procedures, violate housing or College rules, or present a risk to safety or property.

**AS HOST,** I agree to monitor and accept responsibility for my guest's behavior.

\_\_\_\_\_  
HOST'S SIGNATURE

\_\_\_\_\_  
ROOMMATE'S SIGNATURE

\_\_\_\_\_  
ROOMMATE'S SIGNATURE

\_\_\_\_\_  
ROOMMATE'S SIGNATURE

All overnight guest forms are to be turned into the Willowbrook Woods Security Gatehouse two business days prior the guest arriving by 4:00 PM. Residents will be notified if their request is approved, modified, or denied. All late guest forms will be denied.

DATE / TIME FORM RECEIVED

FORM RECEIVED BY

**FOR PERSONNEL USE ONLY:** ☐ Approved ☐ Approved as modified ☐ Denied

\_\_\_\_\_  
PROFESSIONAL RESIDENCE LIFE STAFF SIGNATURE

\_\_\_\_\_  
PRL STAFF PRINTED NAME

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SECURITY SIGNATURE

\_\_\_\_\_  
SECURITY PRINTED NAME

\_\_\_\_\_  
DATE

## GUEST PROCEDURES

HAVING GUESTS IN HOUSING IS A PRIVILEGE, NOT A RIGHT; IN ADDITION TO PROVISIONS LISTED IN THE CODE OF STUDENT CONDUCT, THE FOLLOWING PROCEDURES/RULES APPLY.

- No guests will be admitted to housing unless their host is present at the gate.
- Host must register each guest.
- Residents may host no more than 1 guest at any given time.
  - » *(Exceptions may be made for parents/guardians.)*
- Residents are not permitted to register any person fraudulently.
- Each guest must sign in at the Gatehouse, identify their host and the host's apartment, agree to follow all rules/procedures, and leave a photo ID with the guard. The ID may be a driver's license, a state-issued ID card, or a school-issued ID card.\*
  - \* *Must be a physical hand-held ID card, not a picture of an ID card on a phone.*
- Guests must park in a designated Visitor Parking area.
- Each guest must display a **GUEST BADGE** at all times.
- Guests are not permitted to bring contraband or any banned item onto Willowbrook Woods property.
- **EACH GUEST MUST BE WITH THEIR HOST AT ALL TIMES.**
- Before leaving, each guest must return the guest badge and retrieve their personal ID.
- **No guests are permitted in housing after 10:00 PM.**
- No guests are permitted in housing when Willowbrook Woods is closed (ie. Supplemental contracts).
- Overnight guests are permitted only with the consent of all roommates and with permission from Residence Life Staff and Security. See the Overnight Guest Registration Procedures/Form. (NO overnight guests are permitted during move-in weekend and through the first two weeks of the fall semester.)
- Overnight guests are limited to three nights in a 7-day period.
- There are special rules for guests under age 18. See the Minor Guest Visit-Parental/Guardian Permission Form. This form can be obtained from the Area Coordinators or Security at the Gatehouse.
- Willowbrook Woods/ACM provides no supplies, materials, or services to guests.
- Residents are responsible for their guests' damages, lost badges, violations, etc. Hosts whose guests violate these policies and/or the Code of Student Conduct will face disciplinary action.
- Guests who violate these policies and/or the Code of Student Conduct may be banned from housing; guests who are students may also face disciplinary action.
- Petitions to request an exception to any of these rules must be submitted to the Area Coordinator at least 2 business days in advance.
- Willowbrook Woods/ACM reserve the right to modify or restrict guest privileges for individual residents or all residents if/when there is a demonstrated health or safety need.

***Any person who is banned from Willowbrook Woods will be placed on the No Trespassing List for an indefinite period of time; to seek restoration of guest privileges, a banned person must submit the Petition for Exception. The petition can be obtained from a Professional Residence Life Staff member.***

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