

OVERNIGHT GUEST

REGISTRATION FORM

HOST/HOSTESS 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 fill out the additional Sibling or Guest Visit – Parental Guardian Permission Form and attach a photo copy of the Parent or Guardian's ID card prior to approval of the guest. Underage guests will not be allowed without this additional form.*

WE, THE ABOVE MENTIONED (HOST/HOSTESS AND ROOMMATES), understand that every guest is expected to abide by Willowbrook Woods Housing and Allegany College of Maryland rules and regulations. The resident host/hostess agrees to monitor and accept responsibility for the behavior of his/her guest(s).

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

WE UNDERSTAND that Willowbrook Woods Staff and Security reserve the right to deny access to any guest if it has been determined that such person(s) have disturbed or endangered the residents or the facilities of Willowbrook Woods.

HOST/HOSTESS'S SIGNATURE

ROOMMATE'S SIGNATURE

ROOMMATE'S SIGNATURE

ROOMMATE'S SIGNATURE

AREA COORDINATOR OR DIRECTOR OF RESIDENCE LIFE SIGNATURE

A/C OR DRL PRINTED NAME

DATE

SECURITY SIGNATURE

SECURITY PRINTED NAME

DATE

All overnight guest forms are to be turned into the Willowbrook Woods Security Gatehouse three business days prior the guest arriving by 4:00 PM. All weekend overnight guest forms must be turned in by 4:00 PM on the prior Wednesday. All late guest forms will be denied.

DATE / TIME RECEIVED

RECEIVING PERSONNEL



ALLEGANY
COLLEGE
of
MARYLAND

Willowbrook Woods

12401 Willowbrook Road, SE

Cumberland, MD 21502-2596

GUEST INFORMATION & PROTOCOLS

GUESTS

HAVING A GUEST AND BEING A GUEST AT WILLOWBROOK WOODS IS A PRIVILEGE, NOT A RIGHT; IN ADDITION TO THE PROVISIONS LISTED IN THE CODE OF STUDENT CONDUCT, THE FOLLOWING PROCEDURES APPLY:

- No guests will be admitted to housing unless their host is present at the gate.
- **EACH GUEST MUST REMAIN WITH HIS/HER HOST AT ALL TIMES.**
- Residents may host no more than 1 guest at any given time.
- Each guest must sign in at the gate house and leave a photo ID with the guard.
- Guests must park in a designated Visitor Parking area.
- Each guest must display a **GUEST BADGE** at all times.
- Before leaving, each guest must return the guest badge and retrieve his/her personal ID.
- No guests are permitted in housing after 10:00 PM.
- Overnight guests are permitted only with the consent of all roommates and with permission from Housing Staff via the Overnight Guest Registration Form.
- No one under age 18 will be admitted without advance written permission from his/her parent/guardian.
- Guests who violate these policies and/or the Code of Student Conduct may be banned from housing.
- Residents are responsible for their guests' damages, lost badges, violations, etc.
- Willowbrook Woods / Allegany College of Maryland reserve the right to modify or restrict guest privileges for individual residents or all residents if/when there is a demonstrated safety need.
- All overnight guest forms are to be turned into the Willowbrook Woods Security Gatehouse three business days prior the guest arriving by 4:00 PM. All weekend overnight guest forms must be turned in by 4:00 PM on the prior Wednesday.
- If you would like a request an exception to a guest rule you will need to email a petition to Housing and Residence Life staff 2 days prior to guest arrival explaining your circumstances and why you are requesting an exception. This petition form can be obtained through the Area Coordinator. After the form is completed Housing and Residence Life staff will vote to approve or deny the petition.
- Overnight stays are limited to 3 nights per stay with 3 nights in between stays.

I (we) have read the above mentioned "Guest Information & Protocols" and agree to abide by those regulations while being a guest at Willowbrook Woods.

Guest Name: _____ Date: _____