

Jefferson College of Health Sciences Residence Life Overnight Guest Request Form

Student Information:

Name: _____ Apt Number: _____

Cell Phone Number: _____

Guest(s) Information:

Name(s): _____ Age of Guest(s): _____

Relation to Student: _____

Guest(s) Date of Arrival: _____ Guest(s) Date of Departure: _____

Is he/she a Jefferson College student? (*circle one*) Yes / No

Roommate Approval: *All roommates must sign this form

We, the undersigned and occupants of apartment _____, hereby agree that our roommate _____ has our permission to have an overnight guest for the time period indicated above.

Roommate Signature: _____

Roommate Signature: _____

Roommate Signature: _____

Roommate Signature: _____

Roommate Signature: _____

Guest Policy:

All students should be aware at all times of non-residents in the building. Do not allow people you do not know as Jefferson College resident students to come through the residence hall doors or onto the elevator with you. Protecting access to the residence hall is everyone's responsibility. All students are expected to meet their guests in the lobby. DO NOT LOAN KEYS OR PROXIMATE CARDS TO ANYONE.

1. A guest is defined as any person who is not a current Jefferson College resident student.
2. Guests remain the responsibility of the resident they are visiting and are required to follow all Jefferson College policies and procedures as outlined in the College Catalog, College Handbook, Safety Manual and Residence Life Handbook. Residents are liable for any damages caused by their guest(s).
3. Visitation in any room by a guest requires the prior approval of roommate(s).
4. Persons under 18 years of age are strongly discouraged as appropriate guests in the residence hall. Persons under fourteen years of age are not allowed in the residence halls unless accompanied by a parent or guardian and are not permitted as overnight guests.
5. Day guests must leave the residence hall by 11 p.m. from Sunday – Thursday and by 1 a.m. on Friday and Saturday.
5. Overnight guests are allowed on Thursday, Friday and Saturday nights only if approved ahead of time by the student's roommate(s) and the Coordinator of Residence Life.
6. The resident hosting the guest must fill out a form requesting permission for the guest to stay. Forms should be submitted to the Coordinator of Residence Life no later than Thursday at noon in order to receive the proper consideration. All roommates must have signed the form by the time of submission. Residents are responsible for the behavior of their guests. If a behavior problem occurs during the visit, the guest will not be permitted to return and the resident may be subject to disciplinary action. The College has a zero tolerance policy for violations committed by residents' guests.

For Office Use Only

Approved: ____ Denied: ____

RA Signature

Date

Coordinator Signature

Date