

# Overnight Guest Registration Form

(Must be submitted to desk staff in advance of arrival date of guest(s))

Residents may have overnight guest(s) with the consent of all residents of the room/suite for a maximum of three consecutive days (72 hours). Guest(s) and hosts must observe the registration requirements of each residence hall and the resident host assumes full responsibility for the behavior of his/her guest(s). The frequency of a guest(s) visits is subject to review by the hall director and limitation by the College. When hosting multiple guests, a separate form must be completed for each guest.

Guest: _____
Guest's Current Address: _____
Length of Stay: Arrival Date: _____ Departure Date: _____
Host: _____
Room #: _____ Contact Phone # while visiting: _____

### Responsibility and Approval

I agree to take responsibility for \_\_\_\_\_ during his/her stay.

Signature of Host: \_\_\_\_\_ Date: \_\_\_\_\_

### Roommate/Suitemate's Approval

Signature: \_\_\_\_\_ Signature: \_\_\_\_\_

Signature: \_\_\_\_\_ Signature: \_\_\_\_\_

Signature: \_\_\_\_\_ Signature: \_\_\_\_\_

### Contact Information

Person to contact in case of emergency: \_\_\_\_\_ Phone #: \_\_\_\_\_

License Plate #: \_\_\_\_\_ Car Make/Model: \_\_\_\_\_

**It is the responsibility of the host or guest(s) to determine if parking registration is required by University Police.**