

Overnight Guest Registration Form



Residents may have overnight guests with the consent of all residents of the room/suite for a maximum of three consecutive days (72 hours). Guests and hosts must observe the registration requirements of each residence hall and the host assumes full responsibility for the behavior of the guest(s). The frequency of guest 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, with a maximum of two guests.

Attention Guest: Please provide staff member at desk with acceptable photo identification.

Guest Name: _____	DOB: _____	
Permanent (Home) Address: _____		
Length of Stay: _____	Arrival Date: _____ / _____ / _____	Date: _____ / _____ / _____
License Plate #: _____	Car Make/Model: _____	
It is the responsibility of the host or guest to determine if parking registration is required by University Police.		
Host Name: _____		
Hall: _____	Room #: _____	Phone #: _____

Responsibility and Approval

I agree to take responsibility for _____ during the dates above.
(guest name)

Signature of Host: _____ Date: _____

Roommate(s)/Suitemates Approval

Name: _____ Signature: _____ Date: _____

Name: _____ Signature: _____ Date: _____

Name: _____ Signature: _____ Date: _____

Name: _____ Signature: _____ Date: _____

Name: _____ Signature: _____ Date: _____

Name: _____ Signature: _____ Date: _____

Emergency Information

Person to contact in case of emergency: Name: _____ Phone #: _____
(other than host)

Relationship to Guest: _____

To the guest:

This verifies that you are properly registered as a guest. You must keep this Registration Form with you at all times and must produce it along with an acceptable form of photo identification, if requested by a staff member of SUNY Oswego.

Guest Policy Purpose: This policy is designed to provide for the hosting of guest(s) by resident students and establishes the protocols to be used consistent with departmental objectives for privacy and safety of themselves, their roommates and other residents of their building.

Policy: Residents may host visitor guests without regard to time of day or gender provided they have the permission of their roommate(s) to do so. The residence hall may require registration of visitor guests at certain times of the day, otherwise, no registration is required. Overnight guests may be hosted by a resident only if registered at the building reception desk. Registration of overnight guests requires the signature of all other residents of the room/suite, thereby indicating agreement with having the overnight guest(s) in the room/suite. The host assumes personal responsibility for the behavior of the guest(s).

Definitions:

1. Resident – any person with a current room assignment in the residence hall.
2. Guest – any person who is not a resident of the host building.
3. Overnight Guest – any person who is not a resident of the host residence hall, who is in the residence hall as the result of invitation by the resident(s) of that room or with the knowledge of resident(s) of that room who are planning to use that room as their primary temporary residence.
4. Host – the resident(s) of the room who invite the non-resident(s) of the room into the room as either a visitor guest or overnight guest.