



MarymountManhattan

OFFICE OF RESIDENCE LIFE

# GUEST REQUEST FORM

*Student Information: (please print clearly)*

NAME: \_\_\_\_\_ ROOM NUMBER: \_\_\_\_\_

CELL PHONE: \_\_\_\_\_

GUEST'S DATE OF ARRIVAL: M T W TH F SA SU (write date): \_\_\_\_\_

DATE OF DEPARTURE: M T W TH F SA SU (write date): \_\_\_\_\_

TOTAL NUMBER OF NIGHTS THE GUEST WILL STAY (circle one): 1 / 2 / 3 / 4 / 5 / 6

IS THE GUEST AN MMC STUDENT? (circle one) YES / NO

***Guest Information: All overnight guests must provide a valid photo ID to be left at security.***

NAME: \_\_\_\_\_ AGE: \_\_\_\_\_ RELATION TO RESIDENT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

CITY/STATE/ZIP CODE: \_\_\_\_\_

## **GUEST'S EMERGENCY CONTACT INFORMATION**

EMERGENCY CONTACT NAME: \_\_\_\_\_ RELATION TO GUEST: \_\_\_\_\_

EMERGENCY CONTACT PHONE NUMBER: \_\_\_\_\_

***Roommate Waiver - Be advised that all roommates of your bedroom must sign this form.***

***Also note that there may be only 3 overnight guests per apartment per night, no more than 2 per resident!***

WE, THE UNDERSIGNED AND OCCUPANTS OF ROOM \_\_\_\_\_, BEDROOM\_\_\_\_,HEREBY AGREE THAT OUR ROOMMATE \_\_\_\_\_ HAS OUR PERMISSION TO HAVE AN OVERNIGHT GUEST FOR THE TIME PERIOD INDICATED ABOVE.

## **GUEST POLICY**

- Incomplete or forged forms will result in a suspension of guest privileges for a minimum of one month.
- **No one under the age of 18 is permitted as an overnight guest unless submitting a Sibling Guest Request Form at least seven days in advance to the Office of Residence Life for a sibling that is 16 or 17 years old.** Misrepresenting a guest's age or relationship on the guest request form will result in loss of guest privileges for the remainder of the year.
- Residents may have a single overnight guest for no more than six nights per calendar month, whether the same guest or different guests each night. Residents hosting two guests for one night use two of their allotted six nights (2 guests for 3 nights = 6 nights).
- A resident may have an overnight guest for no more than six consecutive nights, even if the calendar month changes during the stay.
- Residents must keep track of the number of nights they have remaining. Guests forms submitted and processed through the security submission box which exceed the number of allotted nights per month will result in suspension of guest privileges for a minimum of one month.
- A non-resident may not be an overnight guest in the residence halls for more than six nights per calendar month, whether with the same host or with different hosts each night. Guests may only stay in the building no more than six consecutive nights at any time.
- No apartment may have more than three overnight guests on any given night; a resident may only have two overnight guests at a time.
- Guests involved in policy violations will be asked to leave the premises immediately and will be denied overnight visitation.

*For Office Use Only*

Number of nights: \_\_\_\_\_ Approved: \_\_\_\_\_ Denied: \_\_\_\_\_ RA SIGNATURE: \_\_\_\_\_ DATE RECEIVED: \_\_\_\_\_

***All Guest Request Forms must be submitted to the security submission box or handed directly to the RA on office duty no later than 11 pm on the night of the guest's arrival (on Monday evenings requests must be made by 10:25 pm). The RA on office duty is available between 8:30 pm and 12:00 am each night in the RA Office (2nd floor of the 55th Street Residence Hall). Security submission box is available at security when RA office is not open.***