

## Overnight Guest in Halls of Residence Policy

Residents are permitted to have a maximum of one overnight guest for a maximum of two consecutive nights in any seven day period; provided they have satisfactorily completed the procedure outlined below.

All overnight stays must be approved by either the Accommodation Manager or the Residential Life Team Leader, or in their absence a nominated member of staff.

The guest is the responsibility of the student and the student will be held responsible for any behavioural issues or damage caused by their guest.

To request permission for an overnight guest the student must follow the procedure below:

1. Complete and submit an overnight guest request form (available at: [Accommodation Portal](#)). This must be completed and submitted at least two working days (Mon-Fri) in advance (For weekend guests, forms must be received in Accommodation Services by 10am Thursday morning.)
2. Have received confirmation that the stay has been authorised (this will be sent by email)
3. Sign the guest in on arrival. The guest must provide photographic ID and proof of address. (They will not be permitted to stay without this).

This can be completed in the following locations:

Holdenby Reception, Park Campus  
Quinton Lodge, Avenue Campus  
St John's Reception, St. John's Hall

4. Sign the guest out on departure.

### Terms and Conditions

1. Requests for overnight guests will not be approved if:
  - The student is being investigated under the Disciplinary Procedure.
  - The guest has caused damage or behaved inappropriately on a previous visit.
  - You have had a guest to stay within the last seven days
  - Two working days notice have not been provided
  - The form is not completed correctly.

- The maximum number of guests have already been approved for that night.<sup>1</sup>
2. Students found with overnight guests who have not been approved may have their right to have guests suspended and may face disciplinary proceedings. The guest will be asked to leave the premises immediately.
  3. Where the approved guest of a student is causing a disturbance or issue to other residents they will be asked to leave immediately, the student may have their right to have guests suspended and they may face disciplinary proceedings.
  4. Students who reside in single sex flats are not permitted to have overnight guests of the opposite sex. Any guest of the opposite sex found will be asked to leave immediately, the student may have their right to have guests suspended and they may face disciplinary proceedings.

<sup>1</sup> The maximum number of guests per building per night are:

St John's Hall: 100

Simon Senlis/Spencer Perceval/William Carey: 75

Bassett Lowke: 70

John Clare: 20

Charles Bradlaugh C-D: 20

Charles Bradlaugh E-L: 15

Margaret Bondfield: 40

St John's House: 6

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