



Student Housing Services

RESIDENCE GUEST PASS REQUEST FORM

*Any non-resident of a building is considered to be a guest at any point during the day; however, only guests staying past 10:00 pm are required to be registered with the residence desk and wear a guest wristband. Wristbands are required to be worn by guests the entire time they are in residence.

*Please complete this form and present it to the Desk Staff at your Residence Desk. They will process the information and give your Guest their wristband. Note: Your Guest MUST be present to be registered and receive a wristband. Your Guest must also show the desk staff a piece of government issued photo identification to verify the information below.

Residence Guest Pass Information

Host's Full Name (no nick names please), Residence + Room Number, ID #

Guest's Full Name (no nick names please), Arrival Date, Departure Date, Type Of [Government] ID Provided, Home Street Address, City, Gov't/Student ID # Provided, Province/State, Postal Code

Summary of Guest Policy (full details are available on the Student Housing Services homepage)

A Guest is any non-resident of a residence building, including residents of other University of Guelph residence buildings and individuals residing off-campus. Anyone who is invited to, accompanied on, accepted or admitted to the residence property is deemed to be a guest of that resident. An Overnight Guest is anyone staying in residence after 1:00 am (this includes residents from other buildings). An On-Campus Guest is a resident visiting a building they are not assigned to. Note: Under this policy South Residence is considered one building.

Each resident is permitted to host up to two (2) guests at any one time in their own residence building. Overnight guests may not stay for a period longer than three (3) nights in the same week, nor may they stay in residence repeatedly. Note: Residents are not permitted to allow a guest to stay in their room without the consent of roommate(s).

Residents must be present as hosts of their guests at all times; however, their failure to be present does not mitigate or relieve their responsibility for their guest's behaviour. Residents are responsible for their guest's behaviour (including on-campus guests) whether they participated in, condoned or were aware of that guest's behaviour or not. Residents visiting another residence building as an on-campus guest are still responsible for their own behaviour in that building. Acting as a host for an individual whose visiting privileges have been revoked, temporarily suspended or modified is prohibited.

I have obtained permission from my roommate(s) prior to hosting guest(s).

By signing below, I am acknowledging that I have provided full and truthful information above and agree to adhere to the Guest Policy and the Residence Community Living Standards.

Host Signature

Guest Signature

Desk Staff Signature

