
 STUDENT HOUSING SERVICES	Policy No: 013-96-2.0	Approval: August 15 th , 2012 Cancels: September 2009
	Signature/Position:  Director, Student Housing Services	Distribution: Public
Title: GUEST POLICY		
<p>Preamble: Student Housing Services at the University of Guelph recognizes that hosting a guest is an important aspect of the residence experience. Socializing and creating new relationships is critical in supporting the transition to university and building successful residence communities. While Student Housing actively encourages residents to meet new people, this must be balanced with the responsibility to ensure the safety and security of our residents and buildings. For this reason, all residents are required to uphold the rules and responsibilities associated with hosting a guest. This policy also empowers all of our residents, who may be hosting a guest or not, to be responsible for the safety and security of their environment and be vigilant in identifying unwelcomed people.</p> <p>The goals of this policy are as follows:</p> <ul style="list-style-type: none">▪ Enable residents to have the privileges of having guests that do not negatively affect our residence communities.▪ To support the academic experience by setting standards for individuals living in residence.▪ To ensure the safety and security of our residence communities.▪ To hold residents accountable for the behavior of their guests.		

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1.0 Scope

This policy applies to all residents living in a residence building at the University of Guelph.

1.1 Authority

Student Housing Services reserves the right to modify the guest policy at any time in response to circumstances that may arise that jeopardize the safety and security of the residence community.

2.0 Definitions

2.1 Guest

A guest is a non-resident of the building who is associated with a host-resident (ie. registered, let into the building, provided access etc...)

2.2 Unwelcome Person

Is a non-resident of the building who is present in a residence area without a host –resident. An unwelcome person will be required to vacate the residence and may be subject to additional sanctions.

3.0 Responsibilities of Residents

All residents have the right to live in a safe and secure residence environment. As members of the residence community, residents also have the responsibility to ensure that this standard is upheld, which includes assuming responsibility for the behaviour of their guests.

Residence students (unless otherwise advised), have the privilege of inviting a guest (maximum of two at any given time) when permitted by Student Housing Services provided that:

- i) The resident is not subject to any guest probation;
- ii) The guest in question is not subject to any posting from residence;
- iii) The period of time when the guest is to be hosted allows for visitation in the residence.
- iv) Any roommate involved has provided agreement for the hosting of an overnight guest;
- v) No guest exceeds the maximum stay of three consecutive nights/week;
- vi) Room/suite occupancy restrictions are followed;
- vii) Any guest(s) are registered (as per this policy) and can be identified through valid identification.¹
- viii) Escort their guest(s) at all times while inside a residence building

4.0 Restrictions

While Student Housing Services permits residents to host guests the following restrictions exist to increase the safety and security of those students who reside in a residence building and to minimize the potential for legal liability. Student Housing Services may elect to modify these restrictions if required.

¹ Valid Identification is acceptable in two forms: 1) Government produced identification that includes FULL NAME, PHOTO, and DOB (Date of Birth) ie. Drivers License, Passport, Health Card etc.. OR 2) Student ID produced by a valid postsecondary institution that includes FULL NAME, PHOTO, and Student ID.

4.1 Minors

Individuals under the age of sixteen (16) are not permitted to be a guest in residence after 10pm.

4.2 Problematic Guests

Individuals who are deemed by Student Housing Services to be a danger/threat to themselves or others are not permitted to be a guest in residence. In circumstances where SHS identifies an individual to be a risk to themselves or others (ie. unruly, uncooperative, or intoxicated) Student Housing Services staff will take the necessary action to ensure the safety of residents and our communities. This may include, but is not limited to, calling the Campus Community Police, requiring the individual to vacate residence, posting or banning the individual from a particular residence area or building, calling a cab (at the individuals expense).

4.3 Restricted Guest Dates

i) In an effort to preserve the safety and security of residents, support community development and the academic integrity of the residence environment, SHS reserves the right to place limitations on when guests are permitted to visit in the residences. Student Housing Services does not permit guests during the Orientation period (residence move in day until the first Monday of classes), Halloween, Homecoming and St. Patrick's Day. Student Housing Services will notify students in advance as to the duration of any guest restriction. Additional dates may be added in response to community or other issues.

ii) Guests are also not permitted after the end of classes each semester or during exam periods to support an environment that is conducive to academic work and studying. Residents from other residence buildings will be permitted visiting privileges during exams for study purposes until 10pm.

4.4 Visiting Privileges for Registered Guests

Student Housing Services reserves the right to restrict visiting privileges (ie. what residences a guest would be able to access) for registered guests.

4.5 Maximum Capacities for Residence Unit

Please refer to Appendix A for maximum overnight capacities for a residence unit.

Student Housing may modify any of the above restrictions at any time if deemed to be in the best interest of the residence community.

5.0 Guest Registration

Any non-resident of a building is considered to be a guest at any point during the day. Guests staying past 10pm are required to be registered online and identified by a valid guest wristband. (Guests can be signed in at any point during the day to receive their wristband.)

5.1 How to Register A Guest

A resident who wishes to register a guest must complete the following steps.

i) Complete the guest registration form online (ie. first/ last name of the guest, arrival date and

length of stay).³

- ii) **Sign in** the guest upon arrival to campus at your Residence Desk or Guest Table.
- iii) Present valid ID to the Desk Staff or Guest Table Staff.⁴
- iv) Ensure that the guest is wearing the issued wristband for the duration of their stay.

5.2 De-registering a guest who has arrived

In some situations a host may wish to deregister a guest. To de-register a guest who has signed in, the host must do so at one of the Residence Desks. The Desk Staff will then work with the Residence Life Staff to issue the guest a *Notice to Vacate*. A *Notice to Vacate* prohibits an individual from entering or being present in any University of Guelph residence. A guest cannot be de-registered by one host and registered by another host within 24 hours.

6.0 Responsibility for a Guest's Behaviour

Residents must be with their guest(s) at all times; failure to be present does not mitigate or relieve their responsibility for their guest's behaviour. Residents are responsible for their guest's behaviour whether they participated in, condoned or were aware of that guest's behaviour or not. Residents visiting another residence building will still be held accountable for their own behavior in that building.

6.1 Multiple Hosts

It is desirable that guests should be associated with one host within a 24-hour period; however, should a guest be registered to more than one host within a 24-hour period, responsibility for the guest's behavior will be associated with (a) the last known host, (b) the original host, or (c) all hosts (equally or to various extents), depending on the assessment from a Residence Life Staff member. In cases where responsibility is difficult to assess, it will default to the last known host preceding the behaviour in question.

7.0 Violations of the Guest Policy

Student Housing Services will address violations of the Guest Policy under the Residence Community Living Standards. For example, residents who are found in violation of the Guest Policy (ie. fail to register/sign in a guest, fail to escort a guest, host a guest during a final exams etc...) may lose their guest privileges for a specific amount of time and/or additional requirements. Campus Community Police may also elect to issue an *unwelcome person* a charge pursuant to the Trespass to Property Act.

7.1 Hosting an Unwelcomed Person

Acting as a host or permitting access to a residence area for an individual whose visiting privileges have been revoked, temporarily suspended or modified is prohibited.

7.2 Violation of Guest Probation

A resident who has lost their guest privileges (Guest Probation) and is found to be hosting a guest (registered or not) will be addressed under the Residence Community Living Standards.

³ Information collected is stored via a secure database and destroyed at the conclusion of the academic year in June.

⁴ Guest Table Staff are available Thursdays from 10pm to 2am and Friday and Saturdays from 10pm to 3am at various locations throughout the residence buildings. Residence Desks are located in Lennox-Addington Hall, East Residence and Prairie Hall. Residence Desk operation hours vary throughout the week. For details on hours and locations please visit our website.

Appendix A

Maximum Capacity of a Residence Unit (ie. private room or suite)

Residents are permitted a maximum of two (2) guests at a time providing it does not exceed the following maximum overnight/sleeping capacities for a residence unit based on impact to a community and safety regulations.

(*)'Maximum Overnight Capacity' refers to the total number of individuals permitted overnight (ie. using the residence unit for sleeping accommodations), this includes all residents of the unit and any guests. Residents are not permitted to exceed the maximum overnight capacities for their unit.

Residents in shared accommodations are asked to communicate prior to a guest arrive to ensure maximum overnight capacities are not exceeded.

A 'Unit' includes residence accommodations such as suites, apartments, townhouses or quads.

For East Residence and East Townhouses the following maximum capacities are in effect.

<u>Unit Description</u>	<u>Maximum Capacity (*)</u>
12 person shared unit	20 person maximum
10 person shared unit	16 person maximum
8 person shared unit	16 person maximum
6 person shared unit	12 person maximum
5 person shared unit	10 person maximum
4 person shared unit	8 person maximum

For all other residence areas (ie. North, South or West areas) residents are permitted up to two (2) guests at a time but not exceed the following overnight/sleeping accommodation capacities.

<u>Unit Description</u>	<u>Maximum Capacity (*)</u>
4 person shared unit	8 person maximum
3 person shared unit	6 person maximum
2 person shared unit	4 person maximum
1 person unit	3 person maximum

To receive this document in an alternative format, please contact Student Housing Services at reslife@uoguelph.ca.