

**OVERNIGHT GUEST FORM  
RESIDENCE LIFE COPY**

A resident may invite a guest of the same gender to stay overnight in his/her room provided that the following conditions are met:

1. Overnight guests will be limited to four nights per month (guests that exceed this may pay a \$10.00 per night fee in advance).
2. The guest agrees to abide by all rules and regulations that are listed in the College Handbook. Violations will result in immediate removal of the guest.
3. The host student must escort the guest at all times.
4. The overnight guest form must be submitted to the RA on duty by 9:00 PM (no exceptions).
5. The host student must have prior approval by the host's roommate.
6. The guest must have completed an overnight vehicle form and file with Security.

Host Student Name: \_\_\_\_\_ Room: \_\_\_\_\_

Guest Name: \_\_\_\_\_ Arrival: \_\_\_\_\_ Departure: \_\_\_\_\_

Make/Model of Vehicle: \_\_\_\_\_ License #: \_\_\_\_\_

Emergency Contact for Guest

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Roommate Signature: \_\_\_\_\_

Security Signature: \_\_\_\_\_

RA on Duty: \_\_\_\_\_ (initials) RD on Duty: \_\_\_\_\_ (initials)

***Please duplicate and return one copy to Security and one copy to RA on duty by 9:00 PM***

**OVERNIGHT GUEST FORM  
SECURITY COPY**

Host Student Name: \_\_\_\_\_ Room: \_\_\_\_\_

Guest Name: \_\_\_\_\_ Arrival: \_\_\_\_\_ Departure: \_\_\_\_\_

Make/Model of Vehicle: \_\_\_\_\_ License #: \_\_\_\_\_

Emergency Contact for Guest

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Roommate Signature: \_\_\_\_\_

Security Signature: \_\_\_\_\_

RA on Duty: \_\_\_\_\_ (initials) RD on Duty: \_\_\_\_\_ (initials)

***Please duplicate and return one copy to Security and one copy to RA on duty by 9:00 PM***