



Richmond
The American
University
in London



OVERNIGHT GUEST REQUEST FORM

Please read the instructions overleaf carefully and complete the form as indicated.

HOST STUDENT

Host Student's Name: ID No:

Residence: Room No:

Mobile Phone Number

Host Student Signature: Date/...../.....

ROOMMATE(S)

I have read the regulations and support the request for an overnight guest.

1..... 2..... 3.....
(signature) (signature) (signature)

RESIDENCE LIFE OFFICE

Request Granted By: Date:/...../.....

Comments/Conditions:

GUEST

Name of Guest:

Guest's Address:

Date Arriving on:/...../..... Date Departing on:/...../.....

Number of Consecutive Nights (3 maximum)

Guest's Signature: Date:/...../.....

This part to be filled out by Security Officer

Overnight Guest Card Number _____

Date card issued/...../..... Security Officer's Sign

Date card returned/...../..... Security Officer's Sign

Before Signing this form please read the back of it. Signing this form means that you are agreeing to the terms and conditions as set out in the student hand book.

Overnight guests are sanctioned at the discretion of the Residence Life Coordinator, Resident Directors and the satellite housing private management. Failure to obtain permission for an overnight guest or failure to adhere to the regulations governing guests will result in the loss of overnight guest privileges and may lead to further disciplinary measures.

PLEASE READ THESE RULES THOROUGHLY BEFORE SIGNING OVERLEAF

- An overnight guest is defined as a non-resident in your given building who will be staying between the hours of midnight and 8 am. Signing in a day guest does not hold any relationship to overnight guest permission.
- Overnight guest forms must be submitted to your Resident Director 24 hours in advance of the arrival of your guest. All guests must be over 18 years of age.

Kensington students

Do not submit forms to the office of Residence Life, only to your RD.

Richmond students

Submit your forms to the office of Residence Life

- Each resident has a 'credit' of seven overnight guests per semester.
- Only one guest is allowed per night in any one room. An overnight guest form must be filled in for each period of stay. (i.e. if a guest stays Monday night to Wednesday and then wishes to stay Friday night until Sunday a new form would be required for this stay)
- An overnight guest form will not be approved until any roommate (if in a double or triple room) has also signed the form.
- Upon arrival it is the host's responsibility to report to security and get their guest to sign in. It is also your responsibility to ensure your guest signs out.
- On signing in, the guest will be issued with an overnight pass, which must be returned on departure. Failure to do so will result in a fine of £50.00 charged to the resident.
- The host student is at all times responsible for the actions of their guest during their stay and are liable for any damage they may cause.
- All guests must follow the rules and regulations as well as specified conditions present in each residence. These policies are outlined in the student handbook.
- No overnight guests are allowed to stay in the first and last week of a semester or during mid-term exams. At particularly busy periods such as mid-semester break, the university reserves the rights to limit the number of guests staying.

**By reading the above and signing the form overleaf you are agreeing to the terms and conditions as set out in
the student handbook.**