

Office of Residence Life

Request for Overnight Guest Accommodations

This form must be completely filled out and submitted to the Office of Residence Life. A guest pass will then be given to the resident.

Resident's Name _____ ID # _____

Bldg./Room _____ e-mail _____

SIT Box Number _____

Name of Guest _____

Date of Arrival _____ Date of Departure _____

Guest Policy as stated in the Residence Life Handbook

The right of a student to live in reasonable privacy takes precedence over the right of his/her roommate to entertain guests in the room/apartment. In the practical application of determining when guests should be invited to the room, common sense and mutual respect should prevail.

All guests are expected to abide by Stevens Institute of Technology policies and procedures. Resident students are responsible for the actions of their guests and are subject to disciplinary action if their guests violate Institute regulations. Any guest in violation of Stevens policies and procedures will be immediately removed from campus. Their privileges to visit the campus in the future will be reviewed, and they are subject to criminal prosecution. The Institute reserves the right to deny guests visitation privileges on a permanent basis. These individuals are then viewed as trespassers and are subject to arrest.

I understand and agree to adhere to the above guest policy.

Requesting Resident's Signature

Date

Roommate Acknowledgement

I understand that my roommate is requesting to have a guest stay overnight in our room. I understand that my signature indicates that I am in agreement with this request. I further understand that by not signing this agreement a guest will not be permitted to stay overnight.

Roommate's Name _____ ID# _____

Roommate's Signature

Date