



GUEST REGISTRY

This GUEST REGISTRY FORM is required for all guest stays. This form must have the signature of all roommates involved and the RA **prior** to approval by Housing Services Staff.

Roommate approval is required at all times. In each instance the host and roommates are strongly encouraged to take some time to talk about the arrangements to gain an understanding of how all parties feel about the potential disruption guests can cause **before** the guest is invited to stay. If a roommate feels that their rights are violated, it is their responsibility to contact a staff member to help them resolve any conflicts that may have arisen.

The host resident is at all times responsible for the behavior, actions and/or damage caused by their guest. Violations resulting from the above behaviors can result in further guest privileges being suspended for the remainder of the semester **OR** Notice to Vacate being served by the Housing office.

Overnight Guest Restrictions

Number of guests	A Resident may only have ONE overnight guest at a time
Length of visit	Maximum of two consecutive night stopover; a maximum of four nights a month
Restricted periods (No guests allowed)	First two weeks of any given semester and once 22 - hour quiet hours have started within each semester.

The Housing Office and the ORS attempt to administer these guidelines with a degree of fairness to ALL residents. Attempts to abuse the process will result in suspension of guest privilege.

Host Resident: Name: _____

Room #: _____ Length of Stay: From _____ to _____
Date Date

Guest Name: _____

Roommate's Approval: Signatures

1. _____ Room _____
2. _____ Room _____
3. _____ Room _____
4. _____ Room _____
5. _____ Room _____

Approved by your RA: _____ Title: _____

Approval by Housing Services: _____