GUEST REGISTRATION FORM

STUDENT (Host) NAME: __________________________ PHONE: _______________________

QUAD: __________________ HALL: __________________ ROOM: ______________

ROOMMATE NAME: ____________________________________________________________

DATE: __________________________ TIME: _________________________

GUEST NAME: ________________________________________________________________

DATE ARRIVING: _______________ DATE LEAVING: ________________

Students at the University at Albany, you are expected to conduct yourself in a manner consistent with the
codes outlined in Community Rights and Responsibilities.

A student host assumes responsibility for the behavior and activities of their guest(s). Guests are subject
to the same rules, regulations, and expectations as their host, and the host has responsibility for informing
the guest of the rules, regulations and expectations in advance. In addition to any disciplinary action taken
against the host, the university reserves the right to require the immediate departure of any guest where
violations of university regulations or individual or group rights have occurred. A guest registration form
must be completed and submitted to the quadrangle office 24 hours in advance of the visit.

Guests wishing to stay after 11:00pm may be housed for up to 72 hours “in a 30 day period”
provided the guest is housed in a suite/bedroom and that the student host has informed his or her
roommates and the quadrangle residential life staff 24 hours prior to the stay. An overnight guest is
defined as ANYONE (student or non-student) who is staying in the suite/bedroom past 11pm.

Guests are permitted in the residence halls as long as their presence does not infringe on the rights of
others assigned to the living area. No keys or swipe cards shall be issued to guests. Overnight guests are
not permitted during periods when the Residence Halls are closed.

I agree to accept responsibility for the guest that I am bringing into this community. During their stay they
will uphold all aspects of the CRR. If a violation should occur I, as the host, will take full responsibility
for their actions and receive the appropriate judicial sanctions.

STUDENT (HOST) SIGNATURE: _______________________________________________

I have been informed by my roommate of the guest’s presence and understand that the guest will respect
my needs and space during the visit.

ROOMMATE SIGNATURE: ___________________________________________________

STAFF SIGNATURE: ________________________________________________________