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: ____________________________________________