



The Kings College Residence Life Overnight Guest Request

Name of Guest: _____ Date of Request: _____

Duration of stay: Start Date: _____ End Date: _____

Is the guest under 18 years of age? Y or N

Requesting Resident Name (Please Print): _____

Requesting Resident Signature: _____

Roommates' Approval:

Print: _____ Sign: _____

Print: _____ Sign: _____

Housing Assistant signature: _____

Are you requesting an extension (beyond 3 nights): Y or N

Reasons for extension: _____

Residence Life staff approval:* _____

** A Housing Assistant signature is not valid for special cases or extensions. It is the requestor's responsibility to obtain verbal or written approval from Residence Life staff 24 hours in advance.*

Overnight Guest Policy:

- Completed Overnight Guest Request forms (whether or not residents have roommates) must be submitted to a Housing Assistant at least 24 hours in advance (48-72 hour notice recommended).
- If this form is submitted less than 24 hours before guest arrival, the requestor must call/email their Housing Assistant for approval in addition to submitting this form.
- Each roommate must provide written consent prior to guest invitation by signing this form.
- Residents in Ludlow singles are not required to gain suitemate consent. However, they are required to notify suitemates at least 24 hours in advance due to the use of a shared bathroom.
- Opposite gender guests are not permitted to stay overnight in King's College housing.
- Residents cannot host overnight guests for more than three consecutive days in a seven-day period, or 10 days in a month.
- The maximum cumulative semester stay for any one guest is six nights.
- Residents must be present during guest stays and are responsible for guest actions in accordance with the Student Handbook.
- By requesting a guest, resident is affirming that the requested guest has not been removed or banned from King's housing for any reason.
- Failure to follow the above procedures can result in loss of guest privileges.
- Residence Life staff reserve the right to override any approvals granted by the Housing Assistant at their discretion.