



OVERNIGHT GUEST APPROVAL REQUEST

Approval requests must be submitted a minimum of 2 days prior to the date of the requested guest stay.
(Limited exceptions may be granted, but approval from the RLM is required.)

All guests must:

1. Be fully vaccinated and provide proof of vaccination to Residence Life staff.
 - Exemptions are not accepted for guests.
 - As soon as your overnight guest arrives for check in, notify staff by calling the on-call number.
2. Sign in – **ALL** fields of the Guest Check-in sheet
3. Complete the COVID-19 Symptoms form immediately upon entrance into the building.
 - The symptom form must be turned in to the office, room 101 or given to a student staff.
4. Remain with the hosting resident at all times (except when using the bathroom/shower)

Resident Name: _____ Room #: _____
(First & Last Name required)

Name of Guest: _____
(First & Last Name required)

Date of Check In: _____ Date of Check Out: _____

Roommate Signature: _____ Date: _____

Resident: I have read and understand the Guest Policy, and will abide by it. _____
(Resident Initials)

All Pod-mate signatures are required if an overnight guest is of the opposite sex.

Pod-mate Signature: _____ Date: _____ Pod-mate Signature: _____ Date: _____

Pod-mate Signature: _____ Date: _____ Pod-mate Signature: _____ Date: _____

Approval of the Residence Life Manager is required PRIOR to the stay of the overnight guest.

Res Life Manager Signature: _____ Date: _____

Requests must be received by the Residence Life Manger during business hours,
Monday through Friday, 8am to 5pm (excluding holidays).