



Overnight Guest Request Form

<input type="checkbox"/> Calaveras	<input type="checkbox"/> Tamalpais	<input type="checkbox"/> Juniper
<input type="checkbox"/> Coloma	<input type="checkbox"/> Shasta	<input type="checkbox"/> University Village
<input type="checkbox"/> Sierra	<input type="checkbox"/> Diablo	
<input type="checkbox"/> Sonora	<input type="checkbox"/> Sequoia	

DIRECTIONS:

To register an overnight guest, resident living in Calaveras, Coloma, Sierra, Sonora, Tamalpais, Shasta, Diablo, Sequoia, Juniper, or University Village **MUST:**

1. Complete "Section A" that includes your specific information.
2. Complete "Section B" that includes the information for your guest.
3. READ and SIGN "Section C."
4. On the back of this document, in "Section D" attain approval from ALL roommates by having them complete and sign their information. **THIS IS MANDATORY.** Without the consent of ALL of your apartment/ suitemates, your request will be DENIED.
5. Turn the completed form to the Student Housing Office at least **72 hours** prior to the guest's arrival.
6. **Receive confirmation from your RLC VIA YOUR HORIZON E-MAIL ACCOUNT. Your guest is NOT APPROVED until you have received approval from your RLC.**

*Remember, each resident is permitted the hosting of an overnight guest a maximum of 5 nights per semester. Only one guest per night will be approved. Any resident hosting an unregistered overnight guest will be charged \$50 per night, per guest AND may lose their guest privileges for the remainder of the year.

SECTION A: Resident Information

Resident (Host) Name _____ Host Cell # _____

Apartment # _____ Letter _____ Horizon Email _____

SECTION B: Guest Information

Guest Name _____ Guest Cell # _____

Guest Address _____

City _____ State _____

Emergency Contact Name _____ Relationship _____

Emergency Contact Phone # _____

Date & Time of Visit _____ until _____
(arrival date & time) (departure date & time)

SECTION C: Agreement

By signing this document, I agree to all items that have been noted in "Section C" of this form. I understand that I am responsible for my guest and their behavior while on campus. I understand that this form serves as approval for my guest to stay overnight in Pioneer Heights. As such, my guest will receive a copy of this form and they must keep it with them during their entire visit. Should a staff member request this form for verification, they MUST provide it. I understand that I must accompany my guest for the duration of their visit. Failure to take responsibility for my guest may result in judicial action towards me and the dismissal of my guest from campus. I understand that failure to follow any and all guest policy may result in my future guest privileges being revoked. Upon my guest's arrival, I will escort them to the Front Desk of my building/area so that they can register [Front Desks are El Dorado Hall, Tamalpais, Sequoia, Juniper, and University Village]. Guest registration is open 7 days a week starting at 8PM.

(Print Resident Host Name)

(Resident signature)

(Date)

Staff Use Only:

Date/Time Received: _____

RLC approval yes no

(RLC print name)

(RLC signature)

(Date)

SECTION D: Apartment/Suitemate Signatures

By signing below, I am giving permission for my apartment mate/suitemate _____
to host an overnight guest from _____ until _____
(arrival date & time) (departure date & time)

Occupant (print)	Room letter	Signature	Date
Occupant (print)	Room letter	Signature	Date
Occupant (print)	Room letter	Signature	Date
Occupant (print)	Room letter	Signature	Date
Occupant (print)	Room letter	Signature	Date
Occupant (print)	Room letter	Signature	Date
Occupant (print)	Room letter	Signature	Date
Occupant (print)	Room letter	Signature	Date
Occupant (print)	Room letter	Signature	Date
Occupant (print)	Room letter	Signature	Date
Occupant (print)	Room letter	Signature	Date
Occupant (print)	Room letter	Signature	Date

***Overnight Guest Request Form Mandatory In:**

Calaveras, Coloma, Sierra, Sonora, Tamalpais, Shasta, Diablo, Sequoia, Juniper, and University Village