

Overnight Guest Registration

Please print clearly and fill out all information accurately and completely. Failure to provide complete information may registration form being denied.

Your Name: _____

Building: _____

Cell Phone: _____

Room Number: _____

Guest Information

Guest Name: _____

Guest Cell Phone: _____

Emergency Contact Name: _____

Emergency Contact Number: _____

Guest Date of Birth: _____

Date of Overnight: _____

(Please note that a separate form must be handed in for each night being requested)

Overnight Guest Procedures

The right of a student to live in reasonable privacy takes precedence over the right of his/her roommate to entertain guests in the room/apartment. In the practical application of determining when guests should be invited to the room, common sense and mutual respect should prevail. It is the responsibility of the student hosting a guest to communicate and ask permission from the other residents in their shared living space before inviting a guest to campus. Should guest visitation become a negative issue within a room/suite/apartment, residence life reserves the right to adjust guest visitation privileges and procedures for the members of that room/suite/apartment at any time throughout the academic year.

All guests are expected to abide by William Paterson policies and procedures. Resident students are responsible for the actions of their guests at all times, and are subject to disciplinary action if their guests violate University regulations. Any guests in violation of William Paterson policies and procedures will be immediately removed from campus.

All overnight guests must be registered using an overnight guest registration form. Children under the age of sixteen are permitted overnight in the residence halls ONLY on Friday and Saturday nights. Babysitting in student rooms, apartments, floor lounges, or public areas is not permitted. Residents are permitted to host one overnight guest per night. Overnight guest registration forms are due before 9:30pm to the appropriate residence hall office. If a request is being made for more than one night, a separate overnight registration form must be submitted for each night of the guest visit.

Cohabitation Clause: A guest may not be an overnight guest for more than three consecutive nights on campus. In addition a guest may not be an overnight guest for more than three nights in a one week period. A week is defined as Sunday through Saturday.

Prior to overnight approval, a host can sign in their guest as a day guest. Guests will be required to leave a valid form of ID. Acceptable forms of ID are: State issued picture driver's license or ID/Military issued picture ID/University/college issued picture ID. Important Note: All IDs must be current and not expired! Between 9:30 and 10pm, all paperwork will be processed by a Residence Life Staff member and all approved names will be given to the front desk after 10:00 PM. The desk staff will automatically update the status of approved overnight guests who have previously signed in.

If host and guest leave the building at any time, guest should be signed out when leaving and will need to be signed in again when re-entering the building. Guests will not be allowed to re-enter the building without their host (even if they appear as signed in).

Host Signature: _____ Date Submitted: _____

Below line for office use only

Approved: _____ Added to Approval Email: YES NO Added to Guest Log: YES NO

Denied: _____ Reason: _____

Denied Student Contact Method: Spoke with in person Spoke with via cell Left message on cell Emailed student

Staff Name: _____ Date: _____ Comments: _____