



Overnight Guest Procedure

From Session 2010, all students in residence will be able to have a guest stay overnight in their bedroom for a maximum of three nights, free of charge, provided the following procedure is followed:

Prior to arrival:

1. Firstly, please obtain consent from fellow residents of your flat. Only one guest per flat is allowed at any time (1 per 5 students for larger flats).
2. Collect and complete a booking form from your site office and submit your request with a minimum 24 hours notice. The top part of the form will be returned to you and the bottom kept by the office.

When your guest arrives:

3. Please pass your part of the booking form onto your guest and ensure your guest carries this with them at all times. If they do not have this to prove they are entitled to be staying, they will be asked to leave.
4. Guests must sleep in your study room and not in communal areas.
5. Your guest is responsible for familiarising themselves with action to take in case of fire alarm activation.
6. As per your residence contract, you are responsible for your guest's behaviour therefore you should inform them of do's and don'ts in the residence. Failure of you to do this and your guest breaching any Health & Safety guidelines or terms of the accommodation contract will result in you being banned from having guests and you may be disciplined.

PLEASE NOTE NO OVERNIGHT GUESTS ARE PERMITTED DURING CHECK IN WEEKEND OR FRESHERS WEEK.