

## OVERNIGHT GUEST PROCEDURE

All students in residence will be able to have a guest stay overnight in their bedroom\* for a maximum of three nights, per calendar month, 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.
3. Your guest must confirm that they have no Covid-19 Symptoms. If they are showing any symptoms they must **not** stay in your accommodation. It is strongly recommended that your guest takes a Lateral Flow test 24 hours before arrival.

When your guest arrives:

4. 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. Your guest 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. We reserve the right to remove guests from the accommodation if they breach any Health and Safety guidelines or terms of your accommodation contract. We would also refer you to Part 2 (j) of your Residence contract, which states, "the student will be responsible for any loss, damage or disruption caused by them (or any guests brought by them into the Halls or room)

*\*overnight guests are strictly prohibited from staying in shared rooms*

*\*\* Please note that complaints from fellow residents regarding your guest's unacceptable behaviour could result in your guest being asked to leave immediately.*

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