

# Garrett College

## Residence Hall Guest Registration Form

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This form is to be completed and submitted to the Residence Hall Manager prior to or upon the guest's time of arrival at the residence hall. Guests are not permitted during break times or during the final examination period.

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**PLEASE PRINT**

Garrett College resident making request: \_\_\_\_\_

Residence Hall and Room Number: \_\_\_\_\_ Cell Phone : \_\_\_\_\_

Guest Name: \_\_\_\_\_ Relationship to Garrett Resident: \_\_\_\_\_

Date of Arrival: \_\_\_\_\_ Time of Arrival: \_\_\_\_\_

Date of Departure: \_\_\_\_\_ Time of Departure: \_\_\_\_\_

Vehicle Make and Model: \_\_\_\_\_ License plate #: \_\_\_\_\_

In case of emergency contact: \_\_\_\_\_

Phone number: \_\_\_\_\_

**PERMISSION OF ROOMMATES/SUITEMATES**

By signing below, I agree to \_\_\_\_\_ hosting an overnight guest in our room.

Roommate/Suitemate Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Roommate/Suitemate Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Roommate/Suitemate Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PLEASE READ THE FOLLOWING STATEMENTS AND SIGN:**

I understand that the opportunity to have an overnight guest is a privilege extended to me by Garrett College and may be revoked at any time if my guest or I abuse this privilege.

Furthermore, I agree:

- To consult with my roommate(s) for permission to host an overnight guest.
- To assure that my guest obeys all campus rules, regulations, and residence hall policies and the Garrett College Residence Hall Guide.
- To assure financial liability for any damage done by my guest while he/she is on campus.
- To escort my guest through the residence halls.
- To limit my guest's stay to a maximum of three consecutive nights over a seven day period and twelve total nights on campus in the residence halls per academic year.
- To follow the above listed dates and times of arrival and departure and to notify the PL or Admin on Duty if there is a significant change.
- To not lend, at any time, any university keys or ID to my guest.

Garrett College resident signature: \_\_\_\_\_ Date: \_\_\_\_\_