

55th Street Guest Request Form

Student Information: (Please print clearly)

Name: _____ Room Number: _____

Cell Phone: _____

Guest's Date of Arrival: (Circle) M T W TH F SA SU (Write Date): _____

Total Number of Nights the Guest will Stay: (Circle) 1 / 2 / 3 Date of Departure (Write Date): _____

Is the Guest an MMC Student: (Circle) Yes / No

Guest Information: All Overnight Guests Must Provide a Valid Photo ID to be Left at Security

Name: _____ Age: _____

Address: _____ City/State/Zip Code: _____

Cell Phone: _____ Relation to Resident: _____

Roommate Waiver: All Roommates Must sign this form until September 30th. After September 30th, roommates can opt-out of signing based on the decision provided in the Roommate Contract. If an apartment has not completed a Roommate Contract, all roommates must sign this form.

Also note that there may be only 3 overnight guests per apartment per night. A resident cannot have more than one overnight guest.

We, the undersigned and occupants of room _____, hereby agree that our suitemate _____ has our permission to have an overnight guest for the time period indicated above.

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We, the undersigned and occupants of room _____, hereby agree that our suitemate _____ has our permission to have an overnight guest for the time period indicated above.

Guest Policy

- Incomplete and/or forged forms will result in suspension of guest privileges for a minimum of one month.
- No one under that age of 18 is permitted as an overnight guest unless submitting a Sibling Guest Request Form at least seven days in advance to the Office of Residence Life. The sibling must be 16 or 17 years old. Misrepresenting a guest's age or relationship on the guest form will result in loss of guest privileges for the remainder of the year.
- Guest must have a valid ID with date of birth listed
- Residents may have a single overnight guest for no more than 3 consecutive nights, even if the calendar month changes during the stay.
- Residents must keep track of the number of night have remaining. Guest forms submitted and processed through the Security submission box which exceed the number of allotted nights per month will result in suspension of guest privileges for a minimum of one month.
- No apartment may have more than three overnight guests on any given night.
- Guest involved in policy violation(s) will be asked to leave the premises immediately and will be denied overnight visitation.
- Resident's are fully responsible for their guest.
- The full guest policy is in the Resident's Guide to Community Living.

All Guest Request Forms must be submitted to the Security submission box by 8:30 p.m. or handed directly to the RA on office duty no later than 10:00 p.m. on the night of the guest's arrival. The RA on office duty is available between 8:30 p.m. – Midnight each night in the RA Office on the second floor. Security submission box is available at the Security desk when the RA office is not open.

If you Guest Request form is denied, you will receive a text and email from the RA-on-Duty to notify you.

For Office Use Only

Number of nights: _____ Approved: _____ Denied: _____

RA Signature: _____ Date Received: _____

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