

**WINTHROP UNIVERSITY**  
*Division of Student Life*  
**Department of Residence Life**

**RODDEY APARTMENT GUEST POLICY**

1. A guest is a non-resident in Roddey with a Roddey resident host or hostess.
2. Each host or hostess must escort his or her guest at all times and is responsible for their guest's behavior.
3. All guests must be registered with the on call Staff or Security Assistant. The resident must sign for the guest at the time of registration, and guests are issued a green guest I.D. card.
4. Guests should not be in an apartment without a host or hostess present.
5. Overnight guests are defined as non-apartment residents who are in the apartment between the hours of 12 a.m. and 7:30 a.m. Overnight guests will be permitted to stay for a maximum of four consecutive days, a reasonable number of times. Nothing in this policy is to be construed as encouraging or permitting individuals who do not have an apartment contract to live in the apartments. Registration records will be maintained to assist in identifying those who violate the intent of this policy.
6. Keys will not be issued to guests.
7. Guests will be limited to the number for which the host or hostess demonstrates responsibility.
8. Guests will be required to show their guest I.D. card at any time to University personnel.
9. Guests will be required to leave the apartments at any time if so directed by University personnel, including the Apartment Manager or Assistant Apartment Managers.
10. Unregistered or unescorted guests will:
  - a. cause a contract violation against the host or hostess to be filed with the Residence Life Office; and/or
  - b. be asked to leave the apartment building; and/or
  - c. be subject to disciplinary actions (students); and/or
  - d. be subject to arrest for trespassing (non-students).

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Resident's Signature

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Resident's S.S.#

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Apartment Number and Building