

<b>Policy Number/Title:</b>	3.5.2 Guest Policy
<b>Effective Since:</b>	10/01/2016
<b>Last Revision Approved:</b>	10/01/2016
<b>Responsible Office:</b>	Student Affairs

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### **1. Scope:**

The guest of any Winthrop University student.

### **2. Definitions:**

This section was intentionally left blank.

### **3. Policy:**

Students and student organizations are responsible for the conduct of their guests while they are on the Winthrop campus. Students and student organizations hosting non-Winthrop guests are expected to inform their guest of university policies, rules, and regulations and may be subject to disciplinary action for guest violations. Residence Life guest policies and passes are available at each hall office. See the West Center Information desk or call x2652 for recreation guest passes. Visitors to Winthrop University that desire to park on university property must obtain a visitor parking permit from the Campus Police Department.

### **4. Procedures:**

Guest Policy

1. The definition of a guest is a non-resident of a particular building who has a resident host.
2. Residents must have permission from roommates within their assigned living units (units that share a bed space and/or bathroom) before registering a guest to visit past 8:00 pm.
3. Residents may restrict guest access in their specific living unit at any time by the completion of a Community Agreement to which all roommates agree without coercion. All



guests visiting after 8:00 pm must be registered with their host at the hall office.

4. A photo ID is required for registration. If not issued a Guest Pass, it is expected that the guest will leave the building before midnight.
5. All guests expecting to stay overnight (past midnight) must be issued a Guest Pass from the hall office to be carried with them as proof of overnight registration, and should expect to show this pass to University personnel if requested. The Guest Pass should have an expiration date and time completed to be valid. It is expected that the guest will leave the building before the expiration date and time.
6. Unregistered guests and/or their hosts may be subject to disciplinary action, removal from the residential area, and guests are subject to arrest for trespassing.
7. A maximum of four (4) people are permitted overnight in a traditional or suite bedroom, including the residents. A maximum of eight (8) people are permitted in a 4-bed Courtyard suite or 4-bed Roddey apartment, including the residents.
8. Guests are expected to adhere to the same policies as their resident hosts. Hosts are responsible for their guest's behavior.
9. Guests will be required to leave the building at any time if so directed by University personnel.
10. Each host must escort their guest at all times in all locations including public areas, common areas, stairwells, elevators, individual rooms, and apartments.
11. Guests are not permitted to stay overnight in the residence hall more than four (4) consecutive nights, and no more than seven (7) nights per month. Nothing in this policy is meant to encourage or permit individuals who do not have a residence hall contract to live on campus.
12. Keys will not be issued to guests. Guests should not be in possession of their host's room key or Winthrop ID at any time.
13. Guests are permitted to use designated bathroom and shower facilities only. Some residence halls may not have appropriate shower facilities for all guests.
14. Hall Councils and Residence Life staff may designate certain areas for resident use only

## **5. Resources:**



Residence Life & Dining Services:

<https://www.winthrop.edu/uploadedFiles/studentconduct/ResLifeandDining.pdf>

University Policies for Students:

<https://www.winthrop.edu/uploadedFiles/studentconduct/UniversityPolicies.pdf>

## **6. History of Revisions:**

10/01/2016	Minor Updates
01/01/2005	Policy first established.

## **7. Approvals:**

Responsible Officer Signature/Date:

Vice President/Senior Administrator Signature/Date:

President Signature/Date: