



Residence Halls Guest Request

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As a member of the Residence Halls Community, I understand that guests and visitors staying longer than three (3) days must be reported to the Area Coordinator at my Area Office. Residents are responsible for their guests and their compliance with all of the Residence Halls policies and University policies under the Student Conduct Code.

Dates of Guest Stay _____

Name of Resident _____ Hall/Room Number _____

Cell Phone Number of Resident _____

Name of Guest _____

Cell Phone Number of Guest _____

The UM Housing Office will not issue an access card or key to the room where the guest is staying. The guest must be with the residence hall resident at all times to gain entry into the residence hall and room.

I acknowledge and accept the following terms of hosting a guest longer than three (3) days in my residence hall room (please initial all):

_____ I am fully responsible for the behavior of my guest in and around the residence halls (This means I am responsible financially and judicially if there are concerns/violations/damaged caused by my guest; I understand that I and/or my guest could be asked to leave the community if behavior is repetitive or severe)

_____ I am responsible for conveying all policies and expectations in the residence hall community with my guest

Signature of Resident _____ Date _____

If the resident hosting a guest within their room has roommate(s), all roommate(s) must be in agreement that this specific person may be a guest within the room.

Signature of Roommate _____ Date _____

Signature of Roommate _____ Date _____

Signature of Roommate _____ Date _____

Office Use Only:

Date Received: _____

Office Member Signature: _____

Approve or Denied: _____

Notes: _____