

Robert Morris University - Office of Residence Life Registration Form for Overnight Guests

A completed registration form must be returned to the Office of Residence Life in Washington Hall by 3:00pm on Fridays.

Residents are permitted to have overnight guests on Friday and Saturday nights ONLY. A resident may have up to two (2) guests at one time. Overnight guests may visit for up to two (2) consecutive nights (Friday and Saturday) and cannot exceed four (4) nights per month. **Residents are NOT permitted to have overnight guests Sunday through Thursday nights.** Guest(s) must be properly registered with the Office of Residence Life.

Visitation Hours: Sunday through Thursday: 10AM to Midnight
 Non-Overnight Visits: Friday and Saturday: 10AM to 2AM
 Overnight on Friday and Saturday: Only with properly registered guests

The host student as well as the guest will be held accountable for any violations of University rules and regulations caused by their guests. This includes but is not limited to inappropriate behaviors such as vandalism, fights, loss of property, etc. Students are required to accompany their guests in the residence hall and around campus at all times and to monitor their behavior.

Please print, use ball point pen, and press firmly.

Host Name (Print) _____ Host Name (Signature) _____ Date _____

Residence Hall _____ Room # _____

Guest Name _____ Age (No one under age 18 is permitted to stay overnight) _____

Street Address _____ City _____ State _____ Cell Phone # _____

Notify in Case of Emergency: The emergency contact should be a parent or guardian of the guest and not a host student or friend. The host students as well as the guest will be held accountable for providing accurate emergency contact information for the guest.

Guest Name _____ Relationship to Guest _____

Street Address (If different from above) _____ City _____ State _____ Home/Cell Phone # _____

Register a Vehicle: If your guest wishes to park on campus overnight, the Office of Residence Life will provide you with a parking pass upon submission of this form. Overnight parking is permitted in the Scaife Hall Lot.

Color _____ Make & Model _____

Dates of Overnight Stay _____

Each student has the right to his/her room. Moreover, the privilege of entertaining guests is a negotiable agreement between roommates, and at no time should a roommate be displaced by visitors.

Signature of roommate(s) _____ Signature of roommate(s) _____

Signature of roommate(s) _____ Signature of roommate(s) _____

If Applicable:
 Name of Coach or University Official _____ Phone # _____

Coach or University Official Signature _____

Residence Life Approval _____
 Signature _____ Date _____