



# International House

## International House Guest Policy

- A resident member may have a guest or guests up to a maximum of 6 nights within any 30-day period, but only one guest at any given period. (for example, a different guest every few days or the same guest for 6 days. The 6 nights within any 30-day period may be spent as a guest of one resident member, or as a guest of more than one resident member.
- A resident member may have an overnight guest. An overnight guest must be registered at a reception desk. The guest will be issued a one- or two-day temporary ID card valid for entry to I-House during that period. Overnight guest ID cards are valid until 3:00 a.m. the morning after the date on the ID card. These ID cards may be renewed for additional one- or two-day periods, subject to the limitations of the guest policy. Any unreturned ID cards will be charged to the Resident's account in the amount of \$15.00.
- A non-overnight (day) guest can be signed in only between the hours of 7:30 a.m. and 3:00 a.m. All remaining day guests in I-House after 3:00 a.m. shall automatically be considered an overnight guest, and both the resident member and guest shall be required to comply with the overnight guest procedures. Under no circumstance may a guest stay in a resident member's room without the Resident being present. Generally, overnight guests should be 18 years of age or older. If there is to be an overnight guest under 18 years of age, approval must be granted by the International House Assistant Director of Public Safety. To obtain approval, requests must be submitted in writing to the International House Assistant Director of Public Safety 10 days prior to the guest's arrival and must include written consent from the guest's legal parent or guardian.
- Overnight guests under 18 years of age are not permitted in the Pub at any time.
- Resident members are fully responsible for their guests and their keys. For public safety reasons, room access card keys cannot be duplicated and I-House staff shall not under any circumstances admit a guest to a resident member's room, unlock or lock rooms at the request of a guest, or hold or transfer room card keys. Resident members are responsible for the conduct and behavior of their guests and for ensuring that their guests abide by the rules and regulations of I-House. Residents are responsible for staying with their Guest at all times while they are on the premises.
- Exceptions to the overnight guest policy are made only in emergencies, and requests for an exception must be submitted in writing to the International House Assistant Director of Public Safety 10 days prior to the guest's arrival. Exceptions may be approved in writing on a case-by-case basis. If a second guest is approved, the resident must pay \$30 per night for the second guest regardless of the number of days the resident already used for another guest(s) within the same 30-day period. If a resident

submits a request for a guest to extend past 6 days within a 30 day period, and that approval is granted by the International House Public Safety office, there will be a Resident charge of \$30 for each additional approved night.

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