GUEST POLICY FORM 2015-2016

Rooms in the GSAS residence halls are licensed for single occupancy and the communal facilities are designed to accommodate only residents and occasional guests; thus, we ask that you limit the number of guests and duration of stay for guests that you host in your room. Specifically, **guests may not stay with residents for more than three days without the permission of GSAS Residential Life. Guests are not permitted to stay in the residence halls on a consistent basis; e.g. week after week.**

If you would like to have a guest stay with you for a period of more than three days within a seven-day period, a **Guest Form must be completed and returned to GSAS Residential Life at least 1 week prior to the arrival of the guest.** Permission must be granted in the form of an email from GSAS Residential Life. If there are any concerns about the length of stay, you will be contacted by GSAS Residential Life.

Remember that a guest must follow all the rules of the residence halls as stated in the **GSAS Residence Hall Handbook**, and the resident is responsible for the actions of his/her guest. The same policies regarding communal courtesy also apply to guests. Children under the age of 12 may not stay overnight in the residence halls.

Residents must not allow guests access to a residence hall or room or permit someone to stay in their room when they are not present. This applies to all use including overnight, weekends, vacations and holidays. Guests should not be present in the residence halls unaccompanied by the resident. **Keys for guests are not available, and residents should not make copies for their guests: duplication of keys is a breach of security.** Entrusting or handing over one’s Harvard ID card to anyone is strictly against University policy.

Thank you for your cooperation in complying with the guest policy. If you have any questions or concerns, please do not hesitate to contact the GSAS Office of Residential Life at 617-495-5060, gsashouse@fas.harvard.edu.

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**GUEST POLICY FORM**

**Name of Resident:** ____________________________  **Today’s Date:** ____________________________

**Email:** ____________________________  **Residence Hall/Room Number:** ____________________________

I would like to request permission to house: **Number of guests:** ______ ONE ______

**For the period from:**
**Date Arriving:** ____________________________  **Date Leaving:** ____________________________

Please return this form to your Resident Advisor or the GSAS Office of Residential Life (Dudley House, Room B2) at least 1 week in advance of the arrival of your guest. Thank you!

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