

## Guest Policy

1. All guests entering a residence hall are required to possess and display one of the following forms of photo identification. **Any guest not physically possessing the proper form of identification will not be permitted to be signed into a hall. No exceptions. Public Safety Officers reserve the right to deny access to any guest or visitor attempting to gain entry into the residence hall.** Acceptable forms of photo identification are limited to:
  - a. Valid government issued identification cards such as driver's license, military ID, state ID or passport. Date of birth and address must be listed on the identification card. Expired driver's licenses and other expired IDs will not be accepted.
  - b. West Chester University Ram-E card.
2. Any bag, box, laundry basket, instrument carry case is subject to search for possible contraband such as alcohol, illegal drugs, weapons such as firearms, bullets, knives...etc. University Police Officers will respond to the scene if any contraband is located and offenders will be subject to arrest and referred to the Office of Student Conduct.
3. The Department of Public Safety reserves the right to deny access to any person if it is reasonably determined that such person does not have valid identification and/or presents a threat to the peace, safety and welfare of other residents.
4. All visitors under the age of 18 that are not currently enrolled at West Chester University are not permitted to enter the residence hall or stay overnight unless accompanied by a parent/guardian. Unless taking part in a recognized university special event or are at the campus at the behest of the University. They are not permitted to stay overnight.
5. The University's Guest Policy is designed to maintain security in the residence halls and apartments. A guest is defined as anyone who is not assigned to a particular room, suite, or apartment. **Only with prior consent from a roommate(s) are guests allowed in residence hall rooms, suites, and apartments. The rights of the roommate take precedence in issues involving a guest.**
6. Every guest is subject to University rules and regulations and is the responsibility of the resident host at all times.
7. Only with prior consent from a roommate(s) are guests permitted to stay in University housing for a period of two nights within a 7-day period. The 7-day period begins when a guest stays overnight.
8. Short term guest may visit from 12:00 pm – 12:00 am. An overnight guest is any person remaining in a room/suite/apartment where they do not reside between 12:00 am – 12:00 pm.
9. Any guest in a residence hall between the hours of 8:00 pm and 4:00 am must be signed into that hall by the building resident who s/he intends to visit. Guests who enter prior to 8:00 pm should be brought down to the security desk to be signed in.

11. When the guest leaves, the host needs to accompany the guest to sign out of the building. Failure to adhere to sign-in /sign-out policies will result in loss of guest privileges.
12. The University does not condone or permit cohabitation or patterns of extended visitation in the residence halls or apartments. At no time can any resident student have long term guests (squatters). A squatter is a person who occupies a residential space without payment of rent. The host will be responsible for repayment.
13. Patterns of visitation and behavior which interfere with the rights and privileges or privacy of any resident student will not be tolerated and will be referred to the Office of Student Conduct.
14. The host must escort the guest at all times and inform them of university and residence hall policies. At no time can a guest be left in a room/suite/apartment while the host attends class, work, or any other activities.
15. You are not permitted to sign in other people's guests.
16. Each student may have no more than 2 guests at a time in University-owned residence halls and apartments, and no more than 3 guests at a time in the affiliated communities. Family members, such as parents, guardians, or siblings, are permitted to visit without the guest occupancy limit being imposed. However, guests under 18 must be accompanied by a parent or guardian.
17. This Guest Policy applies to single, double, and triple occupancy rooms in North Campus residence halls, and at the South Campus, Village, East Village and College Arms Apartment complexes. The policy applies to all residents regardless of having a roommate or not. Students residing in University Student Housing communities are held responsible for this guest policy, but should also refer to the lease agreement for any additional information or clarification.
18. The host is responsible for ensuring that their guests use the appropriate bathroom facilities during their visit.