

## **Guest / Visitor procedure**

Due to new students arriving and letting them settle in, overnight guests are not allowed up to and including Sunday 22 September 2024. From **Monday 23 September 2024** please follow the accommodation guest procedure below.

- All residents are permitted one overnight guest for a maximum of two consecutive nights in a 7 day period, provided this does not adversely affect other residents or disrupt study.
- The procedure will be reviewed during semester one and can be revoked or changed at any time.
- On entering accommodation at night, student residents must produce their University / Institution student card (physical card or on the app);
- All guests must be 16 years or over – random checks will take place throughout the year, so guest identification may be asked for by the Safety Team;
- Guests must sign our guest file at reception upon arrival and on departure;
- If a guest has a disability or any temporary condition that may affect their ability to leave during a fire evacuation, for example, a leg injury, please inform a member of staff at reception on or before arrival;
- The resident is responsible for the behaviour of any invited guest. Fobs/keys must not be given to guests and guests are not allowed to stay in the accommodation without the resident being present. Residents must ensure that their guest does not breach the terms of the Contract or cause any damage.
- Residents living in accommodation designated as 'single gender', 'no alcohol' or 'quiet living' must ensure that their guest abides by the rules of the designated accommodation at all times.
- Residents living in student accommodation other than Elms BT9, Willow Walk, Elms BT2, Elms BT1) must contact Elms BT9 reception ([elmsreception@gub.ac.uk](mailto:elmsreception@gub.ac.uk)) to advise that they are having a guest to stay and the relevant dates.
- Residents agree that the safety team may remove guests or exclude guests from entering accommodation where we have reasonable grounds to believe that their exclusion is necessary for the safety and/or wellbeing of other persons or your invited guest and/or to safeguard our property, for example if a guest appears to be under the influence of drugs or excess alcohol, being verbally abusive to staff or disruptive to other residents or any other factor which may reasonably raise concerns for the Safety Team.
- Anti-social behaviour or damage to property caused by a guest is the resident's responsibility and could result in disciplinary action.
- Guests separated from residents may be offered emergency accommodation (subject to availability), for which the guest or resident will be charged. The resident may lose guest privileges.
- Guests/visitors are not permitted to stay at certain times of the year i.e. St Patrick's Day and any other dates communicated to residents by Queen's Accommodation.
- We reserve the right to withdraw this privilege from any student, floor or apartment, if in our reasonable opinion it is necessary to do so for the safety and well-being of other occupants of the residence or themselves and/or to safeguard our property.

**Please be a good neighbour to all residents, respecting their space and quiet enjoyment.**