

## GUEST AND VISITOR POLICY

### PURPOSE:

This document outlines the policy and procedures necessary for guests that are visiting the Purchase College residential facilities.

### POLICY:

Purchase College is committed to creating a safe environment for all members of the campus community. The College welcomes the participation of guests of the campus community at most events and facilities on the campus. This policy governs the behavior of guests and the responsibility of campus hosts.

- A guest is defined as any person not affiliated with Purchase College.
- A residential guest is defined as any person, student or guest who is visiting a room/apartment on campus and is not assigned to that particular residential complex room.
- After quiet hours, any person not assigned to a particular residential complex must have an overnight guest pass, including other residential students.
- Students may not permit or assist another person to stay in a college facility without appropriate registration.
- Hosts are responsible for the behavior of their guests at all times. Failure to comply with the guest policy may result in restriction of a resident's privilege to visit a building or host guests.
- Hosts must escort their guests at all times.
  - Hosts must ensure that their guest(s) maintain a valid guest pass on their person and present it to any college official who requests it and is acting within their authority. Valid guest passes are obtained electronically via the [Purchase College Website](#).
  - All non-residents (including commuter students) must have a guest pass in order to be present within the on-campus residence halls and apartments; including off campus accommodations.

### Residential Guest Policy

- All occupants of a room/apartment must provide permission to any guest to be present in their space.
- Residents must remain with all registered guests and students when they are in their assigned room/apartment.
- A residential guest is defined as any person, student or guest, who is visiting a room/apartment on campus, and is not assigned to that particular residential complex and room.
- An overnight guest cannot stay in the residence hall/apartment system for more than six (6) nights per calendar month.
- Guests may not stay in the hall for more than three (3) consecutive nights.
- Students may not have residential guests under the age of 17 without written parental/guardian consent. A student desiring to have a guest under the age of 17 must contact the Office of Community Engagement prior to the guest coming on to campus.
- Each resident of a room/suite may host no more than 2 overnight guests; total occupancy may never exceed the maximum occupancy of resident's assigned space.
  - Regardless of the maximum occupancy, rooms/apartments must have an accessible exit and entrance, clear of obstruction.
- Residential students' non-overnight guests should not exceed the maximum occupancy of their room:

- For units designed as a residence hall single – 4 persons
- For units designed as a residence hall double – 8 persons
- For units designed as a residence hall triple – 8 persons
- For units designed as a residence hall suite – 12 persons
- For apartment units designed as two/three persons – 10 persons
- For apartment units designed as four persons – 16 persons
- For apartment units designed as six persons – 24 persons
- For apartment units designed as eight persons – 24 persons

Minimum: Reprimand

Maximum: Disciplinary Probation