Housing and Residence Life Policy for Guests at Notre Dame of Maryland University

Effective Date: August 2023

# Introduction:

The Housing and Residence Life Policy for Guests at Notre Dame of Maryland University is designed to ensure a safe, comfortable, and inclusive living environment for all residents. This policy outlines the guidelines and expectations regarding guests staying in the university's housing facilities. All residents and their guests are expected to adhere to these policies to maintain a positive community living experience.

## 1. Definition of Guests:

A guest is defined as any individual who is not assigned to the specific residential unit and does not hold a university housing contract.

## 2. Guest Access:

2.1. Residents are permitted to have guests in their assigned residential units subject to the following conditions:

 a. Guests must be accompanied and hosted by the assigned resident at all times.

 b. The resident must register their guests with the Office of Residence Life or the designated housing staff within 3 hours of their arrival. [Register Guest Here - link](https://forms.office.com/Pages/ResponsePage.aspx?id=6GznIzsFZ0Kw07SX30u6-DzXaD7gO9VBrC1Ba4xtJO5UNTE3Rzg5TERYWjhBQUJIQkpGMFJOMEtMRC4u)

 c. Guests must provide a valid government-issued photo ID during registration and carry it at all times while on university property.

 d. Guests may not stay overnight for more than three consecutive nights within a seven-day period.

 e. Residents may have a maximum of two guests at any given time, subject to the approval of roommates and suitemates.

 f. Guests must be 18 years old or older.

 g. Guests must utilize the bathroom that most closely aligns with their gender identity or a gender-neutral bathroom.

 h. Director of Housing and Residence Life can be contacted for exceptions. Approval must be granted prior to guests’ arrival on campus.

## 3. Responsibilities of the Host Resident:

3.1. The host resident assumes full responsibility for the behavior and actions of their guests.

3.2. The host resident must escort their guest(s) at all times while on campus and within residential buildings.

3.3. The host resident must ensure that their guests comply with all university policies, including but not limited to the Code of Conduct and Housing and Residence Life policies.

3.4. The host resident is responsible for any damage caused by their guests and may be held financially accountable.

## 4. Quiet Hours:

Residential Hall Quiet Hours: Sunday-Thursdays 10pm-10am and Friday- Saturday 12am-10am

4.1. During established quiet hours, guests must adhere to the same regulations as residents.

4.2. Host residents are responsible for ensuring that their guests respect and comply with quiet hours, which may vary based on the residential community.

## 5. Safety and Security:

5.1. Guests must comply with all safety and security regulations, including but not limited to the use of identification cards, signing in and out of the residential building, following the directions of Housing and Residence Life staff, and following any emergency procedures.

5.2. The host resident must ensure that their guests are aware of emergency evacuation procedures and the location of emergency exits in their residential building.

5.3 Guests are not permitted to possess keys or access cards to the residential facilities.

## 6. Overnight Guests:

6.1. Overnight guests are permitted within the guidelines mentioned in section 2.1.

6.2. Host residents must obtain the consent of all roommates and suitemates before having an overnight guest.

6.3. Overnight guests must sleep in the assigned resident's room and may not occupy common areas or other residents' rooms without permission.

## 7. Guest Parking:

7.1. Guests who bring vehicles must adhere to the university's parking regulations.

7.2. The host resident is responsible for informing their guests about the parking regulations and ensuring they comply.

## 8. Guest Violations:

8.1. Any violations of university policies committed by a guest may result in disciplinary action against the host resident.

8.2. The university reserves the right to restrict or revoke guest privileges if there are repeated violations of the guest policy or if a guest poses a threat to the community's safety, comfort, or well-being.

## 9. Amendment of Policy:

The university reserves the right to amend or modify this policy at any time without prior notice. Any revisions will be communicated to residents via official university channels.

Conclusion:

The Housing and Residence Life Policy for Guests at Notre Dame of Maryland University aims to foster a respectful, inclusive, and safe living environment for all residents. By adhering to this policy, residents and their guests contribute to the overall well-being of the residential community. Failure to comply with this policy may result in disciplinary action.

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