

THIS IS FOR EXAMPLE PURPOSES ONLY. ONCE YOU SEND YOUR GUEST REQUEST THROUGH ON THE STUDENT PORTAL YOU WILL THEN BE ACKNOWLEDGING THE FOLLOWING:



## Residence Guest Sign-in Agreement

Complete this form by filling in the required information and printing the form off. (You can complete the form by hand but you **MUST** print legibly). Then take it with you and your guest to the Service Desk along with proper identification for a speedier guest sign in.

To facilitate the safe use and enjoyment of the Residence Community and its facilities by residents and their guests, it is important that guests and their hosts understand expectations for guest conduct and the responsibilities of guests and their resident hosts. Residents and their guests must review and sign the sections below; information from the "Guests" section of the Residence Community Standards (RCS) is found on the back of this page.

### **Host Acknowledgement (to be completed by the RESIDENT)**

I, the undersigned, acknowledge that I have read and understand the RCS subsection addressing guest conduct expectations (also shown on the back of this page), and I further acknowledge that I am responsible for the behaviour of my guest(s) at all times while they are in residence (which includes disciplinary and/or financial accountability for any inappropriate behaviour, disruption, or damage caused by my guests).

HOST INFORMATION WILL BE PROVIDED IN THE REQUEST PROCESS HERE AND A SIGNATURE WILL BE NEEDED UPON SIGN-IN AT YOUR DESIGNATED SERVICE DESK.

### **GUEST # 1 Guest Acknowledgement (to be completed by the GUEST)**

I, the undersigned, acknowledge that my resident student host has advised me of the rules and behavioural expectations of the Brock University residence community. I understand that being signed in as a guest requires that I wear a guest wristband at all times while in residence, and if at any time I am found without a wristband, or if at any time I am deemed to be causing a disruption, I will be required to leave residence immediately. I recognize that if I am disruptive, in addition to my being unwelcome as a future guest, any misconduct on my part also carries consequences for my resident host. At all times while I am in residence, I will abide by the rules of the Department of Residences, Brock University, and all applicable provincial and federal laws.

TO COMPLETE THE SIGN IN PROCESS, YOUR GUEST MUST BE CHECKED IN UPON ARRIVAL AT YOUR SERVICE DESK WHERE YOU WILL COMPLETE THE PAPERWORK AND BE PROVIDED A GUEST WRISTBAND AND PARKING INFORMATION (IF APPLICABLE).

SEE PAGE 2

## PAGE 2 INCLUDES THE RESIDENCE COMMUNITY PRINCIPLES

### From the Residence Community Standards

#### **Guests (Level 1, 2 or 3)**

##### ***Any non-resident of Brock Residences is considered a guest.***

Students must accompany any visitors (guests and/or fellow residents from other areas) at all times. Students may only have guests for 6 nights per month, with no more than 2 guests on any occasion (i.e. do not invite groups of more than 2 friends to visit residence after 11pm or overnight at any one time). Guests may not visit for more than 3 nights in a row. In the event of an extenuating circumstance, students may ask for permission from the Residence Life Coordinator to have a guest for more nights than indicated above. Students must be considerate of other students who share their living space while having guests and let their roommate/unitmates know when they will be hosting a guest. Guests must sleep in their hosts assigned living space and not in lounges or other common spaces.

***Arrival and movement of guests:*** Guests must be met by their residence host at the front entrance of the host's residence (rather than inappropriately entering and wandering through residence in search of their host). Guests must be accompanied by their residence student host, and have their wristband on at all times during their visit. The Department of Residences reserves the right to remove a guest or revoke a students' guest privilege.

***Orientation Week:*** Students are not permitted to have any non-Brock residence guests in the evenings during Orientation Week (from Labour Day until the following Monday). Students are permitted non residence guests during the day up until 6pm. Residence students may visit other residence buildings as guests of a resident of that residence. All residence students will be issued a wristband for the week which will act as identification and for the purposes of admission to Orientation Week events. Students must wear their wristband for the entire week, students who remove their wristband will be responsible for paying for a new wristband.

***First Week of Second Term:*** Students are not permitted to have any non-Brock residence guests in the evenings during the first seven (7) days of school in January. Students are permitted guests during the day up until 6pm. Residence students may visit other residence buildings as guests of a resident of that residence. Sign-in of guests: Upon arrival, any guests in residence must be signed in and issued a residence guest wristband at the North or South Service Desk. There is no charge to sign a guest in, and for the safety of everyone in the residence community, nonregistered guests (i.e. guests who are found without wristbands) will be asked to leave residence and/or escorted from campus.

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***Guest behavioural expectations:*** Residents are held responsible for guest behaviour (regardless of whether or not they have signed in their guest), and are responsible for informing their guests of residence rules and policies. In the event that guests are disruptive, cause damages, or conduct themselves inappropriately, they may be asked to leave (escorted by Campus Security or Niagara Regional Police if necessary), and their residence student host will be documented/put on report, billed for any damage caused by the guest(s), and may be sanctioned for the guest(s) behaviour. Your guests are your responsibility until they leave residence. If, after your guest(s) arrival, you are concerned that your guest(s) may become disruptive, it is important that you instruct your guests to leave before problems arise and escort them out of the residence. We would also recommend that you notify your Service Desk regarding their departure from residence. Any guest who is disruptive may be subject to a fine under a Brock Offense Notice or a Provincial Offense Notice through Campus Security and a campus ban. Residence students will be responsible for their guests' behaviour regardless of where they are on campus at the time of an incident.

***Uninvited/unexpected guests:*** In the event that an uninvited/unexpected guest(s) show up to visit you, you are still required to sign them in as outlined above. If you are not comfortable hosting a particular uninvited/unexpected guest(s), you should not permit them to enter residence, and you must advise a residence staff member or Campus Security immediately of the persons presence. If you permit uninvited/unexpected guest(s) to enter residence, you are responsible for their behaviour whether or not you sign them in as a guest.

***Exam Period:*** During the December and April exam periods, only Brock students are permitted as guests and only for the purposes of studying up until 11pm: after 11pm only Brock RESIDENCE students will be permitted as guests. During exams, non-Brock guests are prohibited to ensure that we are providing a quiet environment conducive to study, while still permitting residence students to study in residence with one or two off campus classmates up to 11:00pm.

***Residents:*** Residents are held accountable for their behaviour regardless of their location in residence and are not required to sign into other residence buildings. Should there be evidence of unacceptable behaviour on the part of a resident, a restriction from a building or area of residence/campus may be put in place. Residents may be asked to leave a building or area of residence at the discretion of the staff member involved.