

## Overnight Guest Stay Request Form

Failure to obtain permission for an overnight guest or failure to adhere to the regulations governing guest stays will result in the loss of privileges to receive overnight visitors and may lead to further disciplinary measures.

### **Please read these rules carefully before signing the form**

- Guest stays cannot be allowed to disturb the residential life or study environment of the college
- The host student is responsible for the actions of their guests at all times during their stay and is liable for any damage they may cause
- No overnight guests are allowed to stay in the first and last weeks of a semester and Bard College Berlin reserves the rights to limit the number of guests staying
- An overnight guest is defined as a non-resident in your dorm who will be staying between the hours of 10 pm and 7 am
- All guests must be over 18 years of age; parents or visitors of older generations are not permitted to stay in the dormitories
- No more than one guest at a time is permitted per student, only one guest is allowed per night in a room
- Overnight guest stays at Bard College Berlin cannot be longer than 7 days
- No individual guest can stay for longer than a total of 7 days per semester.
- Students are allowed to have guests stay for a total of 28 days per semester.
- During winter and summer breaks, students are allowed to have guests for one week and 3 weeks respectively. No individual guest can stay for longer than a total of 7 days.
- Guests are not permitted to sleep in the common areas of the dormitories
- The Overnight Guest Stay Request form must be submitted to the Director of Housing & Residential Life or to the Residential Life Coordinator at least 24 hours in advance of the arrival of the guest
- An Overnight Guest Stay Request form will not be approved until your roommate and Residential Assistant (RA) have also signed the form

## Overnight Guest Stay Request Form

1. Name of the host student:	
2. Dorm/room number:	
3. Date of the request:	
4. Name of the guest:	
5. Age of the guest:	
6. Passport/ID number of the guest:	
7. Arrival date of the guest:	
8. Departure date of the guest:	

9. Signature of the host student:	
10. Consent of the roommate:	
11. Approval of the RA:	
12. Approval of the Director of Housing and Residential Life/Residential Life Coordinator:	