

## **Guest Policy**

### **Elms BT1 / Elms BT2**

- All residents are permitted one guest at a time for up to two consecutive nights per week
- Guests must sign our guest log at reception upon arrival and on departure.
- If a guest has a disability or any temporary condition that may affect their evacuation, for example, a leg injury, please inform a member of staff at reception.
- All guests must be 16 years or over.
- The resident is responsible for their guest at all times whilst in Queen's Accommodation. 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.
- Guests will not be permitted access to accommodation without the resident being present. 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.
- If for any reason a guest causes a disturbance, the safety team or any other member of staff has the authority to ask them to leave the premises immediately. Anti-social behaviour or damage to property caused by a guest is the student's responsibility and could result in disciplinary action.
- A small number of guest mattresses are available. Please call at reception between 8am-6pm to collect a mattress on your guest's day of arrival (subject to availability). Guest mattress should be returned to reception when your guest departs. Bed linen is available at an additional cost of £6.30. Mattresses cannot be reserved.

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