
Overnight Guest Guidance for Queen's Accommodation

To ensure a smooth start for all residents, **no overnight guests are permitted** in halls of residence up to and including **Sunday, 21 September 2025**.

From **Monday, 22 September 2025**, you may have a short-stay overnight guest, provided you follow the procedure below. This guidance may be revised, updated, or revoked at any time, at the discretion of Queen's Accommodation.

Important Information for Overnight Guests

- **Guest Allowance:** You may have **one overnight guest** for a maximum of **two consecutive nights** within any **seven-day period**. Your guest must **not disrupt other residents** or interfere with their studies.
- **Guest Privileges:** Regularly having overnight guests may lead to a review or restriction of your guest privileges. As your accommodation is for single occupancy, overnight guest privileges can be **withdrawn at any time** by Queen's Accommodation.
- **Age Requirement:** All guests must be **16 years or older**. The Safety Team may conduct random checks and request guest identification.
- **Sign-In/Out:** Guests must **sign in at reception upon arrival and sign out upon departure**. If arriving or departing out of hours (8 pm to 8 am Thursday to Saturday) at Elms BT9, guests should sign in with Security at the Elms Village Admin Building.
- **Accessibility Needs:** If your guest has a disability or temporary condition that might affect their ability to evacuate in an emergency (e.g., a leg injury), please inform reception staff on or before their arrival.
- **Your Responsibility:** As the resident, you are **responsible for your guest's behaviour at all times**.
 - **Do not give fobs or keys to your guest.**
 - Guests are **not permitted to stay in the accommodation without you present**.
 - Ensure your guest **does not breach your accommodation contract** or cause any damage.

- You are responsible for any **anti-social behaviour or property damage** caused by your guest, which could lead to disciplinary action being taken against you.
- If a guest is found to have been left unaccompanied by you overnight, emergency accommodation may be offered (subject to availability) and charged to you or your guest. You will also **lose your guest privileges**.
- **Safety Team:** The Safety Team reserves the right to **remove or exclude guests** from accommodation at any time and without notice if deemed necessary for the safety and/or well-being of others, or to safeguard property. Examples include a guest appearing under the influence of drugs or excessive alcohol, being verbally abusive, or disruptive.
- **Lifestyle Accommodation:** If you live in 'single gender', 'no alcohol', or 'quiet living' accommodation, your guest must also abide by these specific requirements at all times.
- **Notify us in advance:** If you reside in student accommodation other than Elms BT9, Willow Walk, Elms BT1, or Elms BT2, you must email Elms BT9 reception (elmsreception@qub.ac.uk) with your guest's details and dates of stay in advance.
- **Restricted Periods:** Overnight guest stays are prohibited at certain times of the year (e.g., St Patrick's Day). Queen's Accommodation will communicate any excluded dates in advance via email.
- **Withdrawal of Privilege:** The University reserves the right to **withdraw guest privileges** from any student, floor, or apartment if deemed necessary for the safety and well-being of occupants or to safeguard property. Please be considerate of your neighbours and their right to quiet enjoyment.

Remember to carry your Queen's student card when entering accommodation, as you will be asked to present it when signing in a guest.