



Guest Policy for Undergraduate Students

2018/19

We recognise that students will have friends/guests to stay with them on occasions, however, for Health and Safety reasons we require you to advise us of the dates that your guest is staying so that people can be accounted for in the event of an emergency.

- If you are an undergraduate student, you are permitted to sign in a guest for a maximum stay of six nights per month. Guests cannot stay for more than two nights in seven consecutive days.
- GB or International students who may require guests to stay for a longer period must call in to reception in your building and speak to a member of staff.
- Guests must be 18 years of age or over.
- There are certain times when guest stays are restricted or not permitted, for example Halloween (26 - 31 October 2018 (inclusive) and St Patrick's Day (16–18 March 2019 inclusive). All dates will be communicated to you in advance by email.
- You must have completed a guest stay form at reception by 10pm on the day of your guest's arrival, however, your guest can arrive after 10pm. All overnight guests must be taken to reception to present their photographic ID and sign the guest form. Failure to do so will result in entry being refused.
- You must accompany your guest at all times. Your guest must be with you in order to gain access to Queen's Accommodation.
- If for any reason your guest causes a disturbance, security staff or any other member of staff has the authority to ask them to leave the premises immediately.
- Antisocial behaviour or damage to property caused by your guest is your responsibility and could result in disciplinary action against you.
- Friends/visitors who have not been signed in as a guest will be expected to leave the accommodation by 10.00pm.
- If your guest has a disability or any temporary condition that may affect their evacuation, eg leg injury, please inform a member of staff at Reception.

We have a small number of guest mattresses for you to use for your guest (subject to availability and arranged in advance). Please contact the reception from 8.00am – 6.00pm in advance of the date your guest is staying; if available the mattress will be delivered to your room on the day required. If bed linen is required there is an extra charge of £6.30.

We may also be able to provide guest rooms which can be booked in advance and paid for at reception. The prices are £25.00 per night for an en suite room including bedding. These rooms are subject to availability.

As well as signed-in guests, you are responsible for the behaviour of any visitor or fellow resident student to whom you allow access to your accommodation block, apartment or Queen's House.