

### **Guest Policy for Postgraduate Students**

Postgraduate students are permitted to have guests to stay for the number of days equivalent to 25% of their contract length.

38 weeks – equivalent to 67 guest stays

40 weeks - equivalent to 70 guest stays

51 weeks – equivalent to 90 guest stays

We would be obliged if you could contact your accommodation reception to let us know the name of your guest and how long they will be staying if longer than one night. Reception opening times are available on our website. Contact details are below.

When you check into your accommodation you will be issued with a key ring tag for your use, and a second key ring tag for your guest to use should you decide to have one. You can have one guest to stay at a time and please let your flat mates know if possible. The key ring tag is to be used to gain access to your accommodation after 10.00pm.

Responsibilities and conditions of the guest policy:-

- Please contact reception to let us know the name of your guest and how long they will be staying. Reception is open 24 hours per day in Elms BT9, and 10.00pm in both Elms BT1 and Elms BT2. Contact details are below.
- Please provide your guest with the 'guest' key ring tag that you have been issued with.
- Your guest should carry the key ring tag with them at all times during their stay with you.
- Antisocial behaviour or damage to property caused by your guest is your responsibility and could result in disciplinary action against you, therefore you should accompany your guest at all times.
- If for any reason your guest causes a disturbance, the Safety Team or a member of the management has the authority to ask them to leave the premises immediately.
- PG Students and their guest will gain to their accommodation after 10.00pm by showing the new key ring tag to the Safety Team.
- In exceptional circumstances, the Safety Team may carry out random checks to verify the identity of any person. For example, if a PG guest is unaccompanied, they should be carrying a guest key ring tag, be able to confirm the name of the resident student they are staying with and the room address; these details may be verified by reception and the resident contacted.

Contact details:

Elms BT1 Reception 028 90 XXXXX

Elms BT2 Reception 028 90 XXXXX

Elms BT9 Reception 028 9097 4525