



## Visitors and Guests Policy

Guests and visitors include friends, other students, family, etc. Anyone you have invited to come into residential halls:

- **Visitors** - people who drop by to see you and leave before the midnight curfew in halls.
- **Guests** - people who wish to stay with you overnight

Whilst living in shared accommodation you must be respectful of your fellow flatmates. Particularly if you are living in a same-sex flat and you wish to invite a member of the opposite sex into the flat. We recommend making your flatmates aware of any visitors you are planning on having.

You are responsible for the behaviour of your visitors or guests in halls. Having visitors or guests to stay overnight is a privilege - not a right. Should there be an issue which requires disciplinary action then one of the potential sanctions is to suspend your privilege to have visitors and/or guests.

### Visitors

Visitors are friends or family who come during the day or evening to visit but don't stay overnight. The usual visiting hours in residences is **nominally 09.00 to 23.00 hours**.

If you have visitors to your bedroom and they are disturbing others around you - even during the day - then be prepared, we may **ask your visitors to leave**.

If your visitor is a member of the University and they are being a nuisance then they too may face disciplinary action.

If you wish to invite more than one friend back to your flat then please be considerate and think about noise. Having several people chatting in a bedroom can disturb others who are trying to study or sleep.

### Overnight guests

You may have an overnight guest to stay for a maximum of 3 nights, provided the following guidelines are adhered to:

- Overnight guests must be signed in at the Lodge.
- Students are only allowed one overnight guest at a time. Therefore, no more than two persons should occupy a room overnight
- A strict three-night limit for guest applies unless management approval has been given.

- Should there be a complaint or noise disturbance whilst you have your guest to stay then be prepared for your guest to be asked to leave.
- Lending your room keys/fob to anyone is strictly prohibited.
- Children may not stay at any time.
- You make your guests aware of emergency evacuation arrangements.

Failure to comply with any of these guidelines will result in disciplinary action. You are personally responsible for the conduct of your guests and visitors (members of the University or others) and for any damage or nuisance they cause.

No other person is allowed to occupy your room overnight if you are absent without explicit permission from management. Anerley (Bolton) LTD staff are required to report cases of doubtful occupancies and extended absences.