



Residence Hall Guest Policy

Office of Residence Life

Overview

Guest policies exist to allow residents to have guests in a manner that does not infringe upon the comfort or rights of other residents and maintain an appropriate level of safety and security in the building. Keep in mind that having a guest is a privilege and not a right. Regardless of length of stay, the guest is expected to abide by all college and residence hall policies and procedures.

The host is responsible for the actions of their guests at all times. Any guest who violates St. Francis or residence hall policies is subject to penalties. St. Francis College has the right to ban any guest. Guests who are found in violations of this policy or any other SFC policies may be asked to vacate the premises immediately. Hosts will be held responsible and subject to having their guest privileges revoked based on the severity of the violation. St. Francis reserves the right to update or make changes to this policy at any time.

The following guest conditions must be met:

- No guests under the age of 18
- It is the responsibility of the host to meet their guest in the lobby and to remain with that person at all times when the guest is in the residence hall.
- If the host departs the building the guest must also depart and is not permitted back into the residence hall until the host is able to personally escort them.
- All guests must register at the security desk by showing proof of a valid unexpired photo identification card.
- All guests must be fully vaccinated against COVID-19. Verification will be required. New York state residents Excelsior Pass preferred, CDC vaccine card for non-New York state residents. Fully vaccinated is defined as both doses of a two-dose vaccine or one dose of a one-dose vaccine.
- Residents are responsible for communicating with roommates and suitemates about having a guest for each visit.
- When the guest leaves the residence hall they must be escorted to the lobby by the host and sign out with security.

Hosts and guests are expected to uphold the following expectations:

- No person who is required by law to register as a sex offender may be a guest in the residence hall.
- If a resident or guest is observed to be intoxicated or under the influence at any point, they will not be permitted entry, regardless of registration status.



- SFC does not provide beds, bedding, or linen for any guest.
- Residents are not permitted to hand a residence hall ID to guests for access.
- Guests have no occupancy rights and can be asked to leave at any time.
- SFC manages 24-hour security and surveillance cameras in common areas throughout the building.
- No exceptions will be made to the residence hall guest policies and procedures.

Daytime Guests

Provided there is no unreasonable interference with the rights of a roommate, a resident may have a maximum of two (2) short-term daytime guests, who can stay between the hours of 10 am – 9 pm. Daytime guests must leave the building by 9 pm. Residence Life will monitor excessive day guest sign ins and may reduce guests based on building over capacity.

Overnight Guests

An overnight guest is one who is in the residence hall between the hours of 9 pm – 10 am, regardless of whether they stay for a few hours, or sleep in the room overnight. In consideration to the rights of other roommates and other residents, there are limits to the duration and frequency of such visits. A resident may only have one (1) overnight guest at any given time. A resident may only have overnight guests for four (4) days in a one (1) calendar month period.

Suite Occupancy

- Studios cannot have more than one (1) overnight guest on any given night.
- Two-bedroom suites cannot have more than two (2) overnight guests on any given night.
- Three-bedroom suites cannot have more than three (3) overnight guests on any given night.
- Guest requests will be denied if the occupancy limit for that suite has already been met.

Conduct

All guests are expected to abide by all college and residence hall policies. Remember, having a guest is a privilege and not a right and St. Francis reserves the right to refuse any guest that is deemed inappropriate for the community.

- A non-resident may not be an overnight guest in the residence hall more than four (4) nights per calendar month, regardless of the host.
- All residents are legally and financially responsible for the conduct of their guests.
- When in the residence hall, guests must be accompanied by their host at all times.
- Guests/Hosts found to be submitting false information, including but not limited to, counterfeit identification or vaccine cards, will be banned from the residence hall and host will be held accountable through the conduct process. Hosts whose guests violate policies or provide false information will be adjudicated via the student conduct process.