

RESIDENCE HALL GUEST POLICY

Through the following residence hall guest policy, Pace University aims to provide on-campus residents with the opportunity and privilege of having guests while also maintaining the security and comfort for all members of the residential community. This balance relies on a culture of mutual respect and a process of policy enforcement.

It is expected that residents having guests know and abide by the university guest policy, plan ahead, be courteous to one another, communicate with their roommates, and make compromises when necessary. Pace University reserves the right to deny or remove a guest from campus at any time. Failure to follow the posted policies and procedures may result in a temporary or indefinite suspension of guest privileges for a host or guest.

A guest registration kiosk is located on the ground floor lobby of each residence hall. In general, guests are permitted daily during advertised hours, except as posted for semester breaks and emergency closures.

GUEST REGISTRATION PROCEDURES

1. To host a guest, a resident host must pre-register their guest by [visiting the Splan website](#), logging in with their Pace University credentials and completing the *New Visitor Registration* form prior to the guest arriving to the residence hall.
2. Upon successful completion of the visitor registration form, the guest will receive an email from Splan with information on how to complete their registration.
3. When the guest arrives, the guest visits the guest registration kiosk in the lobby of the host's residence hall and either scans the QR code or uses the search function to lookup their registration, and submits the form with all required fields completed. If successful, the guest pass will print to the Security desk.

4. To receive the guest pass, the resident host and guest must visit the Security desk together and both must present their valid Pace ID and confirmation of the completed daily COVID health screening questionnaire. Security will verify the identities of the host and guest and the guest's eligibility to be on campus.
5. If all requirements are met, the host will receive the guest pass and the guest will be granted access into the residence hall when escorted by their registered host.

GUEST POLICY

- At this time, only current Pace University students who meet the University [requirements to be on-campus](#) and possess a valid Pace University ID card are permitted to be guests.
- Residents are expected to discuss their guest plans with their roommate(s) prior to a guest's arrival. Roommates have the right to deny a guest access to their assigned room or suite.
- Each guest must be registered and receive a valid guest pass during posted hours prior to entering the residence hall. The resident host must [pre-register their guest on the Splan visitor website](#), then the guest completes their registration at the guest registration kiosk in the lobby of the residence hall. Guest passes are printed and distributed by Security. The resident host is responsible for maintaining and presenting the guest pass for their guest.
- Guests must present their valid Pace University ID card, a valid guest pass, and confirmation they have completed the COVID health screening questionnaire on the Pace Safe App each time they enter the residence hall with their host.
- A guest pass will be issued for each eligible guest to provide the guest access to the residence hall when escorted by the corresponding resident host. Guests will only be issued a guest pass and granted access into the building if their registered host is present with their valid Pace ID. It is the host's responsibility to maintain this guest pass and present it to security each time they enter the residence hall with that guest.
- Guests are required to abide by all University policies. The resident host assumes all responsibility for the conduct of their guest(s) in the residence hall, which may include liability for the repair cost of any property damage caused by their guest.
- Residents must escort their guest at all times. If the host must leave the building, the guest must also leave the building.
- The presence of a guest must not compromise the personal or academic well-being of a roommate or other members of the Pace University community.

- Residents may host up to two guests at any given time. Each guest counts for one overnight for each night of their stay. Residents may host two long term guests up to three consecutive nights per visit for a maximum of ten overnights within a one-month period.
- A guest may only stay up to three consecutive nights on-campus, regardless of the building or resident host. After the third overnight, the guest must wait at least one day to be signed-in again. Each guest is permitted to stay overnight only 10 nights per month, total for all hosts and residence hall visits combined.
- Guests that arrive during the hours of operation and leave before the community desk closes are considered short-term guests. Guests that arrive during the hours of operation and remain signed-in past the close of the community desk (generally 1:00 am) are considered long-term guests.
- Guests who do not sign-out before the close of the community desk automatically become registered as a long-term guest, even if the guest does not remain in the residence hall, and counts towards the host's monthly guest allowance.
- Guests who are not currently signed-in, that arrive after the community desk has closed will not be permitted to enter the residence hall. In the event of a dire situation, at the discretion of a resident assistant or residential life professional staff member on-call, a guest may be allowed to sign-in after hours. In all situations in which this special accommodation is made, the host and the guest may be charged with a temporary restriction of guest privileges.
- Violation of any article of this guest policy, including exceeding the limits for overnight guests and failure to register a guest, will be handled through the student conduct process and may result in an indefinite suspension of guest privileges.
- Exceptions to these policies are not being accepted or considered at this time. Any changes to the guest policy will be announced prior to implementation.