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 guest must visit the Splan kiosk in the lobby of the residence hall, select New Registration, and complete the registration forms with all required fields, take a photo with their mask off, and sign the guest policy compliance form. The guest pass will print out to Security.

   A resident host can also pre-register their guest by visiting the Splan website at guest.pacehousing.com, logging in with their Pace University credentials and completing the New Visitor Registration form prior to the guest arriving to the residence hall and then the guest can finish the registration on the Splan kiosk when they arrive.

2. To receive the guest pass, the resident host and guest must visit the Security desk together and both must present their valid Pace ID. Security will verify the identities of the host and guest and the guest’s eligibility to be on campus.

3. 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.

Resident hosts can view their guest records online at guest.pacehousing.com and logging in with their Pace University credentials. For guest support call (646) 477-3592 between 9am-1am, daily.
GUEST POLICY

- A guest is defined as anyone in a residence hall room that is not assigned to that specific space by Housing Operations and/or Residential Life.

- Roommates must be courteous to one another when having visitors and be sensitive to their roommate(s)’ primary rights to sleep, study and privacy. Having visitors is a privilege that requires the prior consent of roommate(s). Unresolved visitation issues among roommates may result in the loss of the privileges for all residents of a room. As such, guests should visit only with the approval of all roommates within the room.

- Each guest must be registered and receive a valid guest pass during posted hours prior to entering the residence hall. Each guest must register their arrival at the guest registration kiosk and present a valid ID to Security. Guest passes are printed and distributed by Security. The resident host is responsible for maintaining and presenting the guest pass for their guest.

- Accepted forms of ID include any government issued ID (foreign or domestic) or a Pace University ID.

- Guests are considered either short-term or overnight guests, depending on their registration status and length of stay:
  - **Short-Term Guests** are guests that arrive and depart on the same day during posted guest registration hours are considered short-term guests. Residents are permitted unlimited short-term guests up to two guests at a time.
  - **Overnight Guests** are guests that remain signed-in or remain on-campus after guest registration hours (generally 1:00 am). Residents are permitted up to two overnight guests at a time up to five (5) consecutive nights. Each guest counts as one overnight visit each night. Residents are permitted up to ten (10) overnights per month. Each guest is only permitted up to ten overnight visits to the University, cumulative of visits with all hosts and buildings.

- Guests who do not sign-out before the close of the community desk automatically become registered as an overnight guest, even if the guest does not remain in the residence hall, and the visit will count towards the host’s monthly guest allowance.

- As long as all roommates agree, each resident is permitted to register and host up to two guests at a time. Guest allowance limits reset on the first day of each month.

- Residents must always escort their guests while on-campus. Guests are not permitted to be left unattended in the residence hall.

- Residents assume responsibility for the conduct and behavior of their guests, including informing guests of all pertinent residence hall policies and procedures. If a guest is in violation of any policy the resident will be forwarded to the disciplinary process.

- Additionally, guests will be held accountable for their behavior and may be removed from campus at the discretion of the University.

- Guests under the age of eighteen (18) are not permitted in the residence hall unless a guest exception is submitted and approved prior to the guest’s arrival. Guests under sixteen (16) years of age are only permitted in the residence halls when escorted by their parent/guardian.
• 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.

• Violations of the guest policy may be charged as student conduct policy violations and guest privileges may be revoked, including exceeding the limits for overnights and cases where hosts or guests create disturbances or when violations of the guest policy become frequent, flagrant, or appear to involve fraud on the part of either the host or the guest. In addition, the Residential Life and/or University Housing Staff may, at any time, require a guest to vacate any Residence Hall. A guest may be prohibited from University property indefinitely if their behaviors go against University policies.

• Guests will not be permitted during winter break, or during intersession periods (between the end of spring and the start of the summer term, or the end of the summer and start of the fall term).

• The university reserves the right to limit or restrict guest visitation at any time.