

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 of all members of the residential community. This balance relies on a culture of mutual respect and a process of policy enforcement.

Before hosting a guest, residents are expected to read the guest policy and, if applicable, communicate with their roommate(s) and suitemate(s). Underage consent forms are required to be submitted by a parent/guardian in advance of a guest's arrival. 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.

Guests can be registered through the provided links or using the QR codes posted in the lobby of each residence hall. Guests are permitted daily, except as posted for semester breaks and emergency closures.

GUEST REGISTRATION PROCEDURES

1. Each guest must **register through Splan**, using the provided links or by scanning the QR code in the lobby of each residence hall.
 - Select *Walk-In*
 - Complete the registration forms with all required fields
 - Click *Whom are you meeting?* to search for resident host
 - Indicate the dates and times of arrival and departure
 - Take a photo of guests full face
 - No hats, masks or other obstructions
 - Only one person in the photo
 - Sign the policy acknowledgement form

2. For access to the residence hall, both the guest and the resident host must be present at the Security desk together, and each person must **present a valid Pace ID or government-issued ID** to the Security to verify their identity.
3. If all requirements are met, the guest will be granted access into the residence hall when **escorted by their registered host**. Guests and hosts must verify with Security each time they enter the residence hall.

UNDERAGE GUEST PROCEDURES

- Guests must be 18 years or older to register and enter the residence hall without prior approval.
- Guests aged 16-17 are only permitted in the residence hall if a consent form has been submitted by the parent/guardian of the guest at least three business days in advance and approved by Housing Operations/Residential Life.
- Guests under sixteen (16) years of age are only permitted in the residence halls when accompanied by their parent/guardian. These guests do not get registered in Splan.
- If you plan to register an underage guest, have the guest's parent/guardian visit consent.pacehousing.com and submit a consent form. A consent form can be submitted for a single visit or provided for all future visits through the end of the academic year (a new consent form is required for each academic year).

GUEST POLICY

- 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 at the Splan kiosk prior to entering the residence hall.
- Guests and resident hosts must each present their valid Pace ID card or government-issued ID each time they enter the residence hall.
- Guests must be 18 years or older to enter the residence hall without prior approval. Guests aged 16-17 are not permitted in the residence hall unless a consent form is submitted by the parent/guardian of the guest at least three

business days in advance. Guests under sixteen (16) years of age are only permitted in the residence halls when accompanied by their parent/guardian.

- 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 five consecutive nights on campus, regardless of the building or resident host. After the fifth 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 who arrive during the hours of operation and leave before the community desk closes are considered short-term guests. Guests who 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 that are not signed 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 when the guest registration process is 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 Housing Operations/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.