



# University Housing Services Guest Registration Procedure

## **Policy**

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Illinois State University (ISU) University Housing Services (UHS) residents may have guest(s) in their residence hall/apartment rooms, including shared spaces, subject to their roommates' right to have privacy, sleep, to study, or to otherwise have quiet enjoyment of the space.

Unless otherwise specified, all guests must be thirteen (13) years of age or older. Pursuant to limited exceptions<sup>1</sup>, guests under the age of thirteen (13) may visit University-owned student housing if they are accompanied by a non-ISU student parent or legal guardian.

All guests, regardless of age, must be registered at all times (twenty-four (24) hours a day) by their host.

Residents are responsible/will be held accountable for their invited guest(s)' conduct, including any behavior that may violate any University policy or procedure.

## **GUEST CHECK IN PROCESS**

Upon arrival to the residence hall, the guest(s) and host(s) must check in at the front desk of the building. At check-in, guests will be required to present a government-issued picture ID, and host(s) must present their Redbird ID Card.

Acceptable forms of guest<sup>2</sup> photo identification include:

- Driver's License
- State ID
- US Passport/ US Passport Card
- Foreign Government Issued Passport
- US Military ID card
- Permanent Resident Card

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<sup>1</sup> Guests under the age of thirteen (13) will only be permitted entry into University-owned residence spaces pursuant to completion of the Minor Guest Permission Form and only during family, siblings, and homecoming weekends. For additional information, please see the Minor Guests section of this policy.

<sup>2</sup> ISU student guests may present their Redbird ID Card.



Once properly registered, guest(s) will be issued a UHS Guest Pass that must be kept on their person at all times.

If a guest(s) is staying in the residence hall for longer than twenty-four (24) consecutive hours, the guest(s) must re-register at the front desk of the building every twenty-four (24) hours.

**Reminder:** Each guest is only permitted to visit the residence hall or building for a total of seventy-two (72) hours per month.

Failure to re-register guest(s) may result in the resident's loss of guest privileges.

## **CHECK-OUT PROCEDURE**

Guest(s) must check out prior to leaving the residence hall/apartment or building. The resident(s) and guest(s) must report together to the front desk to return the UHS Guest Pass.

Failure to properly check out may result in the resident's loss of guest registration privileges.

## **MINOR GUESTS (THIRTEEN (13)-SEVENTEEN (17))**

In addition to the processes listed above, the following also applies to guests between the ages of thirteen (13) and seventeen (17) years of age (minor guests). Minor guests are only permitted to enter University owned residence halls/apartments when the parent or legal guardian has completed the Minor Guest Permission Form prior to the visit.

Guests under the age of thirteen (13) will only be permitted on weekends designated for family, siblings, and homecoming and only upon completion of the Minor Guest Permission Form by the minor's legal parent/guardian prior to the visit.

If a Minor Guest Permission Form is submitted for a guest(s) under thirteen (13) at any time, other than the designated weekends, the guest(s) will not be permitted to enter the residence hall with the resident(s).

Upon arrival, the guest(s) will proceed to the front desk for check in as referenced above.

If a guest does not have the Minor Guest Permission Form completed by a parent or legal guardian prior to check in, the guest and host will be required to contact the legal parent and guardian to arrange for the completion of the form before the check in process can be completed.

Without legal guardian or parental consent, guest(s) under the age of eighteen (18) will not be allowed as a guest(s) in the residence hall.

If registration via the Minor Guest Permission Form is not possible and the parent or legal guardian is not able to retrieve the minor or make alternate arrangements, the minor may temporarily be held in



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*Illinois State University*

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temporary protective custody by the Illinois State Police Department (ISUPD) until a practical alternative is available.

All minor guest(s) on University property must abide by all local and state laws. Failure to abide by local and state laws will result in the parent or legal guardian being contacted to collect the guest(s) from ISUPD and may affect the guest(s) future ability to visit University owned residence halls/apartments.

These minor guest provisions do not apply to enrolled undergraduate ISU students under the age of eighteen (18). However, undergraduate students under the age of eighteen (18) must follow these provisions when they host non-student minor guests.