



Overnight Guest Agreement Form

The Department of Residence Life at the University of Saint Mary is pleased to provide housing to overnight guests and prospective students.

University of Saint Mary Host: _____ Building: _____ Rm: _____

GUEST INFORMATION

Guest name: _____ Last Name _____ First Name _____ DOB: _____

Reason for your stay (e.g. campus visit): _____

Cell Phone: () _____

Home Address: _____ Street _____ Apt # _____ City/State _____ Zip _____

Arrival Date: _____ Approximate Arrival Time: _____

Departure Date: _____ Approximate Departure Time: _____

STATEMENT OF CONDUCT

I agree to abide by all policies associated with living in the residence halls during my visit and will respect the authority of all faculty and administrators with whom I have contact. I will not engage in any social misconduct, including the use of alcohol or illegal drugs while on or off campus.

EMERGENCY CONTACT INFORMATION

I give my permission for a representative of the University of Saint Mary to seek emergency medical treatment on my behalf for injuries that threaten life or limb.

Emergency Contact Person: _____

Relationship: _____ Primary Phone # _____ Secondary Phone # _____

Medical Conditions: _____

PARKING

Guests will need to receive a guest parking pass upon arrival from Campus Safety located in the basement of Berchmans Hall. Regular business hours are 8:00am – 4:30pm, and can be reached after hours at 913-685-5201.

All guests housed within University of Saint Mary residential facilities are held to the same standard of conduct as our students. A full list of our residential policies can be found in the Student Handbook at:

<http://stmary.edu/Student-Handbook.aspx>

Alcohol

Alcohol is not permitted within Maria Hall. Guests found in possession of alcohol and/or guests who exhibit signs of intoxication may forfeit ability to remain in the residence halls.

Damage

Host will be held responsible for all damage or vandalism that is beyond the expected normal wear of the facility and its furnishings. Damage to rooms and their furnishings will be assessed to the occupant(s) responsible.

Drugs and Drug Paraphernalia

Liability & Charges

The possession, sale of, and/or use of illegal drugs or drug paraphernalia on campus are strictly forbidden. Possession or sale of drugs will result in immediate removal from the residence halls.

The University does not assume responsibility for, nor have any legal obligation for, any damage or loss of a resident's personal property.

Lost Key - \$50

Lost Access Card - \$25

Quiet Hours

10:00 pm to 10:00 am on Sunday - Thursday

12:00 am to 10:00 am on Friday-Saturday

Courtesy hours are in effect at all times, and guests are expected to be aware that their actions and behaviors do affect other community residents.

BY SIGNING BELOW, I AGREE TO THE FOLLOWING:

1. I agree to abide by all University and Residence Life policy;
2. I declare that the University of Saint Mary, its employees, its agents, trustees, or its assigns will not be held liable for any damages or injuries to me or my property which may occur during my stay at the University of Saint Mary;
3. I declare that I will hold harmless the University of Saint Mary, trustees and its agents for any claims, including claims by third parties, and for all costs (including attorney fees and damages) associated with defense of any claims pertaining to the above;
4. I declare that my signature is similarly intended to bind my family members, spouse, heirs, assigns, and personal representatives.

Guest Signature

Date

Parent/Guardian (if participant is under 18)

BY SIGNING BELOW, I AGREE TO THE FOLLOWING:

1. I affirm that my roommate/suitemates have been notified and agree to host an overnight guest.
2. I agree that I am responsible for my guest's behavior, including all damages and fees that may occur.

Host Student Signature

Residence Life Staff Signature (Needed for Approval)