

**Residence
Guest/Escort Policy
2013-2014**

Guest/Escort Policy

One of the benefits of living in residence is meeting new people and socializing in your new home with friends. Please remember hosting individuals is a privilege and there are expectations that both hosts and visitors/overnight guests must follow. This is to ensure the safety and security of all within the building. You will have the opportunity to discuss your guest expectations with your roommate/suitemates during your roommate agreement.

Roles and Responsibilities

Visitor

A. Internal Visitor

An internal visitor is defined as any student currently **living in the same building** as the host, whom the host invites to visit his/her room/apartment/suite.

B. External Visitor

An external visitor is defined as any person **not currently living in the same building** as the host, whom the host invites to visit his/her building/room/apartment/suite. This includes students living in other McMaster residence buildings.

Overnight Guest

An overnight guest is defined as any invited visitor (internal or external), who remains within the host's building /room/apartment/suite **after the start of Quiet Hours** (Sunday to Thursday at 11pm, Friday to Saturday at 2am).

Host

A host is a current resident of a McMaster residence building. A host must have the permission of all roommates before hosting any visitor or overnight guest. Hosts are responsible for the conduct of their visitor or overnight guest. Hosts must escort their external visitor or overnight guest at all times.

All McMaster students who are hosted as a visitor or overnight guest will be held accountable for their own behaviour as outlined in the Residence Code of Conduct and/or Student Code of Conduct.

Any visitor or overnight guest in a resident's room/apartment/suite is considered to be the responsibility of the resident(s) of that space. If a host chooses not to accept responsibility for a visitor or overnight guest they must take reasonable steps (i.e. contact a CA) to ensure the person leaves the building/room/apartment/suite immediately.

External Visitor and Overnight Guests

Residents may host a maximum of 1 external visitor **at any time**. At the start of Quiet Hours **external visitors automatically become overnight guests**.

The guest registration desk runs on weekends (Thursday, Friday, and Saturday) and special campus days (i.e. Homecoming). Whenever guest registration is running, **residents are required to sign in external visitors or overnight guests**. Both the host and the guest must show either their McMaster student card or government-issued identification at this time.

Residents hosting an overnight guest must register these individuals. Community Advisors will review the specific registration steps with all residents in your September Community Meeting.

Number and Frequency of Overnight Guests

Residents may host a maximum of 1 overnight guest per night for **no more than 3 consecutive nights** with a **minimum of 6 days between** stays. A resident may **not exceed 12 nights of hosting** an overnight guest per semester (with a maximum of 3 nights in September). Reminder: A host must have the **permission** of all roommates before hosting any visitor or overnight guest. Maximum and minimum overnight guest privileges will be discussed in roommate agreements.

Room Type	Max. # of External Visitors / Overnight Guests	Example/night
Single	1	A single room may have a maximum of 1 external visitor/overnight guest.
Double/Triple/ Bunk & Loft	2	A triple room may have a maximum of 2 external visitors/overnight guests.
Quad/ Suite/ Apartment	2-3 (Max =50% of residents in unit)	A 6 person apartment may have a maximum of 3 external visitors/overnight guests.

Period of Guest Restrictions

There are critical times during the year when external visitors or overnight guests will not be permitted in residence. These include:

- Welcome Week
- December Exam Period
- April Exam Period

Visitor and overnight guest privileges may be changed at any time at the discretion of Housing and Conference Services in response to safety and security needs of the residence community. Individual residents may also be denied visitor and/or overnight guest privileges as a result of Residence Code of Conduct violations.

Study Visitors

To support the academic success of students no visitors are permitted to enter a resident's room/apartment/suite during December and April exam periods. Each residence building has designated academic study space. Residents are permitted to host 1 external visitor in this space during select hours for the purpose of studying.