

POLICES & PROCEDURES

(Brief Overview)

GUEST POLICIES

Guest(s) are expected to abide by all St. Francis College and Educational Housing Services policies, procedures, regulations and standards. As a host, you are responsible for the actions of your guest(s) at all times. Any guest(s) who violates any policy while in resident housing or other areas is subject to State of New York penalties and will be asked to leave the residence. Please be advised that contract residents must also adhere to their school additional guest procedures, should they apply.

Short Term Guests: Provided there is no unreasonable interference with the rights of a roommate, a resident may have a maximum of two (2) short-term guests (one who stays for a few hours but not overnight) between the hours of: 8am – 12am. Short term guests must leave the building by 12am, or they will be considered overnight. It is the responsibility of the host to remain with the guest at all times when that person is in the residence. All guests must register at the security desk in the Clark Lobby.

Overnight Guests: All residents must submit an [Overnight Guest Form](#) (found online) to the Student Life Desk one hour prior to the desk closing. Forms for overnight guests staying for more than three consecutive nights must be submitted 24 hours prior to the guests' arrival and have roommate signature (if applicable).

- No single room can have more than one (1) overnight guest on any given night.
- No double room can have more than two (2) overnight guests on any given night.
- No triple room can have more than three (3) overnight guests on any given night.

All residents are legally and financially responsible for the conduct of the guest(s). The first three (3) nights are \$5 per night. Thereafter, the cost is \$20 per night. No guest may stay longer than seven nights per month. A non-resident may not be an overnight guest in the residence for more than seven nights per calendar month, whether with the same guest or different hosts each night. All overnight guests must be approved by EHS staff.

RULES AND REGULATIONS

Alcohol: Alcoholic beverages are prohibited within the residence for St. Francis residents. Residents found to be in an intoxicated state may be subject to the appropriate disciplinary action by Educational Housing Services, St. Francis College or by legal authorities.

Drugs: Marijuana is an illegal substance and is strictly prohibited in any residence hall, as are all illegal drugs. Any resident or visitor found in possession of or using, selling, distributing marijuana or any other controlled substances, (including prescription drugs, without a valid prescription) within the residence, will result in the immediate contact of the New York City Police Department.

Keys and Lock Outs:

- From 10am - 10pm (M-Sat) and 12pm-8pm (Sun) all residents should go to the Student Life Desk, located in the Clark Lobby.
- For all other times residents should go to the security desk in the lobby to request an escort for the lock out.
- A temporary room key will be issued and the resident will be required to return this key within 20 minutes.
- A \$20.⁰⁰ fine will be charged if the key is not returned (proof of valid identification will be required).
- Resident is assessed a fine for each lock out. 1st lock out is free and subsequent lock outs are \$5.⁰⁰ to be billed at the end of the term.

Mailbox Key and Room Key/ID Replacement: There will be a \$20.⁰⁰ replacement fee for any lost mailbox keys or ID cards.

Lock Change: Should any resident damage their lock they will be billed a \$400.⁰⁰ replacement fee.

To view all policies and procedures, please visit:
www.studenthousing.org/files/sqguide.pdf