

Halls of Residence Guest Policy

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This Procedure is available in accessible formats on request from Accommodation team. Please contact: accommodation@lsbu.ac.uk

Hall of Residence Guest Policy

1. Introduction

- 1.1 The Halls of Residence Guest Policy provides residents with a clear and transparent guide to the admittance of visitors.
- 1.2 The policy has been designed to allow you, as a resident, the freedom to have guests within the Accommodation whilst ensuring this does not negatively impact on other residents and staff, or Health and Safety in the event of an emergency.
- 1.3 The guest policy forms part of the terms and conditions of residence detailed in your Licence Agreement 2022/2023 (Clause 17) and, on acceptance of your Licence Agreement, automatically implies that you accept and agree to abide to the guest policy.
- 1.4 It should be noted that under clause 17.14, in the event of a pandemic or in light of a lockdown, any other applicable Government restrictions or other catastrophic event including health and safety reasons, we reserve the right to withdraw this privilege if, it is necessary to do so for the safety and wellbeing of other occupants of the Hall and/or to safeguard our property.

2. Day Guests

- 2.1 You may invite up to 2 day guests between the hours of 09.00hrs and 23.00hrs other than any person who has been barred by **any** Residence Customer Service Manager from visiting any of the LSBU Halls of Residence.
- 2.2 You and your guests must comply with any signing in and out procedures, which operate in the Halls of Residence. This applies daily to **all guests** visiting halls and it is your responsibility to ensure this is adhered to. This is expressly important for Health and Safety reasons in the event that the Halls of Residence has to be evacuated. Failure to comply may lead to disciplinary action.
- 2.3 All guests will be expected to carry identification and be prepared to produce it upon request by any Residence Team member or contracted staff member.
- 2.4 All under 18 guests must complete an under 18 guest permit form which is held in the Halls reception. All under 18 guests must leave by leave by 18.00hrs.

3. Overnight Guests

Planning ahead is really important if you intend inviting an overnight guest particularly around important calendar dates to avoid disappointment. The process is in place to protect you and other residents, alongside the management team who has to demonstrate due diligence towards all occupants, as well as compliance regarding the building operations.

- 3.1 You can request a permit for **one** overnight Guest online through your accommodation account. A "Request for an Overnight Guest Permit" form must be completed by you and approved by the Halls of Residence Management Team **48 hours** before the first day of the permit. Please note that for weekend guests all permits should effectively be in place by Wednesday 20.00hrs.

- 3.2 Any under 18 guests will not be permitted to stay after 18.00hrs and no overnight permit issued. This relates to our safeguarding obligations.
- 3.3 If you have been allocated to a **designated** single gender flat, you are not permitted to have overnight guests of another gender. All guests of another gender must leave by **23.00hrs**. Should any guest of another gender be found in your room/flat after this time they will be asked to leave immediately and may not be permitted to return as a guest to halls. Your ability to have further guests may be affected.
- 3.4 Your overnight guest can only stay in your room with an authorised permit for a maximum of 3 **consecutive** nights, with no further permits issued to you or the guest within a rolling seven day period. Permission is given at the discretion of the Residence Customer Service Manager and their decision is final.
- 3.5 Permits will be refused to any guest who has been banned from any of the LSBU Halls of Residence.
- 3.6 Permits will be refused to any person who has previously lived in halls but has been subject to an NTQ and asked to leave. There will be no right of entry to any of the LSBU Halls of Residence.
- 3.7 In cases of emergencies the Residence Customer Service Manager or, in the case of out of hours, the on-call duty manager, will make the decision to allow a guest/family member to stay in the emergency flat.

4. Behaviours of Guests

- 4.1 You are responsible for your guest's behaviour; therefore, you must ensure that your guest/s are aware of all relevant LSBU policies prior to signing them in. Permits will be revoked if the Resident and or guest/s breach any LSBU policies. Please refer to your Licence Agreement on guests – Clause 17.9, 17.15.
- 4.2 Any Student who has unauthorised guests will be liable to disciplinary action, which may result in a complete guest ban for your Period of Residence or result in termination of your Licence Agreement.
- 4.3 You will be liable for any damage charges your guest/s may cause and agree that the Management Team may remove or exclude your guests from the Halls of Residence where there are reasonable grounds to believe that their exclusion is necessary for the safety and/or wellbeing of other persons and/or to safeguard LSBU property.
- 4.4 All guests must be accompanied by the resident at all times whilst in the building.
- 4.5 Your guests are not permitted to have any key, access card or fob rights to any part of the building, including student flats or rooms, even with your permission.
- 4.6 You are not allowed to give your keys, access card or fobs to your guest and guests are not allowed to stay in the Accommodation without you being present.
- 4.7 Any visiting guest or guests who have previously been given permission to visit the Halls of Residence may be requested to leave immediately if they propose any threat, or if they are deemed to be at risk themselves

4.8 LSBU has a Zero Tolerance approach to abuse of staff whether verbal, physical or virtual. Such actions may result in a permanent ban for guest/s involved and potential removal of guest privileges.