



BUCKINGHAMSHIRE  
NEW UNIVERSITY  
EST. 1891

## **HALLS GUEST PROCEDURE**

**Your guests are welcome at halls. However, for your own safety, strict security procedures are in place to control unauthorised access to halls (your home!)**

**All guests must be signed in at all times by a resident of the halls and before **10pm.****

(The log sheet is located in the Gatehouse with security between 7am and 10pm daily. Please be aware that your guest will not be permitted into halls after 10pm unless they are on the guest sheet before 10pm on that day.)

**If a guest is staying two days in a row, they must sign in again on the second day. Guests must also sign out.**

**A resident is allowed to sign in a maximum of one guest at any one time.**

**Photographic identification is required from your guest. For BNU students, that ID must be their BNU ID card.**

**Guests will only be permitted access with a resident. You are responsible and liable for all guests you bring into halls and their actions and must be with them at all times.**

**No guests under the age of 18 are permitted between the hours of 6pm and 9am.**

**Under normal circumstances, a resident will be allowed to have a guest for a maximum of 2 nights in any 7, and a guest will be allowed to stay, for a maximum of 2 nights in any 7. Records are kept and will be checked; any guest staying too often may be prevented from visiting in future. The licence agreement prohibits overnight guest and this can be enforced if required.**

**The University reserves the right to refuse admittance and security will refuse entry to any guests who are deemed to be acting in an unacceptable manner. If your guests behave inappropriately, they will be excluded from visiting again and you may be prevented from having guests in the future. No student who has been evicted from halls in the past will be allowed to sign in as a guest.**

**Variations to the policy can only be agreed in advance by the Accommodation Service and are not guaranteed to be agreed.**

**Remember: This procedure is in place for your safety!**