GUESTS

GUESTS & VISITATION – Having guests is a privilege, not a right. A guest is defined as anyone who is not an assigned resident of that specific room, apartment or building. Guests are typically welcome to visit at any time of the day. All guests who do not live in the building (including DePaul students or residents from another residence hall on campus) must be signed in to the guest register by a resident.

Guests must provide state, government or DePaul-issued photo identification in order to be signed in. Guests who do not have proper photo identification will not be allowed to enter the residence halls, no exceptions. The desk receptionist will verify the identity of the guest and document his or her name on the electronic register before allowing the visitor beyond the lobby. The host’s ID will be scanned in order to record the date, time and room number.

Residents must escort and sign their guests in and out of their building. Failure to sign out a guest at the time of departure may result in the potential loss of guest privileges.

Each resident may sign in a maximum of two guests at any given time, unless Housing Services professional staff grants prior approval. Staff members reserve the right to prohibit guests from one specific hall or the entire residential community. Housing Services and Residential Education reserve the right to suspend campus-wide or building-specific guest privileges at any time if it is felt this is in the best interest for the safety of the residents and/or as a sanction within the student conduct process.

HAVING ADDITIONAL GUESTS – To have more than two guests at a given time, a resident must request additional guest approval. The resident should visit offices. depaul.edu/housing/resident-resources and fill out the online request form. The resident must make the request through the online form Monday through Thursday and at least one class day in advance of the guests’ arrival. Once the form is submitted, the resident will be contacted by Housing Services staff with notice of whether the request has been approved. Residents should contact their facilities area coordinator or area office with questions.

HOST RESPONSIBILITY – The host may be personally and financially responsible for the actions and behaviors of all of his or her guests. The host is responsible for informing guests of the policies and procedures of on-campus housing. Guests must abide by university and residential policies and procedures at all times. The host is accountable and may be subject to disciplinary action if his or her guest violates a policy or procedure. Guests who exhibit inappropriate behavior may be required to leave on-campus housing. Residents must be physically present when signing guests in and out at the front desk.

Staff will not escort a guest into units without a host present. The resident host must accompany guests at all times. Residents found to have invited guests into their residence without following these procedures are subject to disciplinary action.

OVERNIGHT GUESTS – Residents are allowed to host overnight guests after discussing with all of their roommates prior to the visit. However, the length of an overnight guest’s stay must be no more than two consecutive nights. Overnight guests must wait at least 14 days before visiting the same room overnight again. This limitation is designed to prevent abuse of roommate rights. An overnight guest is defined as anyone who is not a resident of a particular room, which includes residents from the same residence hall/apartment. Residents found violating this policy may be subject to disciplinary action. A student whose housing agreement has been canceled through the student conduct process may not be a guest in on-campus housing. Guests may not stay in unoccupied beds without the consent of the resident whose bed is to be used. Minors are considered guests and must be signed in. No minor under the age of 5 is permitted as an overnight guest.

Residents living in the Sheffield Square Apartments, Centennial Hall and Vincent and Louise House are not required to sign in guests at a front desk, but are expected to follow the guideline of no more than two guests per resident in an apartment at any given time. Overnight guests should stay for no more than two consecutive nights. As in traditional halls, overnight guests in these buildings must wait at least 14 days before visiting the same room or apartment overnight again.

SERVICE ANIMALS AND ASSISTANCE ANIMALS – In some instances, visitors to or members of the DePaul residence hall community may have a service animal or assistance animal. Service animals and assistance animals are working companions and are not considered pets.

All animals on campus are subject to the requirements detailed in DePaul’s Service Animals and Assistance Animals on Campus policy at policies.depaul.edu/policy/policy.aspx?pid=305. DePaul reserves the right to ask the owner of any animal who does not meet these requirements to immediately remove the animal from DePaul property. Any concerns that an animal poses a direct threat to the health or safety of the DePaul community should be immediately reported to Public Safety.

Any student who feels it is necessary to have a service animal or assistance animal with them on campus should contact the Center for Students with Disabilities (CSD) in order to begin the process of registering with that office. CSD can be reached at (773) 325-1677 or (312) 362-1677.