

GUESTS

All residence halls require a card swipe to enter. Residents only have access privileges to the hall in which they live. Residents or guests without appropriate photo identification will be denied access to the residence halls. Non-DePaul guests must have an official state or government ID. **NO ID, NO ACCESS.**

[Having guests](#) in DePaul University residence halls is a privilege. A guest is defined as anyone who is not an assigned resident of a 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 at the front desk upon arrival.

Residents are prohibited from transferring use of their room, or any part of their room, without limitation, through the use of room-sharing or home-sharing websites or any other means.

IDENTIFICATION AND ACCESS

Guests (18 and over) must provide state-, government- or DePaul-issued photo identification in order to be signed in to a residence hall. Guests who do not have proper photo identification will not be allowed to enter the residence halls, no exceptions. (See Minor Guests on the next page for instructions regarding visitors under the age of 18.)

Guests must be escorted at all times. Guests cannot be left alone without their resident host. Resident hosts must also accompany guests to the desk for sign-out at the end of a visit. Failure to sign out a guest at the time of departure may result in the loss of guest privileges for the resident host.

GUEST LIMITATIONS

Each resident may sign in a maximum of two (2) guests at any given time, unless Housing professional staff grants prior approval. Housing and Residential Education reserve the right to suspend campuswide 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.

Residents living in Centennial, Courtside and Sheffield Square are not required to sign in guests at a front desk but are expected to follow the policy of no more than two guests per resident in an apartment at any given time.

HOST RESPONSIBILITY

As hosts, residents may be personally and financially responsible for the actions and behaviors of their guests. Guests must be personally known to residents. Residents are responsible for informing guests of the policies and procedures of campus housing. Guests must abide by university and residential policies and procedures at all times. As hosts, residents are accountable and may be subject to disciplinary action if guests violate a policy or procedure. Guests who exhibit inappropriate behavior may be required to leave campus housing. Staff will not escort a guest into any units without a resident host.

OVERNIGHT GUESTS

Residents are allowed to host overnight guests after informing all roommates of the visit prior to the guest's arrival. An overnight guest is anyone who is not a resident of a particular unit, which includes residents from the same residence hall/building.

- An overnight guest visit is defined as any visit exceeding four (4) hours between midnight and 8 a.m. on any given night.
- Resident hosts are allowed to register overnight guests a maximum of two (2) nights in a seven (7) day period. The seven-day period begins at midnight on Sunday and ends at 11:59 p.m. on Saturday.
- Guests who visit DePaul, regardless of which host they are visiting or which hall, may not have more than ten (10) overnight visits in any given academic quarter.
- Guest registration software tracks all visits, and any host found to be in violation of this policy may have visitation privileges suspended or revoked.
- Registered guests may only sleep in the unit of the host who is sponsoring their visit. Sleeping in other units or public/community spaces within the halls is strictly prohibited.
- Guests may not stay in unoccupied beds in a unit without the consent of the resident whose bed is to be used.

Overnight guest expectations can be discussed between roommates during the roommate agreement process upon move-in. The above standards are designed to prevent abuse of roommate rights. If these standards are violated, residents may be subject to student conduct action and loss of privileges. A student whose housing agreement has been canceled through the student conduct process may not be a guest in campus housing.

ADDITIONAL GUESTS

To have more than two guests at a given time, residents must request additional approval by [filling out the online request form](#). Requests should be made online Monday through Thursday and at least one weekday in advance of the guest's arrival. Once the form is submitted, the resident host will be contacted by Housing Services staff with notice of whether the request has been approved. Hosts should contact their facilities area coordinator or area office with questions.

MINOR GUESTS

Minor guests are those visitors who are 17 years and younger. Resident hosts should [fill out the online registration form for minors](#) wishing to stay in DePaul residence halls. Once the form is submitted, the resident host will be contacted by Housing Services staff with further instructions. Resident hosts should contact their facilities area coordinator or area office with questions.

For minor guests, please also note:

- Per the guest policy, minors who visit must be in the company of their DePaul resident host at all times.
- Minors should bring a license, passport or other government-issued form of photo identification with them when possible.
- Minors under the age of 5 must be accompanied by a parent or legal guardian at all times while in housing and are not permitted for overnight stay.
- As with any other guest, resident hosts are expected to inform their roommate(s) of the minor guest's stay in advance of the visit.