

StFX Residence Guest Policy

Responsible Authority: Manager, Residences

Approval Authority: Manager, Residences

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DISCLAIMER:

If there is a discrepancy between this policy and the written copy held by the policy owner, the written copy prevails.

Purpose

The St. Francis Xavier University Residence Guest Policy is to encourage residents to host guests in a responsible manner. The StFX Residence Policy provides an additional measure of safety and security for all members of the residence community. Respecting the rights of all community members is a shared responsibility, hosting guests in residence is a privilege given to all residence students. The purpose of a guest policy is to encourage residence students to host guests in a responsible manner. This document outlines the host and guest expectations for all residence communities.

Definitions

- a. Guest is defined as an individual that a resident invites, accepts or admits into the residence whether or not the resident has previously met that person.
- b. StFX Residence Guest is defined as any registered student attending StFX that is not assigned to the room and/or residence in which they are visiting.
- c. StFX Student Guest is defined as any registered student attending StFX that is not currently living in a residence on campus.
- d. Non-StFX Guest is defined as any person visiting in residence who is not a registered student at StFX.
- e. Host is defined as a resident of a StFX residence building who is hosting either a StFX student guest or a non-StFX guest.
- f. Overnight Guest is defined as any guest in the building past 11:00 pm.
- g. Event Period is defined as the time surrounding an event(s) during which a guest restriction is in place. Residence Life determines the Event Period start and finish, which typically begins at 12:00am on the day of the event(s) and ends 10:00am on the day after the event(s).
- h. Peak Academic Periods are defined as the exam periods beginning on the Last Day of Classes to the Day following the Last Examination, as outlined in the University Academic Calendar.

Responsibilities

Host Responsibilities

- a. Hosts are expected to remain with their guests at all times during their residence visit.
- b. Hosts are expected to educate their guests on the expectations, standards and agreements of their community.
- c. Hosts are responsible for their guest and are accountable for any misconduct or harmful behaviour by the guest. Any violations by a guest of this policy, the Community Code of Conduct, or any campus policy, will be the responsibility of the host and will be investigated as described in the StFX Community Code of Conduct.

- d. Hosts are expected to obtain permission from their suite/roommate to host a guest in advance.

Guest Responsibilities

- a. Guests are expected to respect all members of the StFX community.
- b. Guests are expected to know and follow all community standards, residence regulations, including, but not limited to, the StFX Community Code of Conduct.
- c. Guests are expected to remain with their host at all times while in visiting the residence building.
- d. Guests are expected to carry their StFX ID, or Government ID and StFX Residence Guest ID at all times, refusal to present ID will result in immediate removal from the residence building, and/or StFX campus.
- e. Guests are expected to have a safe and reasonable way home, planned prior to visiting.

Resident Responsibilities

- a. Residents are expected to know any individual they allow to enter the residence. Residents will become the host to any individual they allow in the building, and will be accountable for their actions.
- b. Residents have the right to ask unhosted guests to exit the building.
- c. Residents are expected to notify a Community Advisor (CA), or other Residence Life Staff of unhosted guest in the building.

General Rules

- a. Hosts are limited to a maximum of two (2) guests at a time.
- b. Guests under the age of 16 are not permitted in the building after 10pm.
- c. An StFX University Official can revoke guest and host privileges at any time if either party acts in a manner that endangers the health and/or safety of a community member, or the community.
- d. Guests without a host will be asked to leave the residence building by an StFX University Official.
- e. Hosting an individual who is banned or a person who does not have guest privileges is prohibited.
- f. No room should exceed the capacity listed in the *Room Capacities* section of the StFX Residence Guest Policy.
- g. University officials who are required in the building to perform their role are not considered guests.

Overnight Guests

- a. Hosts are expected to collaborate in advance with their room/suitemate to make appropriate arrangements.
- b. Hosts are limited to a maximum of two (2) guests per night.

- c. Hosts may only host ten (10) overnight guests per semester.
- d. Overnight guests must be registered and approved by a Residence Life Student Staff, Residence Life Coordinator (RLC), or other professional Student Life personnel.
- e. Guests are not permitted to sleep in study room, lounges, TV rooms, hallways, washrooms or other common areas.

Consecutive Nights

- a. Host are limited to host a guest no more than three (3) consecutive nights.
- b. Host are expected to register and receive approval, according to the *StFX Guest Registration Form*, to host a guest for three (3) consecutive nights twenty-four (24) hours prior to guest's arrival.
- c. Guests who stay for three (3) consecutive nights are required to be pre-registered and approved by a Residence Life Coordinator (RLC), or other professional Student Life personnel.
- d. Circumstances that require guests to stay longer than three (3) consecutive nights may be permitted at the discretion of the Residence Life Office by completing an *Extended Stay Form* twenty-four (24) hours prior to the guest's planned departure.
- e. Guests are not permitted to visit beyond three (3) consecutive nights with short breaks in between visits or by having different hosts.
- f. Guests staying over a long weekend are extended one (1) additional night.

Non-StFX Guests

- a. Host are expected to register and receive approval for any non-StFX guests according to the *StFX Guest Registration Form* twenty-four (24) hours prior to their arrival.
- b. Host are expected to inform their Community Advisor (CA) their intention to host a non-StFX guest.
- c. Any StFX University Official has the right to ask a guest to leave at any point during their stay. Guests are expected to respect the community and all members upon this request.

Registering a Guest

At StFX we know that your residence may become your home away from home. Throughout your residence experience you will meet many new people in your community. We understand you may want to welcome your friends from home to your new community, and introduce them to your new friends. The *Guest Registration Form* allows us to know who is in the community and ensure that all members feel safe and secure in their home.

- a. Hosts are expected to complete a *Guest Registration Form* for any non-StFX Guest, or a guest staying overnight.
- b. Hosts are expected to complete the *Guest Registration Form* twenty-four (24) hours prior to their non-StFX guest's arrival.
- c. Hosts are expected to complete the *Guest Registration Form* upon the arrival of their StFX guest.
- d. A Residence Life Coordinator, or other Professional Student Life person will review the request and decide an outcome.
- e. Hosts will receive an outcome for their guest's stay within twenty-four (24) hours of the submission.

Room Capacities

Unit Description	Maximum Capacity	Maximum Overnight Capacity
Traditional Single Room	6 person maximum	3 person maximum
Traditional Double Room	10 person maximum	5 person maximum
Suite Style Single Room	6 person maximum	3 person maximum
Suite Style Double Room	10 person maximum	5 person maximum
Apartment Style	16 person maximum	8 person maximum

Event Periods

To ensure communities are safe, secure and positive, some events on campus, and in residence require additional guest restrictions. The Residence Life Coordinator (RLC) will communicate these events to the community one (1) week prior to each event.

General Regulations

- a. Residents, and guests will be expected to wear event bracelets beginning at 8pm on the day prior to the event until 10am the following day.
- b. Unapproved guests will not be permitted in the building.
- c. Residents are not permitted to distribute, or give away their own bracelet.
- d. The most up to date house list will prevail if a resident is found without a bracelet, or guest is found with a bracelet.
- e. Non-StFX guests must be at least 19 years of age and be able to provide legal identification to the Residence Life Staff.

Restricted Guest Procedure

- a. During a Restricted Guest Period the amount of guests permitted in the building should not exceed 30% of the total population of the house.
- b. One (1) week prior to the event(s) residents will be notified of the additional guest restrictions.
- c. Host are limited to hosting one (1) guest.
- d. Residents will have forty-eight (48) hours to register their requested guest for the special event period.
- e. Residence Life Coordinator (RLC) will review all guest requests and notify approved hosts within twenty-four (24) hours of registration end date.
- f. Community Advisors (CA) will distribute bracelets at 8pm the night prior to the event(s).
- g. Bracelets are to be worn by residents beginning 8pm the night before the event(s) until 10am the day following the event(s).

House Capacities

Building	Population	Number of Guests Allowed
MacIsaac Hall	259	77
O'Regan Hall	161	48
Riley Hall	161	48
Mount Saint Bernard	220	66
Cameron Hall	183	54
MacKinnon Hall	136	40
Bishops Hall	200	60
Governors Hall	226	67

No Guest Procedure

- a. Community Advisors (CA) will distribute bracelets at 8:00pm the night prior to the event(s).
- b. Bracelets are to be worn by residents beginning 8:00pm the night before the event(s) until 10:00am the day following the event(s).
- c. During this time any individual who is not a resident of the building will not be permitted in the residence. The exception being any University Official required to enter the building to perform their role.

Peak Academic Periods

To support academic success of residence students, peak academic periods will have a specific guest policy. The Peak Academic Period Guest Policy supports students who choose to study in residence by fostering an environment that is conducive to learning and studying.

- a. Non-StFX guests are prohibited.

- b. Overnight guests are prohibited. This includes but is not limited to; guests from other residences, and guests from within the residence.
- c. Hosts are limited to two (2) short-term guests per for the purpose of studying.
- d. Hosts are limited to two (2) study guests for the purpose of studying in the residence study space.