



LIVERPOOL HOPE UNIVERSITY

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Document Control

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Liverpool Hope University

Resident Student Overnight Guest Policy

Although the University does not allow residential students to have a guest in their room overnight, it is recognised that students will occasionally have a visitor who will need accommodation on campus.

Students can therefore book a room for their guest subject to following the correct procedure and by agreeing to take responsibility for the behaviour of their guest while they are here.

Please note, under 18's are not allowed in the guest accommodation unless accompanied by a parent or legal guardian at all times.

1. Terms of Policy

- A maximum number of three nights/two guests can be made within a seven day period.
- The student must apply by completing the Guest Application Form – on the reverse of this document or by downloading it from www.hope.ac.uk/halls/accommodationpolicies.
- The student must pay the room fee **prior** to the guest/s arrival date – this can be paid by card through the confirmation email which contains payment link or over the phone (0151 291 3434) or at the Accommodation Office.
- The student must not have any previous record of guests causing a problem on campus or have any previous guest accommodation debt on their account.
- Guests will be allocated a room which may have communal bathrooms, which will be shared by both males and females.
- Guests must be signed in and out at the Security Lodge/Office at the campus where the guest is staying.
- By submitting the form, the student agrees to take responsibility for the behaviour of their guest(s) during the visit and the student will be subject to disciplinary action if their guest(s) breaks any rules under the Student Code of Discipline
- Accommodation staff will provide Security with a list of the guests who have been allocated a room. Guests must leave the host students room by 11:00pm and return to their guest room. Non-residents found in Halls who have not had prior agreement to stay will be asked to leave the campus and the host student will be subject to disciplinary action.
- Cancellations made within 7 days of the arrival date will still be charged. If payment has not been made the charge will be added to your student account by our Finance Department.

2. Procedure

- The student completes the *Guest Application Form* and submits it to the Accommodation Office at least three days in advance of the guest/s arrival date. Email- guestbookings@hope.ac.uk
- The Accommodation Office allocates a guest room.
- The student pays the room fee (£28.80 (single) or £43.20 (twin) per room per night/per guest inclusive of VAT).
- The student collects the key to the guest room on the first day of the booking. Keys will not be made available until 12noon on the first day of arrival.
- Keys will be left in the Security Lodge/Office for Saturday/Sunday or Bank Holiday arrivals.
- The student presents his/her guest at the Security Lodge/Office on arrival at campus and completes the Visitor Log.
- The guest updates Visitor Log and returns the key to Security staff on departure.
- Guest/s must vacate the room on departure by 10.30am – failure to vacate by this time will result in an additional charge.
- Failure to return the keys or swipe card will result in a charge being added to the students account – charges will vary depending on the campus and cost of replacement keys.

Liverpool Hope University

Resident Student Guest Booking Form

Student Details

Name:

ID number:

Room/Hall:

Contact number:

Guest Details

Name:

Home address:

Contact number:

Do you require assistance with evacuation in an emergency? Yes/No

Do you require parking (Hope Park campus only, no parking available at Aigburth Park or the Creative Campus).

Yes No

If have answered yes, please tell us your car registration

Dates Required

Arrival:

Departure:

Number of nights:

Room: Single (£28.80)_____ Double/Twin (£43.20)_____

Prices include VAT

PLEASE NOTE PROVISION AT THE CREATIVE CAMPUS IS SINGLE ROOMS ONLY – EACH GUEST WILL REQUIRE A ROOM EACH

Agreement

I agree:

- that my guest will leave my room by 11:00pm.
- that my guest will occupy a study bedroom in one of the halls of residence for the number of nights agreed with the Accommodation Office.
- that my guest will only use the guest room and any shared facilities attached to it and will **not** have the right to enter any other rooms or buildings on the campus unless accompanied by me.
- to return the keys to the Hope Park Security Lodge; or Aigburth Reception; or the Creative Campus Security Lodge on departure by 10.30am.
- to take complete responsibility for the behaviour of my guest and to pay for any damage or costs associated with their visit.

Signature

Signed:

Date of application: