

1. Day Guests

- **Permitted Hours:** Day guests are welcome between **8:00 am and 11:00 pm**.
- **Responsibility:** Residents are fully responsible for their guests' behaviour and for any damage or disturbance caused by them, as if it were their own.
- **Accompaniment:** Guests must be accompanied by their host at all times and may not be left alone in the building.
- **Access:** Guests must not be given access cards, fobs, or keys under any circumstances.

2. Overnight Guests

- **Eligibility:** Overnight guests may stay **only with prior approval** from the Hall Management or Resident Assistants team.
- **Request Process:** Residents must submit an **Overnight Guest Request Form**
<https://forms.office.com/e/zPyFuDx6rS?origin=lprLink>
 - **At least 24 hours in advance** of the intended stay.
 - **By 3:00 pm on the Thursday** before any weekend stay (Friday- Sunday).
- **Limits:**
 - A maximum of **one overnight guest** is allowed per resident, no more than 2 guests per flat at any one time.
 - Guests may stay **no more than three consecutive nights per week, no more than 6 nights a month** without additional approval.

3. General Conduct

- **Consideration for Neighbours:** Noise and disturbance must be kept to a minimum, particularly during quiet hours (11:00 pm–8:00 am and 10:00 am-8:00 am during exam period).
- **Safety:** Residents must inform guests of fire safety procedures and evacuation routes.
- **Prohibited Items:** Guests must not bring or use any of the prohibited items in resident rooms (see page 27 in the Living Guide).
- **Accountability:** Residents are liable for any breach of hall rules or damage caused by their guests.