

OVERNIGHT GUEST FORM

To be completed by students living in University Owned Accommodation

Accommodation Address:			
Room Number:			
Student Name:			
Student Contact Number:			
Guest Name:			
Guest Arrival Date:		Departure Date:	
Number of Nights:			

Any inappropriate behaviour may result in your overnight guest being asked to leave. You have signed the 'Licence to Occupy', a legally binding document which you have agreed to abide by. Please ensure that you adhere to the terms and conditions contained within.

All forms must be sent at least 3 days prior to the intended visit for your Residence Officer's approval. Failure to do so may result in your guest being denied entry to the building.

Please note that in the Licence to Occupy it clearly states:

3. Guests

3.1 While the Licensee occupies the Room as a single, private study room, he/she is permitted to have one overnight guest, who must be 18 or over, in the Room, for no more than two nights in any one week, provided that the Licensee:

- 3.1.1 completes a guest registration available on the University's portal and obtains written permission in accordance with the procedure outlined in the guest;
- 3.1.2 signs his/her guests in at the relevant reception;
- 3.1.3 does not give his/her keys (or copies) to any guest;
- 3.1.4 takes reasonable steps to ensure that his/her guests are not left unattended while in the Student Accommodation;
- 3.1.5 ensures that such guests comply with the fire safety and other procedures for the relevant Student Accommodation;
- 3.1.6 day guests are permitted between the hours of 8am – 11pm subject to clauses 3.1.2 – 3.1.5;
- 3.2 The University reserves the right to refuse admission to any guest and/or to require any guest to leave;
- 3.3 The Licensee will be responsible for any damage done to the property by the guest and the costs of rectifying such damage will be deducted from the Licensee's Deposit.

I agree to take full responsibility for the good conduct and behaviour of all my visitors and guests and to fully indemnify the University and FutureLets against any damage to the room and/or the Hall, caused by such visitors and guests.

Resident's
Signature:

Date:

Please note:

If you are completing this form on-line via the FutureLets Student Portal, you must either send the completed form by email to unihalls@futurelets.co.uk, or alternatively print your completed form and hand it in to your hall reception.

FutureLets reserves the right to refuse guests entry into any University Owned Accommodation.

T: 024 7615 8158

E: unihalls@futurelets.co.uk

www.coventry.ac.uk/accommodation

