

GUEST & VISITOR POLICY & OVERNIGHT GUEST POLICY

GUEST AND VISITOR POLICY

All visits are subject to the following conditions:

1. A visitor/guest is defined as any person not assigned to that residence hall or room.
2. The roommate's approval is required.
3. All residents and visitors/guests must present proper photo identification upon request. Proper identification for visitors/guests includes state issued identification as well as identification cards from other schools.
4. The resident must escort all visitors/guests while they are in the building.
5. Residents are limited to two (2) visitors/guests per room at any one time, provided the room capacity is not exceeded.
6. A resident may not entertain persons under the age of sixteen (16) unless the minor is accompanied by a parent or legal guardian. At no time are non-students under the age of 18 permitted to stay in the residence halls overnight.

OVERNIGHT GUEST POLICY

An overnight guest is defined as any non-resident guest visiting between the hours of 12 a.m. and 8 a.m., during the fall, spring, or summer terms. All visitation regulations apply to overnight guests (see "Guest and Visitor Policy"). Residents may have overnight guests subject to the following additional conditions:

1. Overnight guests are not permitted during the following times: Fall Break, Thanksgiving Recess, Spring Break, or final exams week.
2. All non-resident overnight guests must be registered via an online overnight guest registration form completed by the host student in the Johnstown Campus Housing & Dining Services task center at my.pitt.edu. The overnight guest form must be completed by 12 p.m. the day before the visit (by 12 p.m., Thursday for weekend guests) and roommate approval must be received by 3 p.m. the day before the visit (by 3 p.m., Thursday for weekend guests). The roommate's approval is required even if the roommate will not be in the room during the guest's stay. Due to the shortened timeline, late registrations cannot be accepted. Incomplete forms will not be approved. Note: Overnight guest requests are not checked over the weekend.
3. Hosts will receive an approval or denial email once the registration form has been reviewed and the roommate agreement has been completed. If approved, it is the host's responsibility to check the guest in and out with an RA.
4. Residents of first-year buildings, lodges, and the LLC may not have more than one overnight guest at one time. Residents of townhouses, Willow Hall, and CPA may have up to two overnight guests at one time provided the room capacity is not exceeded.
5. An overnight guest may not stay longer than three consecutive days (Sunday through Saturday).
6. A resident is limited to having six guest nights during any calendar month.
7. Guests must abide by the *Student Code of Conduct*. Violations of the *Student Code of Conduct* could result in the immediate removal of the guest from campus.

8. The total number of overnight guest nights allowed for any resident student is 12 per term.
9. Hosts must check in and check out guests with an RA. Failure to do so will result in host probation or suspension. Approved guests may not check in with an RA before 12:00 p.m. on the day of arrival and must check out by 10:00 p.m. on the day of departure.
10. Having an unregistered overnight guest, having a guest without approval, failing to receive roommate consent and/or having guests for too many nights could result in disciplinary action and/or fines. Repeated violation could result in removal from University housing.
11. Students who have voluntarily withdrawn or been removed from campus housing are not eligible for overnight guest privileges during that term.
12. Actively enrolled commuter students may be signed in as an overnight guest for a maximum of 10 nights per semester and no more than 4 nights per month. Commuter students should adhere to all other applicable conditions contained in the overnight guest policy.
13. Residents must inform an RA in their building/area if their approved guest does not come to campus.

INFORMATION FOR COMMUTERS:

We encourage our commuter students to engage in our campus life as much as our resident students. And just like our resident students have limits on overnight guests, commuter students have a limited number of nights that they can be an overnight guest on campus. Pitt-Johnstown commuter students can be signed in as an overnight guest for a total of 10 nights per semester with a four-night monthly maximum.