



Resident Housing @
 Murray State
 Phone: (580) 387-7135
 Fax: (580) 371-9844

Overnight Guest and Visitor Form

Resident Name _____

MSC ID # _____

Phone Number _____

Room # _____

Guest Information

Guest Name _____

Age _____

Phone Number _____

License Plate _____

Home Address _____

Street Address

City

State

Zip

Emergency Contact _____

Date of Arrival _____

Date of Departure _____

Signatures

The Resident must have approval from their roommate(s) for any overnight guest.

Roommate Signature _____

Date _____

Roommate Signature _____

Date _____

Roommate Signature _____

Date _____

Please note that forms must be submitted to and approved by Residence Life 48 hours prior to the night of the guest visit in order to be considered for approval. Forms may be submitted to Residence Life during normal business hours: Monday—Friday 8:00 am to 5:00 pm.

Please be advised that you are to remain with your guest at all times. You are responsible for the actions of your guest and are subject to disciplinary action if you or your guest violates Murray State College's policies and procedures.

Resident Signature _____

Date _____

Form Received: _____

Approved / Denied: _____

Staff Member: _____

Notes: _____

OVERNIGHT GUEST(S)

An overnight guest is defined as person(s) who remains or resides in the Resident's apartment from the night before until the following morning. Overnight guests must be accompanied by the Resident at all times while on the premises of Resident Housing at Murray State College. All minors must be accompanied by a parent/guardian at all times when visiting Resident Housing. Up to two overnight guests are allowed to stay overnight or for the weekend with prior written approval by the Residence Life Staff. All overnight guest(s) must carry a government issued picture identification card at all times and must present such identification when requested by Murray State College staff, Campus Security, and/or Law Enforcement. Prior to seeking approval from Residence Life, the Overnight Guest Approval form must be completed and submitted to Residence Life with the signed approval by all of your roommate(s).

In the interest of safety, security, and compliance with best practices and law, examples of prohibited overnight guests are:

- person(s) who have been charged and/or convicted of a felony;
- person(s) who have been charged and/or convicted of a misdemeanor involving drugs or violence;
- person(s) who are former Residents at Murray State College who had their Student Housing Contract terminated
- person(s) who have been removed and/or barred from Resident Housing;
- person(s) who have been deemed a trespasser to Resident Housing;
- person(s) who have been removed and/or barred from Murray State College campus;
- minors as defined by anyone under the age of 18 years old;
- person(s) of opposite gender from the Resident requesting approval; and
- all individuals presenting either a risk or threat to the safety, security, health, and and/or wellbeing to the Student Housing community at Murray State College.

No guest is allowed to stay overnight for more than two nights, consecutive or random, within a 14-day period, with each said 14-day period beginning on Sunday and ending on the following Saturday. The Resident is responsible for all the actions of his/her guest(s). All guests are required to abide by all MSC policies, procedures, rules, regulations, and are subject to the Student Housing disciplinary process. Violations of this policy by an overnight guest will result in immediate eviction of the overnight guest from Resident Housing on Murray State College premises and may result in trespass status for the overnight guest. The Resident shall be financially obligated to pay for any damage caused to Murray State College property by the Resident's overnight guest. Failure to register an overnight guest could result in contract termination of the resident.

VISITOR(S)

Visitors are defined as any person(s) who is not contractually obligated to the Resident's apartment that the Resident has given access to and Murray State College premises to include building, grounds, parking lots, and stairwell. All minors must be accompanied by a parent/guardian at all times when visiting.

The Resident is responsible for all the actions of his/her visitor(s). All visitors are required to abide by all College policies, procedures, rules, regulations, and are subject to the Student Housing disciplinary process. The Resident shall be financially obligated to pay for any damage caused to Murray State College property by the Resident's visitor. All visitors must carry a government issued picture identification card at all times and must present such identification card when requested by Murray State College staff, Campus Security, and/or Law Enforcement.

In the interest of safety, security, and compliance with best practices and law, examples of prohibited visitors are:

- person(s) who have been charged and/or convicted of a felony;
- person(s) who have been charged and/or convicted of a misdemeanor involving drugs or violence;
- person(s) who are former Residents of Murray State College who had their Student Housing Contract terminated;
- person(s) who have been removed and/or barred from Resident Housing;
- person(s) who have been deemed a trespasser to Resident Housing;
- person(s) who have been removed and/or barred from Murray State College campus;
- and all individuals presenting either a risk or threat to the safety, security, health, and and/or wellbeing to the Student Housing community at Murray State College.

Violations of this policy by the Resident's visitor will result in immediate eviction of the visitor from Murray State College Resident Housing premises and may result in trespass status for the visitor. Visitors must be accompanied by the Resident at all times while on the premises. Failure to register a visitor could result in contract termination of the resident.

Resident Initials: _____