



RESIDENCE HALL GUEST POLICY

Through the following residence hall guest policy, Pace University aims to provide on-campus residents with the opportunity and privilege of having guests while also maintaining the security and comfort for all members of the residential community. This balance relies on a culture of mutual respect and a process of policy enforcement.

It is expected that residents having guests know and abide by the university guest policy, plan ahead, be courteous to one another, communicate with their roommates, and make compromises when necessary. Pace University reserves the right to deny or remove a guest from campus at any time. Failure to follow the posted policies and procedures may result in a temporary or indefinite suspension of guest privileges for a host or guest.

A guest registration kiosk is located on the ground floor lobby of each residence hall. In general, guests are permitted daily, except as posted for semester breaks and emergency closures.

1. To host a guest, a guest must visit the Splan kiosk in the lobby of the residence hall, select *N R* , and complete the registration forms with all required fields, including indicating the dates and times of arrival and departure from the residence hall, take a photo with their mask off, and sign the policy acknowledgement form. If completed successfully, the guest registration will automatically transfer to Security on their virtual platform.
2. For access to the residence hall, both the guest and the resident host must be present at the Security desk together and each must present their valid Pace ID or government issued ID to the Security to verify their identify.

3. If all requirements are met, the guest will be granted access into the residence hall when escorted by their registered host (Guest passes are no longer issued). Guests and hosts must be verify with Security each time they enter the residence hall.

Guests must be 18 years or older to register and enter the residence hall without prior approval.

Guests aged 16-17 are only permitted in the residence hall if a consent form has submitted by the parent/guardian of the guest at least three business days in advance and approved by Housing Operations/Residential Life. Guests under sixteen (16) years of age are only permitted in the residence halls when accompanied by their parent/guardian. These guests do not get registered in Splan.

If you plan to register an underage guest, have the guest's parent/guardian visit consent.pacehousing.com and submit a consent form. A consent form can be submitted for a single visit or provided for all future visits through the end of the academic year (a new consent form is required for each academic year).

Residents are expected to discuss their guest plans with their roommate(s) prior to a guest's arrival. Roommates have the right to deny a guest access to their assigned room or suite.

Each guest must be registered at the Splan kiosk prior to entering the residence hall.

Guests and resident hosts must each present their valid Pace University ID card or government issued ID each time they enter the residence hall.

Guests must be 18 years or older to enter the residence hall without prior approval. Guests aged 16-17 are not permitted in the residence hall unless a consent form is submitted by the parent/guardian of the guest at least three business days in advance. Guests under sixteen (16) years of age are only permitted in the residence halls when accompanied by their parent/guardian.

Guests are required to abide by all University policies. The resident host assumes all responsibility for the conduct of their guest(s) in the residence hall, which may include liability for the repair cost of any property damage caused by their guest.

Residents must escort their guest at all times. If the host must leave the building,