The purpose of the guest policy is to encourage residents to host guests in a responsible manner. **Hosting guests is a privilege, not a right.** If the guest policy is violated, residents will lose their privilege to host guests.

For insurance purposes, individuals under the age of 17 are not allowed in the Residence Hall.

**DAY GUESTS (see also guest sign in/out procedures below)**
A day guest is anyone who is present in the hall or in a room/suite in which they have not been assigned to live between the hours of 8am and 11:59pm daily.
- A resident can sign-in a maximum of two (2) day guests at one time with security.
- Day guests must leave the building by 11:59pm or they will be considered overnight guests (an Overnight Guest Form is due by 9pm to the EHS Student Life Desk).

**OVERNIGHT GUESTS (see also guest sign in/out procedures below)**
An overnight guest is anyone who is present in the hall or in a room/suite in which they have not been assigned to live between the hours of 11:59pm and 8am daily. An Overnight Guest Form is required for each overnight guest.
- A resident can sign-in a maximum of two (2) overnight guests at one time with security.
- A resident must submit to the EHS Student Life Desk the completed Overnight Guest Form before 9pm the day of the visit. The EHS guest fee is waived for NYU housing residents.
- A resident may not host an overnight guest in student housing without the prior consent of all roommates.
- A resident may not have an overnight guest (whether the same or a different person) for more than four (4) consecutive nights or for more than six (6) nights per calendar month.
- No individual may be an overnight guest in the residence hall system for more than six (6) nights per calendar month, whether with the same or different resident hosts.

**Host residents are responsible for the actions and conduct of their guests.** Host residents must inform their guests of the rules and regulations as listed in the University Student Conduct Policy and Residence Hall Policies. Host residents are accountable for any failure of their guest(s) to comply with any regulations and conduct contained in the University Housing Handbook, Student Code of Conduct or any other regulations set forth by NYU and EHS.

Any guest who does not comply with existing policies and regulations will be required to leave the residence hall immediately and will not be allowed re-entry until the host attends a conduct meeting. Additionally, the host resident may be subject to dismissal from the residence hall and other disciplinary actions as deemed appropriate by the university.

**Guest Sign-In:**
- All guests and their hosts must sign-in with a valid unexpired photo identification card at the security desk.
- Guests receive a temporary guest badge for use while visiting Clark, which they must carry at all times while in the residence hall.

**Guest Sign-Out:**
- All guests and their hosts must sign-out with security.
- Guests must return the temporary guest badge at the security desk when they sign-out.

**Host residents must accompany their guests at all times.** If a host is leaving the building (going to class, work, etc.) the guest must also leave the building (this situation is also applicable when a guest leaves the building as the host must go downstairs with them to sign them out); if a host has two (2) guests signed-in, both guests must follow the same procedures. Any guest found in the building not accompanied by their host will be removed immediately from the residence hall and not be allowed re-entry.

In the event of a building evacuation, hosts should accompany their guests at all times and follow all staff instructions. Hosts and their guests are the last group of students to re-enter Clark after a building evacuation.

Residents’ and/or guest’s failure to abide by the guest policy will be subject to judicial action and restriction of guest privileges.