



# Housing & Residence Life

## Overnight Guest Exemption Request 2016 - 2017

This form is a request for permission for residents to have guests stay in residence past 8 pm for more than three consecutive nights or during orientation week/exam periods. Housing & Residence Life Staff will review your request and respond within 5 business days.

It is essential that our residence communities remain positive academic spaces during the school year. Requests that are approved will be made by students with a positive conduct record and will be for a reasonable amount of time.

### Please provide us with the following information:

<b>Name:</b>		<b>Student #:</b>
<b>Building:</b>	<input type="checkbox"/> ILLC <input type="checkbox"/> O'Keefe House <input type="checkbox"/> Pitman Hall	<b>Room #:</b>
<b>Phone Extension:</b>		<b>Alternate Phone #:</b>
<b>Ryerson Email:</b>		
<b>Have you been previously documented for a violation of Community Standards?</b>		
<input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>Guest Name:</b>	<b>Reason for request:</b>	
	<b>Date(s) of request:</b>	
<b>Guest Name:</b>	<b>Reason for Request:</b>	
	<b>Date(s) of request:</b>	

FOR OFFICE USE ONLY
Date Received: _____
Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No
Reason Denied: _____ _____
Signature: _____ _____