



## UCD Residences Guests Policy

Revised April 25

### Introduction:

The University respects the right of residents on campus to have guests and to enjoy their time living on campus. The University must also take into account its duty of care to all residents to ensure a safe and comfortable environment alongside its responsibility to manage the safe occupancy levels of University buildings.

In general the following principles apply to all residents/guests in our campus residences:

- Guests in residential buildings must be accompanied by their host (resident) at all times.
- It is expected that the host has taken reasonable measures to ensure that their flatmates are aware that there will be guests visiting the apartment.
- Host residents are responsible for the conduct of their guests.
- Guest times are a privilege that may be changed by UCD Residences in response to inappropriate behaviour or for operational requirements (e.g. exam periods, large events etc).

### Day Guests

Defined as: guests arriving and departing Monday to Sunday 09:00 to 23:00

The University respects residents' right to daytime visiting guests. Guests must be accompanied by the resident at all times and must depart at the times indicated, unless registered and authorised by UCD Residences as an overnight guest.

The reasoning behind these hours are as follows:

- (1) To foster respect for the study, privacy, and sleeping habits of other community members.
- (2) To provide a more safe and secure environment within the residences.

### Overnight Guests

Defined as: Guests arriving and departing on different consecutive days and/or all guests onsite between 23:00 and 09:00

In general, residents are entitled to have overnight guests. They must be accompanied by the resident at all times and must abide by the rules detailed below. In order to comply with safety regulations and ensure the welfare of other community members UCD Residences has an overnight guest policy which



must be complied with exactly. Unauthorised overnight or extended visitation violations may result in a resident being asked to leave and further action under the management of breaches of residential rules process apply.

- Requests must be made via the residents portal by 23:59 on the day of arrival.
- The resident/host is responsible for their actions at all times.
- The guest must be aged 18 or over.
- The guest must produce photo identification (UCD Student Card, driver license, passport, Garda ID card) when requested to do so by any of the UCD Residences team.
- The host must accompany the guest at all times
- Guests must sleep in their host's bedroom.
- Where the apartment/hall is single gender and the proposed guest is of the other gender the resident should seek permission of all of the other residents in the apartment/hall.
- In order to ensure that the service is available to all residents there is a maximum of two consecutive nights at any one time for any guest.
- Each resident is allowed to have guests for a total of 20 nights per year and any individual guest may stay for a maximum of 10 nights with any host(s) per semester.
- The overnight guest policy will be suspended during orientation week, first week of term, study and exam periods and for operational reasons as required (e.g. emergencies, nights of big events, health and safety reasons).

#### **Guests in Twin rooms and Twin studios**

- Guests are not permitted in twin rooms or twin studio apartments. Occupants of twin rooms are entitled to privacy in their bedroom space and this supersedes any right to have guests.