UCD has an <u>overnight guest policy</u> which allows residents to book a guest stay overnight in their room. Please see below for a step by step guide on how to book an overnight guest through your SIS web account-

There are a number of terms and conditions which can be found at the link above notably

- Requests must be made via SIS web by 20.00 on the day of arrival
- The occupier is responsible for their actions at all times.
- The Occupier must accompany the guest at all times after 00.00 (midnight)
- Guests are not allowed to reside in any apartment other than their hosts from midnight onwards.
- Guests must sleep in their host's bedroom.
- In order to ensure that the service is available to all residents there is a maximum of 2 consecutive nights at any one time for any guest and guests cannot be booked in over a prolonged period of weeks in advance.
- Each resident is allowed to have guests for a total of 20 nights per semester.
- One guest is allowed per apartment on any given night(exceptions in dorm style accommodation)
- Residents in breach of these terms and conditions will be levied with an automatic fine of €100 and will be subject to the Breaches of Residential Rules process.
- The overnight guest policy will be suspended during orientation week, first week of term, study and exam periods and for operational requirements as required (e.g. emergencies, nights of big events, health and safety reasons).
- The guest must produce photo identification (UCD Student Card, drivers license, passport, Garda ID card) when requested to do so by any of the UCD Residences Team.

### **TO BOOK A GUEST**

### **STEP 1:**



- Log into your SISweb Portal account using your UCD ID (Student Number) and your Password/PIN which is by default your Date of Birth in the form DDMMYY.
- Click "Login".

### **STEP 2:**



• Click on the tab "Campus Facilities"

### <u>STEP 3:</u>

	SISWeb 🕕 Policies & Regulations ★ Favourites 📍 FAQs 🛓 My Profile	> Logout	
V	Registration, Fees & Assessment Programme Services Campus Facilities	Course Applications	My UCard
Home			
Cam	ous Facilities		
•	UCD Residences Book campus accommodation and pay residential fees		
•	My Student Health Account View transactions on your Student Health Account, make payment and download receipts		
•	My Electronic Payments View details of electronic payments from UCD to you and update your bank account information		
•	My Volunteering Diary Your Volunteer Diary allows you to keep a record of all your volunteer activities while you are study	ent.	
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• From this screen please click on "UCD RESIDENCES".

### <u>Step 4:</u>

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	We strive eve	ary day to provide the best facilities,	services and welcome to all	of our guests. Whatev	ver your needs, from lea	rning more about living	on campus as a student or	staff member and staying as a su	nmer guest or
	conference d	elegate, to the fantastic facilities on	our doorstep and our future	development plans, w	e look forward to helpin	g you find what you wa	nt. Please take some time to	o explore our website.	
	Do feel free t	o contact us directly if you would like	any further information. We	e look forward to hearing	ng from you.				
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• From here you can either book a guest for a night in the next 7 days or choose later dates from the bottom tab.

#### <u>Step 6:</u>

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Kate Flynn	14-May-1982	Already booked as a gu	est on this date			
Book a New G	west seconds to run 🕑 Export I	to Excel				

• If you have previously booked a guest you can choose this guest again rather than re type the information or if it's a different guest you should click 'BOOK A NEW GUEST'

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### <u>STEP 7:</u>

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• Enter the guests details, click on the terms and condition to ensure you are familiar with the conditions, click the agree to term and conditions and click submit

### <u>STEP 8:</u>

	🐘 Policies & Regulations 🛛 🛔 Favourit	es 🤊 FAQs 💄 My Profile	> Logout			Quick Links
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ate of Departure:	16-Nov-2013					
ength of stay (Nights):	1 Kate Elizan					
ate of Birth	14-May-1082					
mail:	kate-person@ucd.ie					
lobile No.:	087 698 3252					
looking Status:	Booked					
	Cancel					
	and the second se					
his guest booking has b	been confirmed.					
	e limits, terms and conditions on hosting gue	sts. please read the UCD Reside	noes Guest Policy.			
or more information on th	-	ting circumstances that may be t	aken into consideration, please go to	your UCD Residence office where the	e declined booking may be reviewed.	
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• You will see a confirmation message- Please ensure you can see this as a booking may be declined if it breaches the terms and conditions- You will see DECLINED as the message if the booking is not valid