



# UCD Residences GUEST POLICY

## *Day Guests*

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 below, unless registered and authorised by UCD Residences as an overnight guest.

Monday - Sunday	09.00 to 00.00 (Midnight)
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The reasoning behind these hours is twofold.

- (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.

Guest times are a privilege that may be changed by UCD Residences in response to inappropriate behavior, or for operational requirements (e.g. exam periods, large events etc).

## *Overnight Guests*

The University respects residents' right to daytime visiting guests. Guests 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 Residence 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 move off campus and further action under the Breaches of Residential Rules Process.

- 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 guest must be aged 17 or over.
- 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.
- 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.
- Where the apartment / hall are 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 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 and any individual guest may stay for a maximum of 10 nights with any host(s) per semester.
- 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).

Full details on our overnight guest procedures can be found at [www.ucd.ie/residences](http://www.ucd.ie/residences)

In order to comply with health, safety and fire requirements, and to ensure the welfare of the whole community there is a maximum number of guests who can register to stay overnight at any one time. Details are included in the table below:

LOCATION	GUESTS PER LOCATION	GUESTS PER HOUSE	GUESTS PER APARTMENT
Merville	92	6 / House	1
Belgrove	89	6 / House	1
Roebuck Hall	45	15 / House	1
Glenomena	110	11 / House	1
Proby House	18	5 / Floor	1
Novitiate	6	3 / Floor	n/a
East Hall	12	4 / Floor	n/a
West Hall	12	4 / Floor	n/a
Muckross	9	3/Floor	n/a
Roebuck Castle Catered	20	4/Floor	2*

\* except Apt 2 only 1 guest allowed per night