OVERNIGHT GUEST REQUEST

BENJAMIN FRANKLIN
INSTITUTE OF TECHNOLOGY

BFIT Student's Name: _____ Room #: _____

Name of Guest (First and Last): _____

Address of Guest: _____

Phone Number of Guest: _____

Date(s) Staying:_____

Approving Staff Signature: _____

Please give to the GRCs 3 days before visit for approval. Guest requests given on the day of guest arrival will not be approved.
Overnight guest must be over 18 and have a valid government ID.

OVERNIGHT GUESTS/ VISITORS POLICY

Students will be allowed one overnight guest two times per month. Overnight guests are permitted only on weekends and can remain for a maximum of 3 days and 2 nights (Friday and Saturday nights only). Students must obtain prior approval from a member of residence life staff a minimum of 3 days in advance. This must be communicated and approved via the BFIT Overnight Guest Request Form. Overnight guests/ visitors of BFIT students must be over the age of 18*. Guests must provide a picture ID upon arrival to the front desk. Any guest 21 or older is not permitted to purchase or consume alcohol at the Midtown Hotel. Any instance of this will result in sanctions for the host BFIT student.

**The age exception is a student's family member. Prior approval must still be received from residence life staff.*

All visitors during the week or not receiving prior approval as an overnight guest must vacate the Midtown Hotel by 11:00pm of the day they arrive. Each BFIT student is permitted to have a maximum of 2 visitors. Visitors must enter/ be met by the BFIT student at the Midtown Hotel front desk. All visitors must be signed in and provide photo identification. Visitor(s) must be accompanied by host BFIT student whenever exiting or re-entering the Midtown Hotel. Failure to adhere to this policy will be documented in writing by the residence life staff.