



COMPLETE POLICY TITLE:

StFX Residence Guest Policy

Date of Original Approval(s):

Responsible Executive:

Approved by:

Date of Most Recent Approval:

DISCLAIMER:

If there is a discrepancy between this policy and the written copy held by the policy owner, the written copy prevails.

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INTRODUCTION

1. St Francis Xavier University's Residence Guest policy is designed to provide an additional measure of safety for the residential community while allowing members of the community the freedom to host guests. Safety is a shared responsibility, hosting guests in residence is a privilege given to all residence students. StFX reserves the right to modify this document where there is concern for the safety of the members of the residence community.

DEFINITIONS

- i. A **StFX Student Guest** is defined as any registered student at StFX that is not assigned a room in the residence building that they are visiting.
- ii. A **non-StFX Guest** is defined as any person visiting a student in residence, that is not themselves a registered student at StFX.
- iii. A **Host** is defined as a resident of a StFX Residence building who is hosting either a StFX Student Guest or a non-StFX Guest, and take responsibilities for the actions of the individuals they are hosting as outlined in this policy.
- iv. The **Event Period** is defined as the time surrounding an event(s) during which a guest restriction in place. This period begins at 4:00pm on the day of the event(s) and ending 8:00am on the day after the event(s).
- v. **Peak Academic Periods** are defined as the exam periods beginning on the Last Day of Classes to the Day of the Last Examination, as outlined in the University Academic Calendar.

GENERAL RULES, REGULATIONS & RESPONSIBILITIES

- i. All Guests are expected to follow all residence regulations, including the StFX Community Code and Alcohol policy, while on the StFX campus.
- ii. All Guests must be with their hosts at all times while in the residence building.
- iii. Out of respect for the academic needs of StFX students, Non-StFX Guests are prohibited during Peak Academic Periods.
- iv. Hosts are held accountable for the actions of their guest during their stay. This includes any code violations, damages, and disruptions.
- v. All guests must carry their StFX ID or Government ID at all times, refusal to present ID will result in immediate removal from the StFX campus.
- vi. Refer to the peak times section for additional information.

OVERNIGHT GUESTS

- i. Hosts are to inform their Residence Life Staff Member, and their roommate (if applicable) if they plan on hosting a Non-StFX Guest, overnight, 2 days in advance.
- ii. The host must seek permission of his/her roommate(s) prior to the guest staying overnight.
- iii. Each host is allowed no more than 1 overnight guest per person, per night.
- iv. Each host is allowed to host a guest no longer than 2 consecutive nights at a time.
- v. Non-StFX Guests who are minors are required to provide emergency contact information, to their Residence Staff member for a parental or legal guardian in the event of an emergency.

- vi. Guests may not sleep in study rooms, lounges, TV rooms, hallways, washrooms or other common areas. Guests must be housed in the host's room.
- vii. All violations of this policy will be referred to the Student Life Office for possible adjudication under the StFX Community Code.

GENERAL REGULATIONS FOR EVENT PERIODS

The following additional expectations are in place during these times and in effect for the duration of the Event Period.

- i. The number of guests allowed per house will be set at 30% of the total population of the house (set one week prior to the event).
- ii. Residents will be able to add their guests, on a first come first serve basis, to the guest list managed by the Hall Director.
- iii. Each resident is only allowed to request approval for one guest.
- iv. Any non-StFX guest must be at least 19 in order to be signed in and carry with them at all times legal identification.
- v. StFX students must be registered as pre-approved guest and must carry their ID and have a proper issued bracelet.
- vi. The respective Hall Director will collect detailed information on guests 1 week prior to the Event Period, and the list will be open for 48 hours or until filled, whichever comes first. The list will be compared with the StFX Residence Ban List, the Protection of Property List, and the guest restricts lists, by the Student Life Office and confirmation of approved guests will be given at least 48 hours prior to the Event Period.
- vii. No exceptions will be made to those that do not adhere to these policies.

CAMPUS AND RESIDENCE EVENTS

Particular events in residence/on campus may necessitate the establishment of additional guest regulations and restrictions. The Residence Life Management Team will make this information available 1 week prior to each event. Examples of these types of events include, but are not limited to: Orientation Week, Homecoming Weekend, and House Hockey Cups.

The following expectations are in place during these times and in effect for the duration of the Event Period.

- i. All Students in the Residence participating in the Event will be given event bracelets.
- ii. All Students with bracelets will be permitted entry to all Residences participating in the event. The exception to this would be during events where a guest-list is implemented. Only residents and guest-list guests will be permitted access.
- iii. There will be no other guests allowed in participating Residences during the Event Period, this includes: Off Campus Students, and non-StFX guests.
- iv. If anyone other than those mentioned above are found in a Residence building, they will be asked to leave.
- v. No exceptions will be made to these regulations.

APPENDIX A

RELATED POLICIES

Community Code of Conduct

http://sites.stfx.ca/student_life/student_conduct/

University Policy on Hazing and Initiation:

http://sites.stfx.ca/student_life/student_conduct/

University Policy on Drugs:

http://sites.stfx.ca/student_life/student_conduct/

University Alcohol Policy

http://sites.stfx.ca/student_life/student_conduct/