



Residence Hall Guest Policy

Office of Residence Life

Overview

Guest policies exist to allow residents to have guests in a manner that does not infringe upon the comfort or rights of other residents and maintain an appropriate level of safety and security in the building. Keep in mind that having a guest is a privilege and not a right. Regardless of length of stay, the guest is expected to abide by all college and residence hall policies and procedures.

The host is responsible for the actions of their guests at all times. Any guest who violates St. Francis or residence hall policies is subject to penalties. St. Francis College has the right to ban any guest. Guests who are found in violations of this policy or any other SFC policies may be asked to vacate the premises immediately. Hosts will be held responsible and subject to having their guest privileges revoked based on the severity of the violation. St. Francis reserves the right to update or make changes to this policy at any time.

The following guest conditions must be met:

- No guests under the age of 18
- It is the responsibility of the host to meet their guest in the lobby and to remain with that person at all times when the guest is in the residence hall.
- If the host departs the building the guest must also depart and is not permitted back into the residence hall until the host is able to personally escort them.
- All guests must register at the security desk by showing proof of a valid unexpired photo identification card.
- All guests must be fully vaccinated against COVID-19. Verification will be required. New York state residents Excelsior Pass preferred, CDC vaccine card for non-New York state residents. Fully vaccinated is defined as both doses of a two-dose vaccine or one dose of a one-dose vaccine.
- Residents are responsible for communicating with roommates and suitemates about having a guest for each visit.
- When the guest leaves the residence hall they must be escorted to the lobby by the host and sign out with security.

Hosts and guests are expected to uphold the following expectations:

- No person who is required by law to register as a sex offender may be a guest in the residence hall.
- If a resident or guest is observed to be intoxicated or under the influence at any point, they will not be permitted entry, regardless of registration status.



- SFC does not provide beds, bedding, or linen for any guest.
- Residents are not permitted to hand a residence hall ID to guests for access.
- Guests have no occupancy rights and can be asked to leave at any time.
- SFC manages 24-hour security and surveillance cameras in common areas throughout the building.
- No exceptions will be made to the residence hall guest policies and procedures.

Daytime Guests

Provided there is no unreasonable interference with the rights of a roommate, a resident may have a maximum of two (2) short-term daytime guests, who can stay between the hours of 10 am – 9 pm. Daytime guests must leave the building by 9 pm. Residence Life will monitor excessive day guest sign ins and may reduce guests based on building over capacity.

Overnight Guests

An overnight guest is one who is in the residence hall between the hours of 9 pm – 10 am, regardless of whether they stay for a few hours, or sleep in the room overnight. In consideration to the rights of other roommates and other residents, there are limits to the duration and frequency of such visits. A resident may only have one (1) overnight guest at any given time. A resident may only have overnight guests for four (4) days in a one (1) calendar month period.

Suite Occupancy

- Studios cannot have more than one (1) overnight guest on any given night.
- Two-bedroom suites cannot have more than two (2) overnight guests on any given night.
- Three-bedroom suites cannot have more than three (3) overnight guests on any given night.
- Guest requests will be denied if the occupancy limit for that suite has already been met.

Conduct

All guests are expected to abide by all college and residence hall policies. Remember, having a guest is a privilege and not a right and St. Francis reserves the right to refuse any guest that is deemed inappropriate for the community.

- A non-resident may not be an overnight guest in the residence hall more than four (4) nights per calendar month, regardless of the host.
- All residents are legally and financially responsible for the conduct of their guests.
- When in the residence hall, guests must be accompanied by their host at all times.
- Guests/Hosts found to be submitting false information, including but not limited to, counterfeit identification or vaccine cards, will be banned from the residence hall and host will be held accountable through the conduct process. Hosts whose guests violate policies or provide false information will be adjudicated via the student conduct process.



No Guest Periods

No guests are permitted during the first week of each semester. This allows new residents to socialize with their roommates, as well as become acquainted with the residence hall community. No guests will be permitted during midterm exams, final exams, or College break periods. College break periods include Thanksgiving Break, Christmas Break, Spring Break, and Easter Break.

Procedure

All guest registrations through StarRez will be reviewed by Residence Life. Students are responsible for ensuring that their guest registrations follow the policy. If a guest registration violates any of the policies outlined, Residence Life has the right to alter or deny the status of your registration. Students will be contacted via email if there are any questions or concerns with a guest registration. If a guest's plan has changed, it is the resident's responsibility to cancel or alter the registration.

Residence hall students will register their guests through the StarRez portal. Students must register guests in a timely manner, following these guidelines:

- Day guests must be registered at least 2 hours in advance.
- No day guests will be signed in after 8 pm.
- Overnight guests must be registered at least 24 hours in advance.
- Overnight weekend guests must be registered by 12 noon on Friday.

Residents must follow these steps to sign in their guests when they arrive to the residence hall:

1. Hosts must meet their guests in the residence hall lobby.
2. The host and guest will present their IDs to the security desk.
3. The security guard will confirm the guest's registration and check the guest in on StarRez.
4. The guests ID will be held at the security desk and given a Residence Hall Guest ID that they must carry at all times while in the residence hall.
5. When the guest checks out at the security desk to complete their stay, they will hand in the Residence Hall Guest ID and have their personal ID returned to them.

Guest IDs

Guest IDs must be returned to security upon guest departure. The Guest ID Replacement Fee is \$50 cash. Any student who loses a Guest ID, but does not pay the replacement fee, will not be permitted to visit the residence hall until the fee is paid. Guests who are not registered, but found in possession of a Guest ID, will be removed from the residence hall immediately and prohibited from returning. Residence Hall students who enable access to someone who is not a registered guest will be prohibited from having guests and referred to the Student Conduct process.

Point of Entry

The only point of entry for the Residence Hall for residents and guests is the front door through the main lobby of **97 Columbia Heights**. Any resident who utilizes another point of entry, or brings a guest through another point of entry, will be referred to the Student Conduct process.



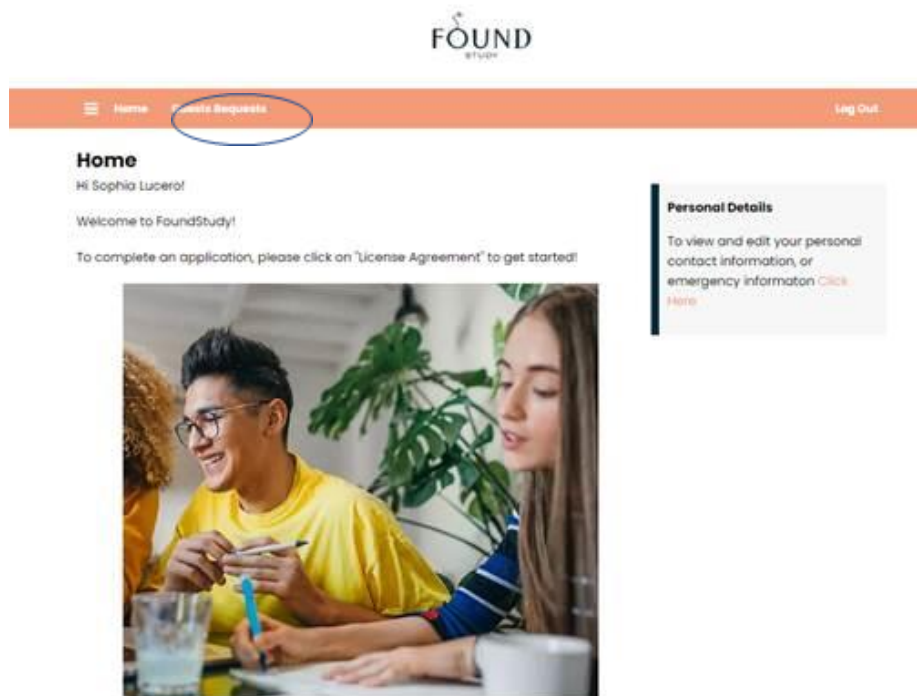
StarRez Registration Process

- Sign into StarRez using the following
URL: <https://foundstudy.starrezhousing.com/StarRezPortalX/>
- Your email address has ALREADY been added to the system.
 - Username: Your SFC email address
 - Password → Click “Forgot Password,” to reset the password to one of your choice.
- Tip: Please be sure to check your junk folder. The reset password link should come from information@foundstudy.com.
- Finally, login using your provided username and password.
- Click "Guest Requests."

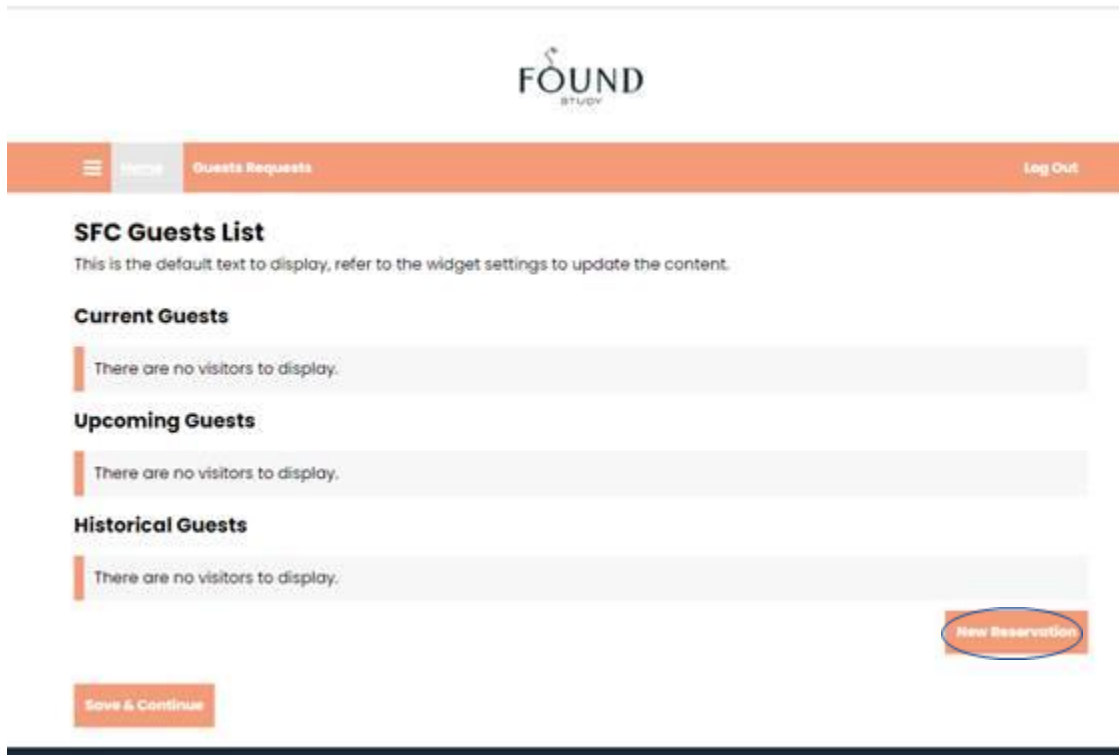
You only have to register your guests once for them to be "saved," in the system. If they want to visit again, you can simply edit their reservation for the next time.

Please be mindful that this system is managed by the Property Management Company. If you're having issues with your StarRez account SFC or Residence Life cannot fix it directly. It will take time to communicate to the Property Management company to troubleshoot. Email sfcrslife@sfc.edu if you have issues with your account and we will forward to the Property Management company.

Step 1: Login & click guest requests



Step 2: Click New Reservation



FOUND
STUDY

Home Guests Requests Log Out

SFC Guests List

This is the default text to display, refer to the widget settings to update the content.

Current Guests

There are no visitors to display.

Upcoming Guests

There are no visitors to display.

Historical Guests

There are no visitors to display.

New Reservation

Save & Continue

Step 3: Click Add Visitor (Repeat guests will appear on this screen)



FOUND
STUDY

Home Guests Requests Log Out

New Guests Reservation

There are no visitors to display.

Add Visitor

Go Back

Step 4: Input Guest Details (complete all fields)



[Home](#) [Guests Requests](#) [Log Out](#)

Guests Details

Name First ⓘ

Name Last ⓘ

Gender ⓘ

Date of Birth ⓘ

ID Number

ID Type

Phone Number ⓘ

Email ⓘ

[Go Back](#) [Save & Continue](#)



Step 5: Upload Guest Photo & Proof of Guest Vaccination (required)

The screenshot shows the 'FOUND STUDY' interface. At the top is an orange navigation bar with 'Home' and 'Guests Requests' links, and a 'Log Out' button on the right. The main heading is 'Guest Photo & Proof of Vaccination Uploads'. Below this, there are two upload sections. The first section, 'Upload Visitor Photo:', contains a placeholder image with a 'Delete' button, an upload icon, and the text 'Choose a file, or drag it here'. Below this is the text 'Photo to be used as the visitor image'. The second section, 'Upload proof of guest vaccination against COVID-19 here:', contains an upload icon and the text 'Choose a file, or drag it here'. At the bottom of the form area, a dark blue banner displays the message 'File deleted successfully.'. Below the form are two buttons: 'Go Back' and 'Save & Continue'.

Step 6: Enter date and time of arrival (make sure date & time is accurate, RAs will be visiting rooms of guests who do not check out on time). The time is in military time so be mindful of that when entering.

The screenshot shows the 'FOUND STUDY' interface. At the top is an orange navigation bar with 'Home' and 'Guests Requests' links. The main heading is 'Guest Reservation Details'. Below this, there are three input fields. The first is 'Arrival Date:', which shows 'Fri, 16 Sep 2022' and '12:00' with calendar and clock icons. The second is 'Departure Date:', which shows 'Tue, 13 Sep 2022' and '10:00' with calendar and clock icons. The third is 'Visitor Type:', which is a dropdown menu currently showing 'SFC Visitor'. At the bottom of the form are two buttons: 'Go Back' and 'Save & Continue'.



Step 7: Sign Guest Acknowledgement

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I acknowledge the above Residence Hall Guest Policy and procedures and agree to abide by them.

[Go Back](#)[Confirm Guest Request](#)