VIII. GUEST POLICY

Guest Policy
All resident students are granted the privilege of entertaining guests in Manhattan School of Music housing. A guest is defined as a visitor who is staying in Manhattan School of Music housing at the invitation of a resident (host). Each resident may not have more than three (3) guests at any given time. Each resident may have only one (1) overnight guest. A person may only sign in as a guest for 3 nights in a calendar week (Mon-Sun). Guests may not sign in with different residents in order to stay more than that time. Any guest still in the hall and/or signed in after 11pm will be considered an overnight guest. Residents may only have one overnight guest for 3 nights in a calendar week (Mon-Sun. With one-week prior notice, the Office of Residence Life will approve extended guest passes for up to 7 days).

Guest Access
Manhattan School of Music security supervises the sign-in process. Guests should call the resident they intend to visit. The resident must come down, sign them in as a guest, and escort them in the building at all times. The host must present his/her Manhattan School of Music ID when signing in guests. The guest must surrender a picture ID to security when signing in. Photo identification may include driver’s license, military ID, state-issued ID, passport, or valid College or University ID. Credit cards and homemade identification cards are not acceptable or permitted. The ID will be returned when the guest is properly signed out. The host must escort the guest to the front desk to be signed out of the building.

Guests who are not properly signed in will be considered trespassers and will need to vacate Andersen Hall.

Responsibility for Guests
The guest must follow all Manhattan School of Music policies. The host may be held responsible for violations incurred by the guests. Guests who are involved in any policy violation may be asked to immediately leave the building and/or may be restricted from entering the building for an extended period of time. Police action may be utilized when necessary to remove an unruly guest.

Guests may only use practice spaces when accompanied by the host.

All residents are requested to be aware of unescorted guests on the floor and to report their presence to a residence life staff person or to the security staff.

You, along with the staff, are responsible for maintaining a safe living environment. Please do not open the door to anyone who is not your guest. Call Security or the Andersen Hall Office of Residence Life/RA on Duty if you notice a person acting suspiciously.