

Visitation and Guests



ANTIOCH
COLLEGE

Policy Number: 04.031	Responsible Office: Residence Life	Governing Body: Community Council	Last Review Date: 1/19/2022
Scope: This policy applies to all Antioch College student residents and their guests.			

Disclaimer: This visitation policy is meant as a foundation for standard protocol for visitation at Antioch. For up-to-date protocols on visitation during the COVID-19 pandemic, please see the COVID safety guidelines.

I. Introduction

1. Purpose

The Visitation and Guests policy determines when and if residents may have guests in their rooms. Residents must abide by the Visitation and Guests policy and all other college policies while on campus. Enforcement of the Visitation and Guests policy is the responsibility of the Residence Life Staff as well as Residents.

2. Adjudication

Violations of the Visitation and Guest policy should be resolved through the Student Conduct Policy. Visitation may be revoked for individuals or groups in living units where violations of the Visitation and Guests policy, or other College policies, occur.

II. Definitions

1. Visitation is defined as periodic visits by a guest.
2. A host is defined as a resident who is inviting a non-resident into the host's residence hall or campus apartment complex in which the resident lives.
3. A guest is defined as any non-resident of Antioch College housing.
4. Service animals are animals that have "been individually trained to do work or perform tasks for an individual with a disability." These tasks must relate to the person's disability.

III. Guest Requirements

Residents are responsible for ensuring their guests maintain an atmosphere that (1) respects the privacy and comfort of any roommates, (2) is conducive to academic endeavors, and (3) contributes to the safety and well-being of the community.

To maintain the living environment described above, hosts and guests are required to abide by the following:

1. Guests are permitted in campus housing areas only at the request of a specific resident, who is then responsible for the conduct of their visitors.
2. Guests are subject to the same rules as their host. The host should ensure their guests follow college policy, procedure and protocol during the guest's visit.
3. The presence of guests shall not deny access or entry into the living unit, nor shall visitation cause any undue hardship on any other resident of the living area.
4. Guests are not permitted to bring pets or emotional support animals on campus. Service animals, as outlined in the Americans with Disabilities Act (ADA), are permitted.

IV. Overnight Guests

1. Guests may stay overnight in a student room provided that each resident of the room or living unit gives their permission. If any resident of the living unit is not comfortable with an overnight guest, the guest will not be permitted to stay.
2. Hosts may not have more than two guests stay overnight at any one time without permission from Residence Life.
3. Guests may not stay in college housing for more than three (3) consecutive days without permission.
4. Requests to stay for longer periods of time must be approved by the Head of Residence Life. Such arrangements should be made with the Head of Residence Life so that individuals may be notified or accounted for in case of emergency.
5. Guests may not stay overnight in common areas, including but not limited to: residence hall lounges, the living room of an on-campus house or apartment, laundry rooms, kitchens, and other communal spaces.
6. Students who feel their rights are being infringed upon have the responsibility to speak with the host. If the problem cannot be resolved directly, the student should talk with the Resident Assistant or other member of the Residence Life Staff.
7. Any request for an exception to this policy should be directed to the Head of Residence Life for consideration.
8. Residents may not have overnight guests under the age of 18 unless the guest is accompanied by a legal guardian. Exceptions may be granted by Residence Life.

V. Visitation Procedure

1. Students who would like to have a guest should submit a visitation request to the Head of Residence Life a week in advance. The guest should provide the following in a visitation request:
 - a. Full name
 - b. Pronouns
 - c. Dates of requested visitation
 - d. Proof of identification (Photo ID)
 - e. Signed Policy acknowledgement (RDPP, Sexual Harassment and Discrimination Policy, Drug and Alcohol and Drug policy, Student Conduct Policy, and Honor Code)
2. Visitation Approval or Denial is as follows:
 - a. If the visitation request is approved, the Residence Life Coordinator will be responsible for notifying all Residence Life Staff, RAs, and Public Safety
 - b. If the visitation request is not approved, the Head of Residence Life will notify the requesting host and provide reasoning for the denial of the visitation. Denial for visitation can include but is not limited to an incomplete visitation request, campus or residence hall visitor restrictions, and staff resource limitations.
3. Residence Assistants will notify their residents when there will be overnight guests in their hall. This notification should be sent at least 24 hours prior to arrival.
4. RAs will provide the host with a name badge for the approved guest.
5. It is the responsibility of the host and Residence Life Staff to ensure the guest only stays for the approved time period. In the event of an alleged violation of the Visitation and Guest policy, conduct a student adjudication process through the Student Conduct Policy and procedures.