



LCV Apartment Guest Request

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As a member of the Lewis and Clark Village Community, I understand that guests and visitors staying longer than three (3) days must be reported to the Lewis and Clark Village Office. Residents are responsible for their guests and their compliance with all of the Lewis and Clark Village policies and University policies under the Student Conduct Code.

Dates of Guest Stay _____

Name of Apartment Resident _____ Apartment Number _____

Cell Phone Number of Apartment Resident _____

Name of Apartment Guest _____

Cell Phone Number of Apartment Guest _____

The Lewis and Clark Office will not issue an access card or key to the apartment where the guest is staying. The guest must be with the apartment resident at all times to gain entry into the apartment.

I acknowledge and accept the following terms of hosting a guest longer than three (3) days in my apartment (please initial all):

_____ I am fully responsible for the behavior of my apartment guest in and around the apartments (This means I am responsible financially and judicially if there are concerns/violations/damaged caused by my apartment guest; I understand that I and/or my apartment guest could be asked to leave the community if behavior is repetitive or severe)

_____ I am responsible for conveying all policies and expectations in the apartment community with my guest

Signature of Apartment Resident _____ Date _____

If the resident hosting a guest within their apartment has roommate(s), all roommate(s) must be in agreement that this specific person may be a guest within the apartment.

Signature of Roommate _____ Date _____

Signature of Roommate _____ Date _____

Office Use Only:

Date Received: _____

Office Member Signature: _____

Approve or Denied: _____

Notes: