

OVERNIGHT GUEST REGISTRATION

UNIVERSITY OF VALLEY FORGE

1401 CHARLESTOWN ROAD, PHOENIXVILLE, PA 19460

Please fill out, save, and email your RA and Security (security@valleyforge.edu) your overnight Guest Registration Form as an attachment. After emailing RA and Security, go to Security Office and pick up Guest Parking Permit and place in Dashboard of Guest Vehicle.

UVF Student Name: _____

Dorm Name and Bldg #: _____ Room #: _____

UVF Student Cell Phone #: _____

Name of Guest Visiting: _____

Age: _____ Relationship to UVF Student: _____

Guest Cell Phone # : _____

Arrival Date: _____ Arrival Time: _____ Departure Date: _____ Departure Time: _____

Guest Vehicle Registration: _____

(Fill in Make, Model, Color, License Plate # (ex: Honda Accord Silver Lic # FYE123);

Type "No Vehicle" if guest does not have vehicle)

GUESTS ON CAMPUS POLICY

Please review the following information. If you agree to maintain the Guest Policy, please (UVF student & guest) initial at the bottom of this Overnight Guest Registration.

No guest may stay on campus more than six nights per semester, regardless of who is hosting them. Overnight guests, maximum of two, may stay up to three consecutive nights in a host student's room free of charge, including during University breaks.

Guests must be the same sex as the host student, and guests who are not staying overnight on campus must vacate a residence hall by 10 p.m.

Host students are responsible for their guest observing all University policies and are liable for any damages caused by their guest.

Guests who are approved by the Residence Director to stay more than three nights will be required to pay \$23/night. Payment must be made in advance to the Student Life Office when the guest is registered or the charge will be added to the host student's account.

Students must complete Guest Registration for overnight guests on my.ValleyForge, and pick up a guest parking tag (if applicable) in the Student Life Office at least 24 hours in advance. A \$50/night fee will be assessed to the student's account for each unregistered guest.

Guests should be at least 16 years of age and must not be less than 10 years of age. Guest(s) between the ages of 10 – 16 must be related to the host student (brother, sister, etc.) or be accompanied by their parent.

All non-registered unauthorized vehicles may be towed at the owner's expense.

Students may not host a guest in the residence hall during finals/graduation week.

Any registered or unregistered guests who stay beyond the allotted six nights per semester may be asked to leave campus and any continued violations may result in further appropriate actions.

Student Initials _____

Guest Initials _____