



Residential Life, Westfield State University

PARENT/GUARDIAN CONSENT FORM FOR UNDERAGE GUEST PRESENCE IN WESTFIELD STATE UNIVERSITY RESIDENCE HALLS

NOTES: This form is only required for 16- and 17-year old guests. No guest under 16 years of age may be signed into any residence hall unless a parent or guardian is present.

Any attempt at forgery with this document can result in a permanent ban from campus for the guest and a loss of guest sign-in privileges for the host.

I, _____, give _____, _____

(parent/guardian)

(PRINT name)

(age)

permission to sign into the residence halls of Westfield State University as a guest of Westfield resident

student _____ of _____

(student name)

(residence hall/room)

from _____ through _____.

(beginning date)

(end date)

Name of parent/guardian: _____ Relationship to Minor: _____

Phone Number(s) where parent/guardian may be reached for verification or emergency:

PRIMARY: (____) _____ - _____ SECONDARY: (____) _____ - _____

Home address: _____ (street) _____ (city) _____ (state)

- 1. Guests must abide by all University and residence hall policies. Guests who are not Westfield State University students will be banned from campus and face possible civil/criminal action for policy violations.
2. In ALL cases, the rights of Westfield State University residents shall take precedence over the rights of guests. Residents have the right to prohibit or restrict guest presence in their own rooms, particularly regarding overnight guests.
3. A guest's stay may not exceed three (3) overnights in any week (Monday-Sunday). Violations may lead to immediate removal of the guest and/or loss of the host's and guest's sign-in privileges.
4. Any guest who is not a current Westfield State University student must be signed in and escorted at all times by the host. Failure to follow sign-in policy will result in guest removal from campus and guest restrictions for the host.
5. Any guest who is under 18 years of age must provide a valid photo ID and a document indicating date of birth (these may be the same document) and an emergency phone number as well as this written authorization for the visit from a parent or guardian. Except for specially approved programs or circumstances, no guest under 16 years of age will be permitted to be signed into a residence hall without the presence of their parent or guardian.
6. University staff members may call to confirm authorization for a visit. Underage guests who violate University policies will be required to leave and face parental notification.

Minor's signature: _____ Date: _____

Parent/guardian signature: _____ Date: _____

RESIDENTIAL LIFE STAFF USE ONLY
[] Parent/Guardian Consent Confirmed Notes:
[] Guest Information Confirmed
[] Confirmed By: _____ Date: _____