

Lamson Hall

Guest Registration Form for Student Visitors

Name _____ Date _____

Home Address _____

Phone Number _____ Contact in case of Emergency _____

Check-In Date _____ Check-Out Date _____

Guest of _____ Room No _____

(Signature of Lamson Resident)

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Policy RE: Guest In Your Room Guest of all residents of Lamson are to register at the West Desk if they will be staying overnight in your room. A \$10 charge will be made to each resident who fails to register a guest. Registered guest are allowed to stay in the room of a friend without charge for a total of three (3) days per semester, and will be charged the daily resident rate for each additional day of their stay.

RRA SHOULD PLACE THIS COMPLETED FORM IN THE EVENING ACCOUNTABILITY FOLDER FOR APPROPRIATE EVENING