



KEAN
UNIVERSITY
www.kean.edu

Overnight Guest Authorization

Resident Name : _____

Residence Hall : _____ **Room Number:** _____

Phone Number : _____

Guest Name : _____

Date of Arrival : _____ **Departure:** _____

Room Authorization

Roommate's Name: _____ **Signature:** _____

Roommate's Name: _____ **Signature:** _____

Suitemate's Name: _____ **Signature:** _____

Suitemate's Name: _____ **Signature:** _____

Suitemate's Name: _____ **Signature:** _____

Submit completed form to the security desk when signing in an overnight guest. Please remember that overnight guests are only allowed in the residence halls on Wednesday, Thursday, Friday and Saturday. Residents will be permitted four (4) unscheduled overnight visits over the course of a semester. Guests that stay on nights that overnights are not allowed will use one of their 4 unscheduled overnights. Guests who fail to sign out by 3:00 a.m. will be considered as unscheduled overnight guests. Realize that guests who visit unexpectedly have a direct impact on the ability of roommates and suitemates to live comfortably in their rooms. Residents should make every effort to follow the procedures in order for their guests to have a pleasant visit. Any attempt to forge the signatures of a roommate or a suitemate is subject to disciplinary action. Residents may have an overnight guest no more than three (3) consecutive nights a week or twenty (20) days during a semester.