

# YOUR GUESTS

## Day guests



07:00 – 23:59

If your guest will be staying later than midnight, sign them in as an overnight guest.

Day guests cannot be signed in after midnight.



Maximum of **three** day guests at any time. \*



Meet your guest(s) at reception and sign them in.



You are personally responsible for the behaviour of your guests in Hall. Staff may refuse admission to any guest, or require any guest to leave at any time.

## Overnight guests



00:00 – 06:59

Any guest who *arrives after midnight*, or who *stays later than midnight*, is automatically an overnight guest – even if they don't stay all night.



Maximum of **one** overnight guest at any time. \*

This means you can only have one guest inside the Hall between 00:00 and 06:59.



Up to **ten** overnight stays per resident per calendar month. \*

This could be a single stay of ten nights in a row, or ten separate one-night stays, or any combination in-between.



Meet your guest at reception and fill in the overnight guest sign-in book.



Security will use the information you provide in the overnight guest book to issue a temporary pass to your guest.



Guests who are staying all night must sleep in your room (not in common rooms, etc). You are responsible for the behaviour of your guests. Staff may refuse admission to any guest, or require them to leave at any time.

\* The Warden has discretion to make exceptions to these rules. If you want to have more guests than is normally allowed, or if you want more than ten overnight guest stays in one calendar month, write to the Warden ([warden@connaught-hall.org.uk](mailto:warden@connaught-hall.org.uk)) seven days in advance to seek permission. Permission is not automatic and should not be assumed. Do not invite your guest(s) until you have received written authorisation from the Warden.