

## Visitation Policy

### General

1. A guest is defined as any person that is not affiliated with Siena College as a current student, employee, or faculty member.
2. A visitor is defined as a Siena College student, staff, faculty or employee who is not an assigned resident of the particular room, suite or townhouse. Employees who are in student rooms for the purposes of fulfilling job responsibilities (housekeeping, facilities, residential life staff and security officers) are not considered visitors.
3. A student's right to have a guest/visitor is, in all cases, superceded by the roommates' suitemates or townhouse mates right to the uninterrupted use of the room/suite or townhouse. The privacy of the roommate(s) will take priority over a guest/visitor. A roommate should not be compelled to leave the room in order to accommodate a guest or visitor, nor should he or she be placed in situations that might cause embarrassment or inconvenience.
4. Frequent visits and/or excessive duration of stay create an uncomfortable environment for the roommate as well as the community members. Each hall resident has a right to privacy, which outweighs his or her roommate's or floor mates' visitation privilege. If the presence of a guest or visitor is an inconvenience to a resident, the guest/visitor must leave. However, no one may abuse the right by making unreasonable demands.
5. Sexual intimacy is not permitted in any College residence facility. Siena College believes that the proper context for sexual union is an all- encompassing union of life and love within the covenant of marriage.
6. Visitation hours are defined as the time period that resident students may host visitors and guests of the opposite gender in their individual rooms as well as when they may be on single gender floors and/or wings. Visitation hours apply to the individual residence hall rooms and single gender floors and/or wings in Hines, Hennepin, Plassmann, Padua, Ryan and the individual bedrooms and upstairs of Cushing Village and Macloskey Square townhouses.
7. Visitation hours in all campus residences are:
  - Sunday –Thursday: 9:00 am –1:00 am
  - Friday and Saturday: 9:00 am – 2:00 am
8. Twenty-four hour visitation is permitted in the lobbies of each residence hall, the main lounge in Plassmann, the lobby lounge in Hennepin, all lounges in Padua, the first floor lounge in Ryan, the first floor living room and dining areas of the Townhouses, and the fifth floor lounge in Hines. Common areas, lounges and lobbies may not be used as sleeping quarters. Laundry facilities in each hall are for the sole purpose of doing one's laundry with 24-hour access.
9. Resident students may host visitors of the same gender with the permission of roommate(s) anytime, with the exception of the times designated in item j. below.
10. During the week of final exams, the first week of classes in the fall semester and the week prior to final examinations no guests will be allowed. Guests are also not permitted during Thanksgiving, Christmas, spring and Easter breaks. Guest visitation is restricted during summer session housing as designated on the summer housing agreement.
11. Siena College student hosts must register ALL guests. To register a guest, the host must complete a Guest Registration Form in the RA/RD Office between the hours of 2:30-5:30 pm, Monday-Friday; at the Security Office 24 hours a day, or on-line.
12. The Guest Registration Form requires the following information: Siena College student host name, room/TH number, student identification number, roommate(s) approval, guest's name, gender of guest, guest's home address, guest's birthday and dates of visitation, arrival time, departure time, day or overnight guest and if overnight, emergency contact information. This form can be completed prior to the arrival of guest or at the time of arrival. The guest will receive a copy of the form (either in person when registering at the Residence

Hall Office, Security, or by printing out copies when registering on the web and is expected to keep it in his/her possession for the duration of their visit. Guest parking passes are issued at Security.

13. Students are responsible for the behavior and conduct of any guests. Students are to inform guests of the Code of Conduct, policies, regulations, guidelines, terms and conditions. Students will be held responsible and sanctioned for any violations of the Code by guests.
14. Students are to accompany their guests at all times. Any Siena student hosting a guest should remain with that person for the duration of the visit. If you become separated from your guest it is your responsibility to contact Security immediately.
15. Siena College students are expected to greet their guest at the main door to their residence hall. Instruct visitors to utilize the call boxes located at the main door, to let hosts know they are here.
16. Guests and visitors are required to use bathroom facilities appropriate to their gender.
17. Any guest who violates College policy or state and federal laws may be asked to leave the college immediately. The person may be notified in writing that he/she is banned from College property until further notice.

### **Overnight Guests/Visitors**

Resident students are permitted to have overnight guests (and/or visitors) of the same gender within these guidelines:

1. Students may only host guests/visitors of the same gender, 16 years of age or older, overnight. Any guests of the opposite gender must either find off campus accommodations or they may stay with another student of the same gender, provided he/she registers the visitor. Overnight stays are prohibited to all opposite gender guests/visitors regardless of their relationship, including family.
2. Roommates have the right to say no to the presence of any guests or visitors in the room, overnight or for shorter periods of time.
3. Sexual intimacy is not permitted in any College residence facility. Siena College believes that the proper context for sexual union is an all-encompassing union of life and love within the covenant of marriage.
4. Only assigned residents of a townhouse, suite or room may take up residence in the assigned room/suite/townhouse. The College does not permit cohabitation except by assigned roommates. Cohabitation is defined as living together.
5. Siena College residents are permitted overnight visits of members of the same gender, 16 years of age or older, for no more than 48 hours at one time. A resident may have a maximum of two overnight guests at the same time.
6. Overnight guests on weekends must leave by 6:00 pm on Sunday.
7. Siblings Weekend: All siblings (defined as a student's brother or sister - not cousins) will be allowed on this weekend if registered to stay with the student of the opposite gender. Students participating in the program will be required to register formally through the program or will be subject to disciplinary action if they fail to register their sibling.

### **Guest Registration Procedure**

Protocol for registering a Guests (regardless of the duration of his/her stay):

Siena College student hosts must register ALL guests. To register a guest, the host must complete a Guest Registration Form in the RA/RD Office between the hours of 2:30-5:30 pm,

Monday-Friday; at the Security Office 24 hours a day, or on-line at by using the link located below.

The Guest Registration Form requires the following information: Siena College student host name, room/TH number, student identification number, roommate(s) approval, guest's name, gender of guest, guest's home address, guest's birthday, dates of visitation, arrival time, departure time, day or overnight guest and if overnight, emergency contact information. This form can be completed prior to the arrival of guest or at the time of arrival. The guest will receive a copy of the form (either in person when registering at the Residence Hall Office, Security, or by printing out copies when registering on the web and is expected to keep it in his/her possession for the duration of their visit. Guest parking passes are issued at Security.

### **Violating the Visitation Policy**

Violation of the Visitation Policy is a serious offense. Policy violations include, but are not limited to:

- Violation of Visitation Hours
- Unregistered guest (\$150 fine per guest, in addition to any other appropriate sanctions)
- Violations of the Code of Conduct by the guest of a Siena student
- Registered guests staying beyond 48 hour time frame
- Failure to comply with request of roommate not to have a guest/visitor
- Sexual Intimacy

Sanctions for these violations may include, but are not limited to: lottery points; educational sanctions which may include, sexual harassment training, written assessment of the DORS initiative and Franciscan values; fine; residence hall probation up to including dismissal from the residence halls.

Siena College student hosts are responsible for any violations of the Siena Code of Conduct/Siena Life committed by their guests including restitution for damages, etc., in addition to personal responsibility for any violations of the Visitation Policy.