

 <b>BRANDON UNIVERSITY</b>	<b>GUESTS IN RESIDENCE POLICY AND PROCEDURES</b>		
<b>Administrative Policy</b>	<b>Policy Sponsor:</b>	Vice-President (Administration & Finance)	<b>First Approved:</b> 10 DECEMBER 2025
	<b>Primary Contact:</b>	Dean of Students	<b>Last Updated:</b> N/A
	<b>Approved by:</b>	President	<b>Review Scheduled:</b> 2028

### 1. PURPOSE

This policy provides current residents and guests with rules and regulations for positive and safe guest experiences in Brandon University's residences.

### 2. SCOPE

This policy applies to:

- Current University residents
- Guests of residents
- Residence and Ancillary Staff

### 3. DEFINITIONS

**Policy:** means the *Guests in Residence* Policy and Procedures

**Guest:** A person who is not a current registered resident of Brandon University Residences

**University:** means Brandon University

**Resident:** A current registered student (Assiniboine College or Brandon University) living in one of the three residence halls (McMaster, Flora, Darrach)

### 4. POLICY

In order to respect the academic learning and living environment and protect damage to facilities, the following conditions must be met:

- a. Any person found in Residence who is not a registered guest of a resident must be reported immediately to a Residence Assistant (RA) or Security.

- b. Any Resident who allows access to an individual who is not a registered guest — including strangers, unaccompanied persons, or banned individuals (e.g., by opening a locked door)—will be considered the host and held responsible for that person’s actions.
- c. Salespersons, canvassers, or agents are not allowed in Residence.
- d. Residents must meet their Guest(s) at the entry to provide access to buildings.
- e. Residents must always accompany their Guest(s) and are responsible for their Guests’ actions while the Guest(s) is/are on Residence property.
- f. Residents who share a room with a roommate must obtain permission in advance from the roommate to have a guest(s).
- g. All overnight/after-hours guests must be registered by the hosting Resident and must provide their Name, Address, Phone Number. Guests must be able to provide a Valid Government-Issued ID while in residence.
- h. Guest privileges may be revoked if the Residence Office determines that the Resident has violated this policy. Applicable Rule Violation fees may be charged, as outlined in the Residence Handbook.
- i. Residents must comply with the Guest Allowances and Procedures.
- j. Residents are responsible for ensuring their authorized guests comply with all Residence rules and code of conduct requirements applicable to residents. Behaviour that is not in compliance with these policies will be addressed under the Residence Community Standards Incident Management and Accountability Process as outlined in the Residence Handbook.
- k. The University reserves the right to immediately remove a Guest from residence. Examples of behaviour include but are not limited to: disrespect towards staff, physical violence, vandalism, theft, or possession of or involvement with illegal substances.

## 5. GUEST ALLOWANCES AND PROCEDURES:

**\*\*IMPORTANT\*\*** The majority of these rules do not apply to residents visiting other buildings. The rule that does remain in effect is that a maximum of one (1) guest (including a resident from another building) per Resident is allowed after hours and overnight.

### a. *Daytime (5am to 11pm):*

- Maximum of five (5) guests per Resident allowed.
- Of five (5) guests total, maximum of three (3) guests aged zero (0) to seventeen (17) years per Resident allowed.
- Residents may request approval for additional guests under 18 (e.g., their children) by contacting the Residence Manager.
- Guests do not need to be registered and must leave before 11pm.

### b. *Overnight & After Hours (11pm to 5am):*

- Residents may have one (1) overnight/afterhours guest at a time.
- Resident may have an overnight/afterhours guest for no more than six (6) total nights per month.
- Overnight/afterhours guest must be aged at least sixteen (16) years.
- Overnight/afterhours guests MUST be registered.

### c. *How to Register a Guest:*

- By visiting the Ancillary Services Office – Monday to Friday, 8:30 am to 4:30 pm (except on holidays, university closure)
- Calling the RA on Duty – Monday to Friday, 4:30 pm to 8:30 am or on weekends or holidays
- By visiting the Security Desk – 7 days a week, 11:00 pm to 5:00 am

## 6. RIGHT TO LIMIT GUESTS

The University reserves the right to limit Guest access at any time for the safety and security of the Residents.

## 7. POLICY AUTHORITY

- **Policy Sponsor:** Vice-President (Administration and Finance)
- **Primary Contact:** Dean of Students
- **Approval Authority:** President

## 8. RELEVANT LEGISLATION

This policy is governed by and complies with the following legislation and institutional documents:

- The Brandon University Act, C.C.S.M. c. B90
- The Human Rights Code, C.C.S.M. c. H175
- Brandon University Residence Agreement

- Student Non-Academic Misconduct Policy

## **9. RELATED POLICY DOCUMENTS**

Residence Handbook

Student Non-Academic Misconduct Policy