



Guest Request Form

McPherson College Office of Student Services

620.242.0500 (phone) 620.242.0511 (fax) studentlife@mcpherson.edu

Resident Name: _____ Student ID Number: _____ Date: _____

Residence Hall: _____ Room Number: _____ Student Email Address: _____

Guest Information

Guest Name: _____ Guest Contact Number: _____ Guest Age: _____

Relationship to Resident: _____ Female or Male?: _____

Arrival Date and Time: _____ Departure Date and Time: _____

If guest is under 18 please complete the following:

Parent/Legal Guardian's Name: _____

Parent/Legal Guardian's Home Address: _____

Parent/Legal Guardian's Phone Number: _____

Parent/Legal Guardian's Email: _____

As this minor's parent or legal guardian, I grant permission for the minor named above to visit the residence halls at McPherson College. I understand that my minor is responsible for their own actions. Furthermore, I agree to pick up the minor upon request by the College.

Parent/Legal Guardian Signature: _____ Date: _____

Guest Policy

- If students wish to have an overnight guest of the same sex, they must first approve it with their roommate and then with their Resident Director. Guests must be at least 18 years of age and may be asked for their identification by Residence Life Staff.
- A student's right to have a guest is, in all cases, superseded by the roommate's right to the uninterrupted use of the room and the resident's right to the uninterrupted use of common space.
- A guest is defined as anyone not assigned to the room, including students of McPherson College.
- Guest should be aware of expected conduct and the College and Residence Hall policies. The host is also responsible for the behavior and actions of his/her guests.
- McPherson College is private property. Underage and/or nonstudents can be asked to leave the campus.

Resident Signature: _____ Date: _____

Roommate Signature: _____ Date: _____

Resident Director Signature: _____ Date: _____

Associate Dean of Students Signature: _____ Date: _____