GUEST POLICY

I. Residents’ guests: Hosting a guest in your room

A guest is considered to be a non-resident in AUB Student housing facilities.
A guest is considered a peer, i.e. a friend, cousin, sister or brother.
Parents or grandparents of a resident are not qualified as guests.

1. Reservation procedure and fee

- An AUB resident is entitled to host one guest per semester in his/ her dorm room for a period not exceeding three nights. Extending the guest’ stay to a different host name is not viable and defies the code of the guest policy.
- In order to secure guest permission, the resident must address his/ her request in writing to the Student Housing Office two working days prior to the guest arrival. If the resident has a roommate, his/ her consent is required (confirmation should be addressed in form of an email to the Student Housing Office).
- Receiving a guest under the age of 18 requires the approval of the Dean of Student Affairs (an underage waiver form must be completed, signed by the parent and submitted to the Student Housing Office for review and approval).

The Guest fee per night is:

- 15,000 LBP if the guest is an active AUB student
- 15,000 LBP + %10 VAT if the guest is a non-registered AUB student

2. Resident and guest obligations

- A guest must always be accompanied by the host upon access to campus and the residence hall.
- The host is responsible for the guest throughout the period of his/ her stay and must ensure that he/ she conducts himself/ herself in accordance with the rules and regulations governing the residence halls as well as the university.
- The host is responsible and must ensure that the due fees are paid at AUB Cashier’s prior to the guest’ stay in AUB residence halls. Guest fees paid are non-refundable, should the guest decide to check-out earlier than the agreed-on date, no refund shall be paid for the remaining days.
- A guest who illicitly stays in a residence hall will be subject to a 45,000 LBP fine (%10 VAT is applicable to the amount if the guest is a non-registered student).

IMPORTANT OBSERVATIONS

- Guest inquiries will not be processed during check-in & check-out interludes as well as reading, final examination periods & inter-semester breaks.
- Smoking is not allowed anywhere in the student residence halls.
- No alcoholic beverages may be consumed on campus or in the residence halls. Storage of alcoholic beverages for collection/ decoration purpose is not allowed.
- The University is not responsible for the loss, theft or damage to the guest’s property howsoever incurred.
- The guest will be held accountable for any damage caused to university property and will be charged the cost of repair/ replacement based on the nature of the damage.
- If the guest fails to pay the fees due or hand in the room keys or cause any damage, all the ensuing amounts will be charged to the host’s account without any prior notice.
GUEST POLICY II. AUB independent guests
The Student Housing division also provides accommodation for non-regular AUB students who are engaged on a temporary basis in contract/ agreement with AUB, that includes special students on a formal exchange connected to academic degree (Category A of guests) and visiting interns/ researchers affiliated with AUB department or faculty (Category B guests).

1. Independent guest categories and relevant fees
- **Category A**: visiting students enrolled in special AUB programs (visiting medicine students to AUBMC)

The Guest fees per night are:

<table>
<thead>
<tr>
<th></th>
<th>On Campus</th>
<th>Off-campus (for women only)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Double</td>
<td>30,000 LBP</td>
<td>Double: 42,000 LBP</td>
</tr>
<tr>
<td>Semi-private</td>
<td>35,000 LBP</td>
<td>Private: 62,000 LBP</td>
</tr>
<tr>
<td>Private</td>
<td>50,000 LBP</td>
<td>Suite: 73,000 LBP</td>
</tr>
</tbody>
</table>

- **Category B**: Other forms of academic affiliation (visiting interns/ researchers)

The Guest fees per night are:

<table>
<thead>
<tr>
<th></th>
<th>On Campus</th>
<th>Off-campus (for women only)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Double</td>
<td>40,000 LBP</td>
<td>Double: 42,000 LBP</td>
</tr>
<tr>
<td>Semi-private</td>
<td>50,000 LBP</td>
<td>Private: 62,000 LBP</td>
</tr>
<tr>
<td>Private</td>
<td>70,000 LBP</td>
<td>Suite: 73,000 LBP</td>
</tr>
</tbody>
</table>

2. Reservation procedure and required documents
Admission to AUB residence halls for independent guests is subject to availability of places. Coordination and lodging arrangements should be initiated through the hosting department. The guest must submit to the Student Housing Office the following documents prior to his/ her arrival:

- Copy of his/ her passport or ID (Non-Lebanese guests should provide also a copy of valid VISA or residency permit)
- Copy of proof of medical insurance covering the guest’ stay at the residence halls in case of emergency (travel insurance for Non-Lebanese guests)
- Invoice and relevant fees are to be settled upon arrival to AUB and before check-in.

**IMPORTANT OBSERVATIONS**

- Smoking is not allowed anywhere in the student residence halls.
- No alcoholic beverages may be consumed on campus or in the residence halls. Storage of alcoholic beverages for collection/ decoration purpose is not allowed.
- The University is not responsible for the loss, theft or damage to the guest’s property howsoever incurred.
- The guest will be held accountable for any damage caused to university property and will be charged the cost of repair/ replacement based on the nature of the damage.
- If the guest fails to pay the fees due or hand in the room keys or cause any damage, all the ensuing amounts will be charged to the host’s account without any prior notice.