



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 allowed as guests.
- Guests are not allowed to have other guests during their temporary stay at the AUB residences

1. *Guest registration 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's 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**). In case of emergencies and only in exceptional cases, if a resident has to receive a guest without having done the above procedures then the **head resident** should be contacted to get an approval before letting the guest into the room and will be charged as an illicit guest.
- 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 link: <http://www.aub.edu.lb/SAO/housing/Documents/Underage-guest-waiver-of-responsibility-amended-spring%2014-15.pdf>).

The Guest fee per night charged to the host's account:

- **11 \$** if the guest is an active AUB student
- **17 \$** if the guest is a non-registered AUB student
- A guest who illicitly stays in a residence hall will be subject to a **35 \$** fine

2. *Resident and guest obligations*

- Non-AUB student guests and their host are required to present themselves at the front desk with their IDs to register the guest at the front desk before escorting the guest into the room.
- 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.
- Guests who are students of AUB share responsibility for their behavior with their host. Guests who are not students of AUB will be required to leave university premises for violations of university policy and action against the host will be considered including but not limited to the loss of guest receiving privileges.
- 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.

IMPORTANT NOTES

- 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.

II. GUEST POLICY Short term resident categories and relevant fees (AUB independent)

1. The Student Housing division also provides accommodation for non-regular AUB students who are engaged on a temporary basis in contract/ agreement with AUB and they are categorized as follows:

- **Category A** - AUB students who have graduated in fall and were residents at the time and they wish to attend the graduation ceremony in spring. Entitled stay period 4 days (check-in 2 days prior to the ceremony date and check-out along with other graduating residents. The fees per night are assessed based on room type occupied (regular AUB student rate is applicable)
- **Category B**- visiting students enrolled in special AUB programs (visiting medicine students to AUBMC) or special students on a formal exchange connected to academic degree.

The Guest fees per night are:

On Campus

Double	21 \$
Semi-private:	25 \$
Private	35 \$

Off-campus (for women only)

Double:	29 \$
Private:	44 \$
Suite for 2 students:	51 \$
Suite for 3 students:	46 \$
Semi-private	36 \$

- **Category C**- student researchers affiliated with AUB department or faculty

The Guest fees per night are:

On Campus

Double	28 \$
Semi-private:	31 \$
Private	42 \$

Off-campus (for women only)

Double:	36 \$
Private:	50 \$
Suite for 2 students:	58 \$
Suite for 3 students:	52 \$
Semi-private:	42 \$

2. Reservation procedure and required documents

Admission to AUB residence halls for short term residents 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.