GUEST PASS POLICY and PROCEDURE

Guest Passes are intended to allow limited access by a personal guest (“Guest”) access to the host’s (“Host”) NYULMC residential building and apartment for short periods of time when the Guest cannot be accompanied by the Host. Guest Passes are not intended to provide access while the Host is out of town. The host’s request for a Guest Pass affirms that roommates have been notified and their permission granted. Guest Passes may be approved for up to 7 days per guest per visit.

Guest Passes do not authorize independent access to other medical center buildings or to medical center facilities requiring a card swipe. Guests are not provided with card swipe, lockout, or key replacement services.

A Guest Pass is for one Guest. A student Host may request up to six non-consecutive Guest Passes per academic semester for a combined number of days not to exceed thirty, if roommates do not object.

In accordance with New York City law, NYULMC Security and NYULMC housing policies, Host understands and agrees that this Guest Pass may not be used to facilitate or provide any form of transient housing. The NYULMC Host and Guest agree and certify that no payment, goods or services have been or will be provided in return for this accommodation.

Each Guest will be expected to show the Guest Pass and the matching photo ID for entry into the Host’s building.

NYULMC Security and Housing Services reserve the right to revise or revoke Guest Passes or building access at any time. Host agrees to inform the Guest of Guest Pass and other NYULMC policies.

The completed Guest Pass form can be attached to an email if provided as a PDF and the Guest’s photo i.d. may be provided as a separate jpg. file, and both emailed together at least three business days in advance, to housing@nyumc.org. Approved passes will be returned via email.

The form follows.
Please read the Guest Pass policy and procedure before submitting this request.

GUEST PASS

Host’s (“Host”) Name ____________________________ Host’s cell phone # ____________________________
Guest’s (“Guest”) Name ____________________________ Guest’s cell phone # ____________________________

☐ Vilcek Hall #__________ ☐ Greenberg Hall #__________ ☐ Lipton Hall #__________ ☐ 334 E. 25th St #__________

Guest Arrival Date: ___________ mm/dd/yy Departure Date: ___________ mm/dd/yy (not to exceed seven days)

The Host affirms the informed permission of roommates and that they support this Guest Pass request.

________________________________________
Roommate Name 1

________________________________________
Roommate Name 2

________________________________________
Roommate Name 3

In accordance with New York City law, NYULMC Security and NYULMC housing policies, Host understands and agrees that this Guest Pass may not be used to facilitate or provide any form of transient housing. The NYULMC Host and Guest agree and certify that no payment, goods or services have been or will be provided in return for this accommodation. Guest Passes do not authorize independent access to other medical center buildings or to medical center facilities requiring a card swipe. Guests are not provided with card swipe, lockout, or key replacement services. Host agrees to assume responsibility for Guest’s actions during the visit. The Guest will present photo i.d. and the approved Guest Pass for access to the NYULMC building and apartment in which the Host resides. NYULMC Security and Housing Services reserve the right to revise or revoke Guest Passes or building access at any time. Host certifies that the Guest has been informed of Guest Pass and other NYULMC policies.

Host’s Signature and date: ____________________________

Office approval: ____________________________