GUEST PASS POLICY and PROCEDURE

Guest Passes allow limited access by a guest to the host’s NYU Langone residential building and apartment when the guest cannot at all times be accompanied by the host. Guest Passes are not intended to provide access while the host is out of town. Guest Passes do not provide guests with access to other NYU Langone facilities. Guests are not provided with card swipe, lockout, mail, or key replacement services.

- A Guest Pass is for one Guest.
- A Host may request up to two (2) Guest Passes at one time if roommates agree.
- A Guest Pass may be approved for up to five (5) days per Guest per visit, if roommates agree.
- A Host may request up to six Guest Passes per academic semester for a combined number of Guest Pass days not to exceed twenty-five (25) days per semester (September-February or March-August), if roommates do not object
- Host agrees to inform the Guest of housing policies, and assumes responsibility for a Guest’s actions during the visit.
- Guest Passes may not be consecutive. Guest Passes may not be used in combination with Sublets.
- The Guest will present photo i.d. and the approved Guest Pass for access to the NYU Langone building and apartment in which the Host resides.
- Each Guest will show the Guest Pass and the matching photo ID for entry into the Host’s building.
- NYU Langone Security and Housing Services reserve the right to cancel Guest Passes without notice.

The completed Guest Pass form can be attached to an email as a PDF (not jpg.) The Guest’s photo i.d. should be provided as a separate jpg. file, (not embedded in an email, please) and both files emailed together at least three business days in advance, to housing@nyumc.org

The Host’s signature on the Guest Pass form affirms that the Guest Pass Policy is agreed to, including that roommates have agreed. Approved passes will be returned via email. In accordance with New York City law and NYU Langone policies, the Host and the Guest agree and certify that no payment, goods or services are being provided in return for this accommodation. The form follows.
Real Estate Development and Facilities (RED+F) Housing Services housing@nyumc.org

GUEST PASS

Host’s (“Host”) Name print ______________________ Host’s cell phone # ______________________

Guest’s (“Guest”) Name print ______________________ Guest’s cell phone # ______________________

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

Apartment # ________________ Guest Arrival Date: ________________ Departure Date: ________________ (not to exceed five (5) days)

mm/dd/yy mm/dd/yy

Roommate Name 1 ______________________ Roommate Name 2 ______________________ Roommate Name 3 ______________________

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Agreement to Guest Pass Policy is confirmed by Host’s Signature and date: ______________________

7/28/2017