

Policy and Procedure

Department: Residential Life and Housing and Auxiliary Services	Section: Living at Creighton
Title: Access to the Residence Halls and Guest Check-in	Effective Date:
Authored by:	Approval Date:
Approved by:	Revision Date:
Type: Student Policy	

Purpose: Outline the rights and responsibilities of Creighton students living on-campus with regard to access of the residence halls; set clear boundaries and guidelines for guest and non-Creighton affiliated access to all residence halls.

Scope: This policy pertains to Creighton students and any non-Creighton students that may be in the residence halls.

Policies and Procedures:

Between the hours of 7 a.m. and 9 p.m.: All on-campus residents may enter the residence hall in which they live by either presenting or swiping their ID at the reception area;

All on-campus residents may enter any residence hall in which they do not live by presenting or swiping their ID in the reception area.

Non-resident, Creighton-ID holding students, faculty, and staff may enter any residence hall building by presenting their ID to the desk receptionist, who will hold the ID at the front desk during their stay in the building.

During these hours, Creighton-ID holders do not need to be accompanied by a resident of the building.

Any non-active Creighton-ID holders or non-Creighton affiliates may enter the halls after checking in at the front desk and leaving a valid photo ID; these guests must be signed in under a current building resident, and must be accompanied by that resident during their entire stay in the building.

Between the hours of 9 p.m. and 7 a.m.: All on-campus residents may enter the residence hall in which they live by presenting their ID to the desk receptionist.

All on-campus residences may enter a residence hall in which they do not live by leaving their ID with the front desk receptionist, and being checked in by a resident of that building; residents may check in a maximum of two guests at a time.

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Non-resident, active Creighton ID-holders may be checked in by a resident of that building.

Non-Creighton ID holders may be checked in by leaving a valid picture ID with the front desk. All guests checked into the building during these hours must be escorted by their resident hosts at all times.

Guests

Opposite gender guests are not permitted to remain in a room of their resident host between the hours of 1 a.m. and 7 a.m. on Mondays through Fridays, or between the hours of 3 a.m. and 7 a.m. on Saturdays and Sundays or holidays.

Students wishing to have a non-resident of the same gender stay in their room overnight must register the guest as an overnight guest with residence hall staff. Overnight guests are not permitted to remain in the residence halls for an extended period of time.

Opus and Davis residents wishing to have a guest must meet their guest at the reception desk and escort their guest at all times while within the building.

Any guest in the building not accompanied by their host will be removed from the building; a resident may check in a maximum of two guests at a time.

***The university does not assume any responsibility for personal accident, injury or illness sustained or caused by residents or their guests.

Exceptions:

Approved university staff, including but not limited to:

- Residence Life professional and student staff
- Division of Student Life personnel
- Public Safety Officers
- Facilities Management staff and their contractors
- DoIT staff and their contractors
- Parents and family members during move-in and move-out weekends and other times as approved by residence hall staff; and break periods during which the residence halls remain open, in which case only residents entering the residence halls in which they live will have access to the buildings without needing to sign in with the desk receptionist.

Accountability/Follow-up: Non-resident guests that are unaccompanied by a resident host between the hours of 9 p.m. and 7 a.m. are subject to removal from the building. Non-active Creighton ID holders unaccompanied in the residence halls at any time are subject to removal from the building. Residents found in violation of the guest check-in maximum, or in violation of the opposite gender overnight policy will face student behavioral misconduct action through the Office of Community Standards and Wellbeing.