

# Student Guest Policy—NY

The CIA strives to foster a productive and safe campus environment for students' learning and personal growth. The college welcomes the participation of students and their guest(s) at most campus community events, and within campus facilities. The below policy governs the behavior of guests and the responsibility of student hosts.

## Definitions

**Guest of a Student** – A guest of a student is defined as any person not actively enrolled at The Culinary Institute of America visiting a CIA sponsored event on or off campus or visiting a campus facility at the behest of a CIA student.

**Student Host** – A student host is defined as any CIA student accommodating a guest at a CIA sponsored on or off campus event or in a CIA facility.

**Residential Guest Pass** – A residential guest pass is a written authorization issued by a CIA Residence Life official for a finite period of time authorizing the guest of a residential student to reside on campus. Residential Guest passes are expressly issued by Residence Life officials and must have the signature of issuing official.

## Responsibility

**Student Guest Responsibility** – CIA students are expected to make their guest(s) aware of all responsibilities listed below. Failure to do so will result in removal from the CIA sponsored event or campus facility, and if necessary, coordination with local authorities to facilitate removal.

- Guests of students are expected to follow all campus regulations including, but not limited to, Student Code of Conduct and campus parking guidelines.
- Guests of students are expected to carry an official form of identification at all times and be prepared to produce it at the request of any CIA official.

**Student Host Responsibility** – CIA students hosting guests on campus are expected to adhere to the below responsibilities. Failure to do so will result in a violation of the Student Code of Conduct.

- Student hosts are responsible for the behavior of their guests at all times.
- Student hosts are responsible for any damages to CIA property caused by their guests, as well as any parking or traffic fines incurred by their guests.
- Student hosts are expected to escort their guests at all times.
- Student hosts are expected to ensure that their guest(s) maintain valid federal or state photographic identification to be produced at the request of any CIA official.

## Residential Guest Policy

### Overnight Residential Guests of Students

Occasional overnight guests are permitted with advanced permission from the Residence Life Office or residence director/area coordinator. In accordance with permission, it is expected that students and their guests will adhere to the below requirements:

- Overnight guests of residential students must park in designated residential student parking spaces. A temporary parking pass may need to be displayed on the vehicle's dashboard.
- Overnight guests must be 18 years of age or older.
  - Overnight guests may be 16 or 17 years of age if they are members of a student's immediate family.  
*Please note: Proof of relationship is required, and three days' notice must be provided prior to approval.*
- Students may have a registered overnight guest in their room twice per semester, each time for a maximum three-day visit.
- *Residential Guest passes* can be obtained in any residence life office by speaking with a residence director or area coordinator.
- The professional Residence Life staff member will prepare the guest pass to be picked up in the residence life office of the residence hall, or will have the guest pass delivered by resident assistant staff members of the building.
- Student's guests who have not received advanced permission to stay overnight will be asked to vacate the room for the evening and depart campus if observed in residence after 12AM Monday to Friday, and after 2AM on Saturday and Sunday.
- Any residential student's guest who is also a CIA student, including commuter students and students not residing in the room, are expected to depart the residence by 12 AM. Monday to Friday and by 2 AM on Saturday and Sunday.
- Any request for a guest visit longer than 72 hours during an individual stay, or over twice a semester, is subject to special approval and permission by residence life staff.
- Guests of residential students are not permitted to remain in the host student's room when the host is not present.

## Student Recreation Center Guest Policy - NY

CIA students are permitted one guest within the Student Recreation Center (SRC). Students who choose to bring a guest into the Student Recreation Center are expected to check in at the SRC desk and register their guest with SRC front desk staff. Guests of students visiting the SRC are expected to produce photographic identification to SRC front desk staff. Failure to do so will result in non-admittance. While in the SRC, guests of students are expected to abide by the below:

- Student hosts are expected to know their guest.
- Student hosts are responsible for the behavior of their guests at all times.
- Student hosts are responsible for any damages to SRC property caused by their guests.
- Student hosts are expected to escort their guests at all times while in the SRC.
- Student hosts are expected to ensure that their guest(s) maintain valid federal or state photographic identification to be produced at the request of any CIA official.
- Guests of students under the age of 18 are not permitted entry into SRC rooms where mechanical equipment is present including the group fitness room, cardio area, resistance training area, and free weight room.