



DIVISION OF STUDENT AFFAIRS

# Parent/Guardian Consent Policy & Form

Required for All Underage Residence Hall Guests

Minors to be registered as a guest in University residential facilities

## Policy:

Non-La Salle prospective guests (ages 16 or 17) may be permitted access to University residential facilities when the following actions are taken:

1. The University must receive written parent/guardian consent for their child to be present in La Salle residential facilities during the specified time (this form).
2. The guest must produce government-issued photo ID when registering with their host.
3. The request is received at least 3 business days (72 hours) prior to the visit.
4. The University verifies and approves the request for the minor to be present during the specified period of time.

## Parent/Guardian:

Submit this form to Community Development Office either via fax (215-951-5109) or as a scanned attachment either via e-mail ([rhguest@lasalle.edu](mailto:rhguest@lasalle.edu)) or online (<http://studentaffairs.lasalle.edu/communitydevelopment/>). The parent/guardian will receive an e-mail confirmation of the request upon our receipt. Once the request is processed/verified, approval will be communicated to the host, guest, parent/guardian, Security Desk Reception (SDR) staff supervisor and live-in staff supervisors via email. The guest must produce government issued photo ID and documentation of the approved request (print out of email/email on phone/other device) to the Security Desk Receptionist and register through the standard guest registration process.

## Consent Form:

Please Indicate Date(s) of Intended Visit

Arriving: \_\_\_\_\_ Departing: \_\_\_\_\_

<b>Host Information</b>		Name: _____
Cell: _____		Campus Residence: _____
Sex (check one): <input type="checkbox"/> Male <input type="checkbox"/> Female		Email: _____

<b>Guest Information</b>		Name: _____
Cell: _____		Birthdate: _____ Age: _____
Sex (check one): <input type="checkbox"/> Male <input type="checkbox"/> Female		Email: _____
Permanent Address: _____	_____	

<b>Parent/Guardian Information</b>	
Name: _____	Day/Business Phone: _____
Cell: _____	Email: _____
Best time(s) to call between 10am-4pm, Monday-Friday: _____	
Permanent Address: _____	

Parent/Guardian Signature: \_\_\_\_\_

<b>Office Use Only:</b>	
Rcvd: _____/_____ Date/Initials	Confirmation: _____/_____ Date/Initials
Notes: _____	
Notification: Host___ Guest___ P/G___ SDR supervisor___ CD staff on-call___ DSA on-call___	

Completed form must be submitted three business days prior to intended visit via fax (215-951-5109) or as a scanned attachment either via e-mail ([rhguest@lasalle.edu](mailto:rhguest@lasalle.edu)) or online (<http://studentaffairs.lasalle.edu/communitydevelopment/>) .