

Underage Guest Request Form

DEPARTMENT OF RESIDENCE LIFE, 2450 Euclid Avenue. Euclid Commons 198. Cleveland, Ohio 44115

PHONE: (216) 687-5196

WEB: www.csuohio.edu/residence-life

Cleveland State University's guest policy for guests under the age of eighteen (18) requires written parental consent. Any guest under the age of eighteen (18) must be a family member of their resident host. The following information must be filled out by the guest's parent/guardian and submitted by the host to the Department of Residence Life at least two (2) business days in advance of the date of arrival. If the guest is arriving on a Saturday or Sunday, this form must be submitted by 5pm on the Wednesday prior to arrival.

If the request is approved, Residence Life will contact the host to pick up an Underage Guest Pass in the Residence Life office during business hours. No underage guest will be permitted to check in without an Underage Guest Pass.

RESIDENT INFORMATION

Resident (Host) Name: _____

Resident CSU ID Number: _____

Building (circle one): Euclid Commons Fenn Tower

Room Number: _____

Resident Contact Phone Number: _____

Resident Email Address: _____

GUEST INFORMATION

Guest Name: _____

Guest Date of Birth (mm/dd/yy): _____

Guest Relation to Resident: _____

Arrival Date and Time: _____

Departure Date and Time: _____

PARENT/GUARDIAN INFORMATION

Parent/Guardian name: _____

Parent/Guardian Signature: _____

Date: _____

Parent/Guardian Contact Phone Number: _____

Parent/Guardian Email Address: _____

POLICY CONFIRMATION

I hereby acknowledge that I have read and understand Cleveland State University's guest policy as outlined in the updated 2018-2019 Resident Handbook. I certify that the above information is accurate and truthful. I understand that presenting false information will be considered a violation of the Resident Handbook and will result in disciplinary actions.

Signature of Resident Host

Date

For Office Use Only

Date Form Received: _____

Verbal Parent/Guardian Confirmation Received: _____

Staff Member Receiving Confirmation: _____

Underage Guest Pass (circle one):

Approved

Denied

Resident Host Contacted: _____