



# **Accommodation Guest Policy**

## **Accommodation Essex (Colchester and Southend)**

---

Authors:	Accommodation Essex
Publication date:	September 2025
Review date:	September 2026

# Contents

<b>Accommodation Guest Policy</b>	<b>0</b>
<hr/>	
Accommodation Guest Policy	3
Overview	3
Procedure	3
Single gender	5
Data Management	5
Camp bed hire	5

# Accommodation Guest Policy

## Overview

This policy establishes clear procedures for managing guests in University-owned or administered student accommodation on the Colchester and Southend Campuses at the University of Essex, to ensure the safety and security of all residents, staff, and property. Adherence to this policy minimises risks associated with unauthorised access, misconduct, and damage, and provides more accurate information on the number of people within the building, for Fire Safety management. Only University owned and managed accommodation Security Staff and Accommodation Staff will have regular access to the notification forms, and signing-in records, which will be securely stored in a designated Microsoft database and Box Folder online. Ensuring confidentiality and proper record-keeping supports accountability and compliance with data protection regulations.

The University reserves the right to refuse admittance, and security will refuse entry to any guests who are deemed to be acting in an unacceptable manner. If guests behave inappropriately, they will be excluded from visiting again and students may be prevented from having guests in the future.

## Procedure

### 1. Notification of guest staying

Students are permitted to start having guests to stay, two weeks after the start of their accommodation contract. They are then required to complete an online form for their area, which is available under the [guest section](#) of the website, to notify University staff that they are having a guest to stay. One guest is permitted to stay overnight for an occasional (not on a frequent or regular basis) stay for up to 7 nights. Permission is not required.

Failure of the host student to notify us of overnight guests, may result in referral to Student Conduct for disciplinary action.

As University accommodation is set out into flats with shared communal space, it is important that students also get confirmation from their flatmates, that they are happy for guests to stay and use the communal facilities.

Notification of guests staying, is to ensure that should there be an incident, such as fire, that requires evacuation of the building, we are able to provide emergency services with an accurate list of who is in the building at that time, and everyone is evacuated safely.

Children under the age of 16 must be accompanied by an adult at all times and are not permitted to stay overnight.

## **2. Signing in and out**

Students living in University Square, Southend, are required to have their guests sign in to the guest book when they arrive and sign out when they leave. Guests can be signed in when they arrive for their stay and sign out the day they leave, they are not required to sign in and out during their stay, if they leave the building at any point with the host student. For example, if a guest arrives to stay, then the guest and student go out for the evening, no additional record is required.

The hosting student must be present with the guest when both signing in and out of the building.

Guests are required to provide ID, to show to Security staff, and their name, and contact number, as well as the host students name, and room number must be written in the book.

Host students will be contacted, if guests are not signed in as required or the online form has not been completed and may be referred to Student Conduct.

## **3. Day visitors**

Students are permitted to have guests come and visit them in accommodation, that are not staying overnight. However, they should speak to their flatmates before inviting anyone over, to ensure they are comfortable with them being in the flat, as it is a shared space. Guests should also only visit occasionally and not impede flatmates using the facilities. They should also be respectful of everyone living in the flat, and abide by the Terms and Conditions of Residence, and Code of Student Conduct.

## **4. Lock outs**

Guests that are locked out of the room they are staying in, will not be given a key or access back into the room, if the host student is not present.

## **5. Student host responsibilities**

Hosting students are responsible for the behaviour of their guests at all times, whilst they are visiting. Any damage or nuisance caused by the guest, will be the responsibility of the hosting student and they may be held financially accountable for any damage they cause within the building. They may also be referred to Student Conduct and be responsible for their guest behaviour, should they breach the Code of Student Conduct or the Accommodation Essex Terms and Conditions of Residence.

## **6. Access**

Guests are only permitted into the rooms and shared spaces with their host and should not try to access areas within the flat or other flats, where they have not been invited.

## Single gender

Students living within single gender flats, are only permitted to have guests of the same gender visit their flat or stay overnight, even if they are family. Students have the option to move to an alternative mixed gender flat elsewhere on campus, should they wish to have guests of both genders.

## Data management

Personal information of guests that have been provided, will be stored for a period of up to a year, covering the academic year it is related to. Data will only be held for longer than this period, should there be a requirement, such as for statistical purposes.

Information will be shared with the appropriate operational, and Health and Safety teams, managing the accommodations blocks.

Data will be shared, when it is appropriate to do so, such as during emergency situations, with emergency services, and law enforcement agencies, to ensure the safety of our students and staff.

## Camp bed hire

Students living in University Square, Southend, as well as South Courts, Towers, The Houses, and Wolfson Court in Colchester, can request to temporarily hire a camp bed, with linen, when having a guest stay overnight.

This service is not available for anyone living in University Quays, The Meadows, The Copse, or The Pastures.

If a student living in University Square, Southend would like to hire a camp bed, they can contact the team in Southend directly, by emailing them at [scaccom@essex.ac.uk](mailto:scaccom@essex.ac.uk) or visiting reception. There is a £5.00 charge for linen, and a £5.00 charge for the camp bed. Requests must be made by no later than 4pm on the day of the visit, where possible.

If a student is living in South Courts, Towers, The Houses, and Wolfson Court in Colchester, then they can email the Student Services Hub at [askthehub@essex.ac.uk](mailto:askthehub@essex.ac.uk). The Student Information Team (SIT) member will then contact [softfm@essex.ac.uk](mailto:softfm@essex.ac.uk) to put in the request, and the bed and linen will be delivered to the room. Requests for these must be made no later than 4pm on the day. Requests after this time, may not be possible. If the request is for that day and it is after 3pm, the SIT member should call SoftFM on x 4320 to make the arrangements.

There is a £5.00 charge for linen, and a £5.00 charge for the camp bed.

## Document Control Panel

Field	Description
<b>Title</b>	Accommodation Guest Policy
<b>Policy Classification</b>	Policy
<b>Security Classification</b>	Open
<b>Security Rationale</b>	N/A
<b>Policy Manager Role</b>	Engagement Manager
<b>Nominated Contact</b>	accadmin@essex.ac.uk
<b>Responsible UoE Section</b>	Accommodation Essex
<b>Approval Body</b>	N/A
<b>Signed Off Date</b>	September 2025
<b>Publication Status</b>	Published
<b>Published Date</b>	September 2025
<b>Last Review Date</b>	September 2025
<b>Minimum Review Frequency</b>	Annually
<b>Review Date</b>	September 2026
<b>UoE Identifier</b>	0271

If you require this document in an alternative format, such as braille, please contact the nominated contact at [include@essex.ac.uk](mailto:include@essex.ac.uk).