

Permission Form for Minors in Campus Housing

This permission form is required for Lycoming College resident students wishing to have as a guest in campus housing a person under the age of 18 who is not accompanied by a parent or legal guardian. This form does not need to be completed and submitted for any guest age 18 or older.

Instructions:

1. This permission form must be received by fax (570-321-4355), email scan (reslife@lycoming.edu), mail, or personal delivery with the signatures of the resident student host and the minor's parent or legal guardian no later than 12:00 noon on the business day (Monday through Friday) prior to the minor's visit, otherwise the minor will not be permitted access to campus housing. Approval will be granted by the Director of Residential Life or her/his designee. *(Note: In cases of fax and email, an electronic signature would suffice).*

2. The resident student host should bring the minor to the Office of Safety and Security to check in when the minor arrives on campus. The guest must be accompanied by the resident student host at all times while s/he is in campus housing or anywhere on campus. The resident student host should also bring the minor to check out at the Office of Safety and Security at the end of the visit. *(Note: The Office of Safety and Security is open 24 / 7. It is located in the garden level of Rich Hall. The phone number is 570-321-4064).*

Information and Signatures:

Minor's Name: _____ Age and Date of Birth: _____ Male Female (circle one)

Resident Student Host: _____ Campus Residence: _____ Room Number: _____

Arrival Date and Time: _____ Departure Date and Time: _____

Parent or Legal Guardian: _____

Home Address: _____

City: _____ State: _____ Zip Code: _____

Home Phone: _____ Cell Phone: _____ Email: _____

Does this minor have any medical condition that we need to be aware of? (Please describe): _____

As this minor's parent or legal guardian, I grant permission for the minor named above to visit and/or stay in campus housing at Lycoming College. I understand the College's expectations that the minor will abide by College policies and local, state, and federal laws, and that visitation privileges may be revoked at any time without notice. In addition, I agree to pick up the minor upon request of the College or resident student host.

Parent or Legal Guardian Signature: _____

As the resident student host, I understand that I am completely responsible for the welfare of this minor during her/his entire stay at Lycoming College. I understand that I am responsible for following the Guest Policy, as well as all College policies. I understand that I must sign the minor in upon arrival, accompany her/him during the entire visit, and sign her/him out at the end of the visit.

Resident Student Host Signature: _____

Staff Use

Date, Time and Method Received: _____ Approved By: _____

Security Notified: _____ Live-In Staff Notified (name): _____

Coach Notified (name, if applicable): _____ Other Notifications (name, if applicable): _____