



Queen Alexandra's House

Visitor and Guest Policy 2024 / 2025

Day Guests

Queen Alexandra's House respects residents' right to daytime visiting guests. Guests must be always accompanied by the resident and must depart at the times indicated below, unless they have paid and booked into our Guest Accommodation authorised by the General Manager.

Visiting Hours - Monday to Sunday 10:00 to 00:00 (midnight).

The reasoning behind these hours are as follows:

- To foster respect for the study, privacy, and sleeping habits of other community members
- To provide a more safe and secure environment within the residence.

Guest times are a privilege that may be changed by Queen Alexandra's House in response to inappropriate behaviour or for operational requirements (e.g. exam periods, large events etc).

Guests must be 18 years or over.

- Residents are always responsible for the conduct of their visiting guests and must ensure that they show consideration to all residents at Queen Alexandra's house.
- The resident accepts responsibility for the actions and behaviour of your visitors, including any damage they cause.
- If you wish to have a visitor aged 18 years or over to stay overnight at QAH they must stay in the small guest room, or guest apartment and you must hand in your request to Reception at least 48 hours in advance. Guests will be required to pay £60 per night to stay at QAHA which includes 2 meals (Monday – Friday Breakfast & Dinner, Saturday - Sunday Breakfast & Lunch).
- QAH reserves the right to refuse admission to any non-resident and/or to require any non-resident to leave the accommodation.
- Do not allow uninvited strangers to enter QAH. Do not allow anyone you do not know to follow you into the House and do not leave any external doors open.
- You must not allow anyone to stay in your room or building when you are not with them, we may take disciplinary action against you that could result in you leaving your accommodation.
- Queen Alexandra's House respects residents' right to daytime visiting guests. Guests must be always accompanied by the resident when entering / leaving and moving around the building.
- You must not let someone sublet your room when you are away from QAHA, we may take disciplinary action against you that could result in you leaving your accommodation.

In order to comply with safety regulations and ensure the welfare of other community members of Queen Alexandra's House. The Overnight Guest Policy which must be complied with exactly.

Unauthorised overnight or extended visitation violations may result in disciplinary action as per the Residence Disciplinary Policy.

Overnight Guests

We are happy for residents to have overnight guests to stay at Queen Alexandra's House, but the following conditions must be met:

- Guests must be aged 18 or over.
- Overnight guests are not permitted to stay in resident's room at QAH or anywhere else on the Building after Midnight.
- The guest must produce photo identification (Driver license, passport) when requested to do so by any Queen Alexandra's House staff members.
- The Resident must always accompany guests.
- Guests must sleep in the allocated guest room.
- In order to ensure that the service is available to all residents there is a maximum of two consecutive nights at any one time for any guest.
- If you wish your guest to stay longer than 2 consecutive nights, you must write to the General Manager a month in advance of the proposed dates.
- Residents in breach of these terms and conditions will be subject to the Breaches of Residential Disciplinary Policy.

The overnight guest policy will be suspended during the last week of each term, during study and exam periods and for operational requirements as required (e.g. emergencies, nights of big events in the neighbourhood, health and safety reasons).