



### Guest Extension Request Form

Please submit to the Management Office no less than 72 business hours in advance of the intended stay. **Final decision on approval status will be communicated via email.** Approval is at the discretion of management.

Resident Name: \_\_\_\_\_

School: \_\_\_\_\_ Room Number: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

\*Name of Visitor(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*The maximum number of overnight guests allowed in your unit type is per the Resident Handbook. **No exceptions will be made.** The Handbook requires the resident host to escort guests throughout their stay. All Guest Policy rules remain in effect during the approved stay.

Date of Arrival: \_\_\_\_\_ Date of Departure: \_\_\_\_\_

**\*Guests are not permitted to stay more than 7 nights. Management discretion is final.**

Roommate(s) approval - Each roommate and suitemate must print their names and sign this form agreeing to the guest(s) stay in your unit. **No approval will be granted without roommate and/or suitemate consent.**

Roommates: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The decision of management staff is final. Residents requesting to host visitors should review the guest policies regarding responsibility of guests' actions and behavior through the duration of their stay at University Center. Management has the right to remove guests who violate UC policy at any time. Any questions should be directed to the Management Office at (312) 924-8000 or [info@universitycenter.com](mailto:info@universitycenter.com).