Instructions for Completing Form Online

GUEST PASS AUTHORIZATION FORM

Office of Housing and Residential Life
Montana State University-Billings

By signing this form, you confirm that your guest is a relative under the age of 18 and you accept full responsibility for the actions of your guest. As stated in the Student Affairs Handbook, Residence Hall Policies and Procedures, Sec. 4, minors must be accompanied by the host student at all times during the stay. If you or the guest fails to comply with this policy or any other policy as stated in the Student Affairs Handbook, the Office of Housing and Residential Life reserves the right to contact the parent or legal guardian of the guest and remove that guest from the residence halls. Also, you may be subject to disciplinary action if you fail to comply with this policy or falsify information regarding your relationship to the guest.

Name of resident Room Phone Number

Name of guest Age of guest Relationship to the Resident

Address of guest Dates of stay

The Office of Housing and Residential Life requires that you provide the name and phone number of the guest's parents or legal guardians.

Name of Parent or Legal Guardian

Daytime phone number of Parent or Legal Guardian

The guest must present this pass and a picture I.D. (only if they are of the age to have a formal I.D.) when asked by the nightwatch staff, Campus Police, Resident Assistants, or Hall Director.

Click Here to Print. Then sign and send.

Signature of Resident Date

Signature of Residence Life Official Date