

2. In exceptional circumstances, guest check-in may be required in any hall at any time at the discretion of the full-time or graduate assistant staff in charge at the time if such measures are deemed necessary. Hosts and guests must carry appropriate ID with them at all times.

D. Check-In Policy (When in Effect)

1. Guests are required to check into the hall upon arrival out of the hall at departure. When checking in a guest, the host must present a current UCID.
2. Residents who lose their ID have two (2) business days to obtain a new one. During the two-day period, they may be issued a guest pass to use for access to their own hall, but they may not gain access to other halls or check in guests using the pass.
3. When checking in as guests, guests must present a valid driver’s license, current state ID, or valid ID from another college or university. IDs that appear forged, altered, or otherwise suspicious will be turned over to UC Public Safety.
4. Guests may be issued a guest pass in lieu of the requirements of D-2 above, if they fall into one or more of the following categories:
 - a) Guests under age 16;
 - b) Guests 16–18 without an ID only if accompanied by their parent/legal guardian with proper ID for check-in or guest pass;
 - c) Guests with a current military ID;
 - d) Guests with a passport; and/ore. Parent/legal guardian. During guest check-in periods, guests who do not have proper ID as defined above and are not eligible for a guest pass will be denied access.

F. Room Capacity

1. A single resident may have a maximum of three (3) guests at one time. (However, it may not be possible for all residents of a room or suite to have the maximum number of individual guests at the same time).
2. The number of persons allowed in a particular room or suite is limited for safety reasons. The maximum capacity of each room or suite (*as determined by fire code*) is as follows:

Single	Up to 4 people (resident + 3 total guests)
Double	Up to 6 people (residents + 4 total guests)
Triple	Up to 9 people (residents + 6 total guests)
Quad	Up to 12 people (residents + 8 total guests)
Five person	Up to 15 (residents + 10 total guests)
Six person	Up to 18 people (residents + 12 total guests)
Seven person	Up to 21 people (residents + 14 total guests)

When room and suite capacities appear to be contradictory, the lower limit shall be applied.

3. In exceptional circumstances, staff members may require guests to leave a room or suite even when capacity is not exceeded.

IX. HARASSMENT

Rationale & Policy. Harassment of any individual for any reason will not be tolerated. Harassment includes but is not limited to the infliction of mental or emotional abuse, ridicule, embarrassment, or intimidation. Such behavior interferes with the fundamental goals of the residence hall community and its members and is unacceptable. If you experience harassment, report it to your RA or RC immediately for guidance and support.