



# Huston-Tillotson University

## Temporary Housing Request Form

(This form **MUST** be submitted **THREE WEEKS PRIOR** to your expected date of arrival.)

PLEASE PRINT

Office of  
Residential Life

Huston-Tillotson  
University

900 Chicon Street  
Austin, TX 78702

Phone:  
512.505.3158

Email:  
reslife@htu.edu

Please Note: For students currently enrolled at Huston-Tillotson University, please include a roster complete with student name, email and HT student I.D. number.

Date: \_\_\_\_\_

First Name: \_\_\_\_\_  Male  Female

Last Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

Phone Number : \_\_\_\_\_ E-mail: \_\_\_\_\_

Expected **DATE** of arrival at HTU: ( \_\_\_\_\_ ) ( \_\_\_\_\_ )  
(This information is **MANDATORY**) Arrival Date Departure Date

Expected **TIME** of arrival at HTU: \_\_\_\_\_  
(This information is **MANDATORY**)

Department affiliation: \_\_\_\_\_

Student: \_\_\_\_\_ Visiting Scholar: \_\_\_\_\_ Other: \_\_\_\_\_

HT Contact Name \_\_\_\_\_ HT Contact Number \_\_\_\_\_

HT Contact Email \_\_\_\_\_

**A reservation is guaranteed only upon receipt of a confirmation from the Office of Residential Life.**

### Group Reservation Information:

|                                  |                                   |
|----------------------------------|-----------------------------------|
| <b>Date:</b>                     | <b>Group Name:</b>                |
| <b>Advisor/Chaperone Name:</b>   | <b>Advisor/Chaperone Contact:</b> |
| <b>Arrival Date/Time</b>         | <b>Departure Date/Time:</b>       |
| <b>Alternative Contact:</b>      | <b>Alternative Email:</b>         |
| <b>Alternative Phone Number:</b> | <b>Number of Attendees:</b>       |
| <b>Number of Males:</b>          | <b>Number of Females:</b>         |
| <b>Food Service Needs:</b>       | <b>Special Needs:</b>             |

# Huston-Tillotson University

## Temporary Housing Request Form (continued)

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**The Office of Residential Life is committed to the safety and security of each resident. To this end, Section 7.3.3.3 of the Student Handbook establishes the following provisions regarding visitation:**

**The room visitation policy is established for guests of on-campus residents. Each resident is responsible for knowing when visitation is allowed.**

1. Visitation is held Sunday through Thursday – 3 p.m. until midnight; Friday and Saturday from 3 p.m. to 2 a.m. Guest(s) must begin to vacate the residence halls 15 minutes prior to the end of each evening;
2. Guests must enter the residence hall through the front door and sign in at the main desk. The resident and guest must leave current, valid picture identification cards (driver license, University I.D.) at the desk. The resident must sign the resident's guest(s) in and out. To ensure the safety of all residents, residents must escort their guest(s) from the main desk to the room visited and back out of the building. All guests must leave the hall by the designated time;
3. Each student must be properly dressed during visitation hours, keeping in mind that members of the opposite sex may be present;
4. Guests are expected to remain with their respective resident for the duration of the visit. Residents will be held responsible for the actions of their guests;
5. Residents may register their guests only. Students will not be allowed to register other residents' guests;
6. No loitering is permitted in the building during visitation hours, particularly in the desk areas. For security reasons, the desk worker must be able to see everyone who enters the building;
7. All guests must report to the main desk and sign out by the end of the visitation period; and
8. Any student charged with violation of the visitation policy will be subject to disciplinary action. Visitors are subject to all rules, policies and procedures set forth for all residential students at Huston-Tillotson University.

**Please submit a copy of the guest's state issued identification card along with application.**

**For Office Use Only**

|                                    |              |
|------------------------------------|--------------|
| <b>Department/Unit Supervisor:</b> | <b>Date:</b> |
| <b>Residence Hall Coordinator:</b> | <b>Date:</b> |
| <b>Dean of Student Affairs:</b>    | <b>Date:</b> |
| <b>Director of Campus Safety:</b>  | <b>Date:</b> |