



OFFICE OF RESIDENCE LIFE
1000 Edgewood College Drive
Madison, WI 53711
608-663-3228

Request Form for Minor Visitation in the Residence Halls

The Office of Residence Life strives to develop positive living and learning environments within the residence halls at Edgewood College. An important part of our role in this involves ensuring the safety of our students as well as any visitors and guests, particularly those under age 18. For this reason, we request that the following form be completed for any minor (under age 18) requesting to visit an Edgewood College student in the residence halls overnight without a parent or guardian. All requests will be reviewed on a case by case basis.

This form must be submitted (mail, in person or scanned with signature attached to an email) no later than 12:00pm on the business day (Monday-Friday) prior to the minor's visit to the residence halls. A Residence Life staff member or RA will contact the student host and/or guest directly with the decision regarding the request for the minor's visit.

This form must be completed and signed by the minor's parent or legal guardian.

GUEST'S INFORMATION

Minor's Name:

Minor's Contact Phone Number (if applicable):

Age:

Date of Birth:

Sex:

Arrival Date/Time:

Departure Date/Time:

HOST'S INFORMATION

Student Host Name:

Residence Hall/Room#:

Cell Phone Number:

Edgewood ID#

GUARDIAN'S INFORMATION

Parent or Legal Guardian:

Home Address:

City:

State:

Zip:

Home Phone Number:

Cell Phone Number:

Email:

Work Phone Number:

(over)

By signing this document, I understand that:

- As a guest of Edgewood College, my child is responsible for following all College policies (as stated in the Student Rights and Responsibilities and Residence Life Handbook) as well as state and federal laws;
- If at any time my child or their student host violates College policy, I understand that I may be contacted to pick up my child immediately;
- Edgewood College is not responsible for any injury or loss which occurs as a result of this stay;
- I must insure my child against any such injury or loss;
- And, to hold Edgewood College harmless from any claim against it which occurs during or results from trip or excursion.

Parent/Guardian Signature: _____ Date: _____

Completed forms can be returned:

In Person: Office of Residence Life (Predolin 215)

Faxed: 608-663-2817 (Attn: Office of Residence Life)

Mailed: Office of Residence Life, 1000 Edgewood College Drive, Madison, WI 53711

E-Mailed: residencelife@edgewood.edu