

# Visitor Request Form



Westwood Lodge  
Live well, Study well

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

Entrance is restricted to Residents only. This is a request for permission for a visitor to access Westwood Lodge. Westwood Lodge reserves the right to restrict access for visitors and any time, and for any reason, or for no reason whatsoever.

## PLEASE COMPLETE THE BELOW INFORMATION IN FULL.

- A VISITOR REQUEST FORM MUST BE COMPLETED FOR EVERY VISITOR SEEKING PERMISSION TO ENTER
- NO MORE THAN TWO VISITORS MAY VISIT ANY ONE RESIDENT AT A TIME
- NO MORE THAN A COLLECTIVE MAXIMUM OF 50 VISITORS WILL BE PERMITTED AT ANY ONE TIME AT WESTWOOD LODGES.
- NO VISITOR WILL BE ALLOWED ACCESS UNLESS THE FORM IS COMPLETED IN FULL
- VISITOR HOURS: **STRICTLY 8AM TO 10PM. NO NEW VISITOR WILL BE ALLOWED ACCESS AFTER 8PM.**
- ALL VISITORS ARE TO BE SIGNED IN BY THE RESIDENT
- THE RESIDENT AGREES TO TAKE FULL RESPONSIBILITY FOR THE BEHAVIOUR OF THEIR VISITOR AND THE VISITOR AGREES TO ABIDE BY ALL OF THE LODGE RULES
- VISITOR VEHICLES MUST BE PARKED AT THE OFFICE PARKING AND MAY NOT BE PARKED AT THE LODGES

## Student Details

Student Name \_\_\_\_\_

House Name \_\_\_\_\_ Room Number: \_\_\_\_\_

## Visitors Details

Visitor's Name \_\_\_\_\_ ID number: \_\_\_\_\_

Phone Number \_\_\_\_\_ Vehicle Details \_\_\_\_\_

Date of Visit: \_\_\_\_\_ Reason for Visit: \_\_\_\_\_

- Security reserves the right to search any person and/or vehicle at any time
- ALL visitors MUST exit the estate by no later than 10pm as per the Lodge rules
- No alcohol or noise permitted. Please respect your fellow residents

## Resident

Signature: \_\_\_\_\_

## Visitor

Time In: \_\_\_\_\_ Signature: \_\_\_\_\_

Time Out: \_\_\_\_\_ Signature: \_\_\_\_\_