

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 20 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: _____

Has your visitor been VACCINATED FOR COVID-19? _____

- 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: _____