

Overnight Visitor Policy

These policies must be adhered to for a person to be approved as an Overnight Visitor.

Requirements:

- An Overnight Visitor must be at least 18 years old.
- The Overnight Visitor must **not** be associated with the conference.
- The Overnight Visitor must accompany a registered conference attendee who is designated on the roster as a participant, staff member or guest.
- The Overnight Visitor must be included on the conference roster and the dates of their stay must be indicated.
- Residential facilities differ in room and bed configurations and not all residential facilities are suitable for an overnight visitor. The Overnight Visitor must stay in the same room as the conference attendee. Appropriate accommodations for an Overnight Visitor **cannot** be guaranteed.
- An Individual Liability Waiver **must** be signed by the Overnight Visitor. The Overnight Visitor agrees to indemnify, defend, and hold harmless the University from any injury, loss or liability whatsoever.

Payment:

- The Overnight Visitor **rate** will be the same as the contracted nightly rate for conference attendee.
- The Overnight Visitor will be billed for the nights of their stay.
- Payment can be made at the Conference Front Desk associated with the residence where they are staying. If the Overnight Visitor does not make a payment their charges will be billed to the Conference.
- The Overnight Visitor will be issued a room key and fob. If lost or not returned to the Conference Front Desk the Conference will be billed the lost key fee. The Overnight Visitor may pay the lost key charge at the Conference Front Desk to avoid having the charges billed to the Conference.
- The Overnight Visitor will not be required to take meals with the Conference. Guest meal tickets can be issued by the associated conference.
- A **penalty** will be applied if the Overnight Visitor is not included on the roster and it is later confirmed that they have been staying in the residence. The nightly charge for the Overnight Visitor will then be double the nightly rate that would have been charged had they been listed on the roster.
- The Overnight Visitor's stay does not count towards the minimum guarantee for the conference.

Conference Liability:

- The Conference assumes the same liability for the Overnight Visitor as it does for its own attendees.
- The Conference is responsible for the Overnight Visitor adhering to all policies related to the conferences by Stanford University.
- Staff members of youth programs having a supervisory role are required to have background checks. Though not required for the Overnight Visitor who does not have supervision responsibilities, having the Overnight Visitor background checked may be in the interest of the Conference if they are in the residence with youth.