

AMDA COLLEGE

of the Performing Arts

NEW YORK CITY • LOS ANGELES

Visitor Pass Request

Please complete and submit to Student Affairs for administrative approval at least 3-5 business days before proposed guest visitation day. Visitors are subject to verification by the College. AMDA reserves the right to deny entry to any visitor that might not meet the qualifications defined in the AMDA Student Code of Conduct:

Before any guest visits AMDA the student must complete a Visitor Form and have documented approval by the Student Affairs team. After receiving approval, guests will be permitted. Guests may not visit classes or demonstrations and are not permitted to stay overnight in housing. Additionally, guests may not loiter in any area of the lobby or in the immediate vicinity of any housing facilities.

The student hosting the guest is responsible and accountable, including financially, for the conduct of his/her guest. Any infraction of the policies and the cost of repairing and damage by the guest is assumed by the host student. For security reasons, students are discouraged from providing entry to individuals who are not their own guests. AMDA will permit minors on campus but they must be accompanied by an adult at all times.

(Please type or print neatly in blue or black ink)

Name: _____

Phone Number: _____ Email Address: _____

Address: _____
STREET APT. # CITY STATE ZIP COUNTRY

Student ID # _____ Residence Hall and Room # (If applicable): _____

Guest	Relation to Student	Proposed Date	Proposed Time
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

Reason for Visit

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My signature below indicates that I understand the College's rules and regulations regarding guests visiting on campus and that I will act in accordance with them.

If living in student housing, it is your responsibility to inform any assigned roommates of a potential visitation of your shared space. It is suggested to seek approval as to avoid any concerns/issues and to ensure a positive experience for all parties.

Please remember that established quiet hours within residence halls are 11:00 PM - 9 AM Sunday - Thursday and 1:00 AM - 10 AM Friday - Saturday.

Signature: _____ Date: _____

FOR OFFICE USE ONLY

Approved By (Print Name): _____ Date: _____

Signature of Approval: _____