

## The Visitor Management Guidelines for All Halls

The guidelines are as follows:

As of October 28, 2013 all visitors entering the Halls of Residences on the UWI Mona Campus will be required to abide by the following guidelines:

1. Visitors must
  - i. Notify the security guard on duty of the name and room number of the person they are visiting.
  - ii. Either contact the resident by cellular phone or where internal phones are available request the security guard to contact the resident.
  - iii. Await the arrival of the resident.
  - iv. Provide their FULL names to the security guard on duty.
  - v. Provide one of the following approved Identification:
    - (a) National ID
    - (b) Drivers Licenses
    - (c) University of the West Indies or other College School ID
    - (d) Workers / Employee ID
  - vi. **NOTE WELL** – visitors will only be allowed inside the hall under the escort of the resident being visited.
2. Residents
  - a. Residents must conform to the rules laid down by the University in relation to visitors and ensure that visitors are only entertained during prescribed hours and only in those areas of the Hall reserved for visitors.
  - b. Provide accurate information which includes full name, student ID number, flat/room number, the full names of the visitors.
  - c. Escort the visitors into the facility and at the expiration of visiting hours escort the visitors back to the Security Post.
3. Duties of the Security Guard
  - a. Guards should ensure the protocols relating to visitors in halls of residence are strictly adhered to. The names of the resident, ID #, Room #, name of visitors, time in and time out must be recorded in the book provided. The guard should inspect the identification card of the visitors before allowing visitors in the hall and only after the visitors' book has been signed.