

## KUSU GUEST SIGNING IN

- Each valid Keele Card holder is entitled to sign in only one guest at one time (all entry is to Security discretion).
- All guests must show a valid form of Identification (Passport, Driving License or "PASS" approved card) from which their full name will be taken and recorded.
- **Each person signed in must pay £1** unless they are a UK student holding a valid NUS Extra Card in which case this charge is waived.
- The person signed in and the person signing in must still pay the entrance charge.
- All persons (Keele students and their guests) must abide by the KUSU Code of Conduct, venue regulations and UK licensing Laws.
- **All Keele students that sign in guests are fully responsible for their guest's behaviour within the building.**
- If any guest breaks the KUSU Code of Conduct, venue regulations or any UK licensing Laws they will be asked to leave with no refund and banned from the building until the licensee's decide to lift the ban or take further action. The Keele student who signed in the guest will be asked to leave with no refund and banned to disciplinary (in accordance with the KUSU disciplinary Procedure). The student will be disciplined for the behaviour of the person they signed in.