SIGN OUT AND GUEST POLICY

Visits Off-Campus: Students may only leave campus as indicated below.

Within Tallahassee – On weekends, students may visit the homes of relatives and friends in Tallahassee if written permission is obtained from the student’s parent(s) or guardian(s). **Students must be accompanied by an adult over 21, named by the parent to the Program Director, and must sign in and out with the dorm staff.** In order to visit a relative or friend in Tallahassee, the following steps must be followed:

- A note from parents, with signature, is given to Sarah Wilcoxon by the Thursday morning before the weekend visit. This note can be scanned and emailed to sh13f@my.fsu.edu or faxed to the School of Dance at 850-644-1277.
- The host family or friend should make arrangements with the Head Counselor, Cheri Stokes. This communication can be arranged through the dancer.
- The host family/friend (who is 21 or over) must sign out the student with the Head Counselor, Cheri Stokes, and sign them back in upon their return.

Out of Town – NO student may take a trip out-of-town unless he/she secures written permission in advance from the Program Director. Requests for out of town trips should be sent to the Program Director and must contain a parent/guardian signature.

For the safety of all students, the workshop director reserves the right to deny off-campus visitation requests.

STUDENT DRIVING

Overnight students are not allowed to drive during the workshop. If you are driving yourself to FSU, please call Joyce Fausone at 850-645-2449 to discuss this further. If you are driving by yourself, you will need to obtain a visitor’s parking permit by calling 850-644-5278 prior to your arrival. You will also need to leave your keys with Sarah Wilcoxon (Program Director) until the workshop is over. This is an insurance and liability issue.

For day students driving themselves to the workshop each day, you may purchase a weekly parking permit that will allow you to park in any student lot. Please call 850-644-5278 to obtain a visitor’s permit. Day students may transport ONLY themselves during the workshop. If you are car-pooling with someone else, please let us know. **Under no circumstance can you transport an overnight participant.** Our workshop insurance DOES NOT cover this.