

## HOW TO INVITE A GUEST TO CAMPUS: AN EASY GUIDE

(for lunch, to speak in your class, or to meet with your students)

If you would like to invite a guest to campus, here are the steps...

1. Invite your guest to campus, just like you normally do.
2. If you would like to allow them easy access to campus (so they do not have to stop at the gate), have them send you their vehicle license tag number.
3. Forty-eight hours prior to their visit to campus, send an email to [security@rhodes.edu](mailto:security@rhodes.edu) with the name of your visitor and their vehicle license tag number. If multiple guests will be arriving to campus in the same vehicle, please include the names of all passengers in the vehicle.
4. Campus Safety will send you a visitor pass, which you can then forward to your guest.
5. The pass will allow them to pass through the gate without having to be stopped. They will not need to present an ID.

**Don't worry! Your guest will not be turned away if you do not follow these steps.**

If you don't receive your guest's vehicle license tag number or don't send an email to Campus Safety in time, your guest can still drive up to the gate at Rhodes. In this case, they would need to show an ID and say that they are coming to visit with you in order to enter campus.