

# Guest Pass Policy



1. All visitors to the Housing Authority of Henry County developments of Fairview Apartments and Lakeland Terrace who wish to enter or remain on HAHC property between the hours of 12:00 A.M. midnight and 6:00 A.M. will be required to be registered as a guest of a resident of one of the previously mentioned developments.
2. During Housing Authority Police Officer duty hours, call the Kewanee Police Department (KPD) before 10:00 p.m. to request that Housing Officer goes to you apartment to issue a pass. If an officer is not available, both the tenant AND the guest need to go to the KPD, with identification for all parties, to receive a pass. A pass will not be granted for more than one night from the police department. The KPD staff is not required to issue passes, and so you need to make sure you are respectful while attempting to get the guest pass. Any disruptive, rude, demanding or belligerent behavior will be taken into account while deciding to issue or not issue the pass.
3. All guests must be registered by 10:00 P.M. Any person on Housing Authority property without a guest pass after 12:00 midnight will be considered to be trespassing and may have criminal charges filed against them.
4. Only persons who live outside of Henry County, IL will be granted permission to stay overnight. Situations can arise where the HAHC may, on a case-by-case basis, make an exception to this rule.
5. Residents will be held responsible for the actions for their guest and must accompany them while on HAHC property. Guests must also carry their pass on them at all times.
6. Each guest will be limited to a maximum of 14 overnight stays in total at all Housing Authority developments per calendar year.
7. Any person found carrying a falsified guest pass will be considered to be trespassing and may have criminal charges brought against them.