



# VISITATION REQUEST AND APPROVAL

A 72 hour advance notice to the Administration Office is required in order for a visitation to be processed and returned to you in a timely manner.

Visitation Maximum: Up to four individuals  
Visitation Hours: Monday through Friday from 2:30 p.m. to 9:00 p.m.  
Saturday, Sunday and Legal Holidays from 9:00 a.m. to 9:00 p.m.

Visits are not allowed during meal times of 11:30 a.m. through 1:30 p.m. and 5:00 p.m. through 7:00 p.m.

Newspapers and magazines brought in by visitors must have prior approval on the "Visitation Request and Approval" form. Please list these items under special requirements.

Any personal items being removed from the facility by a visitor must be listed on the "Excess Items/Handling/Disposal Form". Only residents are allowed to bring beverages or games into the visiting area and must have prior approval. Please list these items under special requirements on the "Visitation Request and Approval" form.

I, \_\_\_\_\_, would like to request a visit for \_\_\_\_\_ from \_\_\_\_\_ (date)  
\_\_\_\_\_  a.m.  p.m. to \_\_\_\_\_  a.m.  p.m.  
(time) (time)

with the following approved visitors:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

List Special Requirements:

1. \_\_\_\_\_  Approved  Denied

2. \_\_\_\_\_  Approved  Denied

Resident Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Office Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Program Director or Security Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_