

## 2.3 Hall Regulations

In disciplinary matters we can impose fines of up to £50 and/or expel students from Hall for breaches of the Hall rules or refer students to the Dean of Students for College Community Service. A late payment fine of £5 per week applies to all fines. Students disciplined by a Warden have a right of appeal to the Dean of Students within seven days. The grounds for appeal are limited to those set out in Section 3.4 of the Student Handbook. At an appeal a panel consisting of the Dean of Students, a Warden from a different team, and another member of academic staff can decide to uphold, set aside or increase the original penalty. The Hall regulations supplement the general College regulations, which you should also have a copy of.

The Hall Regulations Fall into Four Main Categories:

### 1. Safety

Your actions should not endanger yourself or others.

### 2. Consideration for others

You should show appropriate consideration to other residents and visitors.

### 3. Respect for property

You should not damage College property or that of other students.

### 4. General Matters

## 2.4 Safety and Fire Regulations

The details of fire and safety procedure requirements are outlined in the first part of the booklet. The Wardens are empowered to take action against anyone failing to observe the requirements. In serious breaches which constitute a Criminal Offence the Police will be informed and residence in Hall will be terminated. Any actions which place the safety of other students at risk will not be tolerated. Section 31 (i) of the Fire Services Act 1947 states that any person who knowingly gives or causes to be given a false alarm of fire to any Fire Brigade maintained in pursuance of this Act or to a member of a Brigade shall be liable on conviction to a fine of not exceeding £

( 1992) or imprisonment for a term exceeding three months".

#### Some Do's and Dont's

.DO keep windows and doors locked when vacating your bedroom.

.DO NOT sit on window ledges. Even ground level it is dangerous.

.DO NOT place objects outside on window ledges nor hang items out of windows. Falling objects are dangerous

.DO switch all electrical equipment off after use.

DO NOT smoke in No SMOKING areas. Remember only certain study bedrooms have been designated as "smoking rooms" -this applies to the room occupants and visitors to the room.

.DO NOT empty cigarette ash/ends in bins containing bin liners or other flammable material.

.DO use the bin allocated specifically for cigarette ends/ash. These are located in the pantries.

.DO NOT tamper with fire fighting equipment and fire warning systems. This is a criminal offence and results in termination of residence in Hall.

.DO NOT move fire fighting equipment

.DO NOT under any circumstances keep candles, joss sticks or similar combustible items in your room or any other area within your residence. They constitute a serious fire risk and will be removed by the Housekeeping or Management staff if found during routine room checks.

## 2.5 Security

### Emergencies

If an emergency arises during the night, or if you see anything suspicious, please report it immediately to Security who man Founder's Reception throughout the night. If it is difficult to reach reception, you can telephone Founder's Security

on 01784 443063 from any pay phone.

### Emergency Fire Exits

Please do NOT use the Emergency Fire Exits as alternative ways in and out of the building. Breach of this instruction will be regarded as disregard for fire regulations.

### Access

Please ensure that the entrances to your House or Flat are locked at all times. This limits access to the buildings and ensures that intruders cannot gain access to your room. This is for the safety of all residents. Residents will be collectively accountable for damage or even if intruders are responsible.

### Damage

Please report any accidental damage Founder's Reception or Highfield Court Office. You may be asked to pay for any serious damage. Wilful damage is considered a serious disciplinary offence.

Ball games or the use of frisbees do Residences are not allowed as damage result and noise disturbs others.

### Theft

Unfortunately theft from study bedrooms occasionally occur, so please lock your door & window whenever you leave your room. The College does not accept responsibility for loss or damage to students' property and you are particularly asked not to leave cash, cheque books or credit cards lying around. There are insurance leaflets available from the Student Union and you are advised to take out insurance for any valuable items that you possess (eg stereos, bicycles & computers).

## 2.6 Living in a Community

College Halls are communities of students and it is in the interest of all residents to ensure that they remain a pleasant environment for study and social life. This means refraining from littering the Halls or grounds. maintaining clean pantries/kitchens and keeping quiet in or near residences late at night. Any serious antisocial behaviour suggests that those responsible are unsuitable for Hall life and will result in their being asked to move out of residence. An example would be theft of other students' food

from pantry/kitchen fridges.

The more specific ground rules set out below act as a basis for regulating Hall life. It is a good idea for all residents in a flat or house to meet together regularly to discuss basic house rules and responsibilities and thus avert difficulties before they arise.

#### Communal facilities

Please leave the pantries/kitchens and bathrooms clean when you have finished using them: other residents have to share them with you, and the responsibility for keeping the equipment in the pantries/kitchens clean is yours, not the cleaner's. The General Manager is responsible to the Environmental Health Inspectorate and may close any pantries/kitchens that do not conform to reasonable standards of cleanliness. You will be charged for additional cleaning, if required.

There is a common responsibility for the cleaning and upkeep of all communal facilities and all residents must work together to ensure that standards do not fall below acceptable levels.

Where "Special Cleans" have to be uncleaned by College staff to return the pantry/kit an acceptable level of cleanliness, residents of the Hall, House or Flat will be charged "Special Clean".

#### Noise

Students should show consideration towards other members of the community and avoid excessive and persistent noise which may disturb others. All televisions, stereos etc should be inaudible outside your room at all times. All noise should be avoided after 11.30pm. If you like to listen to loud music please make sure you possess and use headphones. During the night do not slam doors or make undue noise in the corridors. Drunkenness is not a valid excuse. Complaints about noise should be directed initially person causing the disturbance. If noise at makes sleep impossible, contact Security in Founder's Reception. and they will take appropriate action. Complaints about persistent noise should be made to the Warden.

Excessive noise is an example of antisocial behaviour and will be treated very seriously by the Wardens. If noise at night require

personal attention of the Warden, Deputy Warden, or a Sub Warden, you may expect them to take disciplinary action (including fining). Note that you are also responsible for the actions of anyone from outside the Hall who is your guest.

## Parties

You may only hold a party in your room on Friday or Saturday evenings with the prior written permission of the Warden or Deputy Warden. Parties are defined as gatherings of more than 5 people in a room. The noise regulations above always apply. No parties are allowed during the examination period. Highfield Common Room can be booked for private functions: contact the Warden or Deputy Warden for permission. The resident(s) holding the function will be responsible for clearing up afterwards. Permission to hold a barbecue in College grounds must be sought from the Warden who will consult with the Safety Officer and the General Manager of the relevant Hall.

## 2.7 A Listening Ear

Although Wardens are often seen as the "police" of College Halls, we also have a pastoral role. We are happy to just sit and talk with you if you have a problem, feel lonely, or are homesick. Just contact the duty warden if you want to chat.

## 2.8 General Matters

### Visitors

Visitors are allowed at all reasonable hours. However, after 10.15pm unaccompanied non-residents may be denied access to the Halls. Note that Security Officers have the right to prevent anyone whom they deem unsuitable from entering the Halls. Civil cooperation with the Security Officers is expected and required; they are here for your safety and protection.

After 10.15pm, guests should stay in the company of a resident. Proof of identity or residence will be required. Anyone refusing to identify themselves will be assumed to be an intruder, and will be asked to leave. Please note that you are responsible for any guest whom you invite into the Hall. As far as Hall regulations are concerned, you will be accountable for their actions. If at any point you

feel unable to control them, notify Security immediately and they will, if necessary escort them from the building.

### Overnight Guests

Visitors should only stay in Guest Rooms available in Founder's Hall (concessionary are offered for resident guests). If you book a Guest Room please contact Founders Reception to make the necessary arrangements.

### Smoking

You may smoke in your own room ONLY if it is designated as a smoking room. Smoking should not activate detectors in your rooms unless a group of people are smoking at the same time. It is a disciplinary offence if you or your guests smoke in a room designated as a non smoking room. Regular checks of rooms are made and where smoking has evidently taken place, disciplinary action will be taken against the occupier of the room.

All corridors and communal areas are no smoking zones. This is for fire safety reasons. Smoke detectors in these areas may well be set off by cigarette smoke causing the fire brigade to attend. This is an extremely serious breach of regulations, reducing, as it does, the capacity of the local fire brigade to deal with other incidents.

When smoking in your room please use an ashtray and be careful when disposing of cigarette ends and matches. When they are available (usually in Halls with Pantries) dispose of ash, cigarette end and matches in the metal container provided for this purpose. **DO NOT DISPOSE IN PLASTIC OR PLASTIC LINED BINS.** Please note that if you tamper with any smoke or heat detector you will be expelled from Hall.

### Information

From time to time important information from the College, the Wardens or Unit Management will be sent to you via the pigeon holes located in the basement of Block I Highfield Court, for Highfield and Penrose residents, and on the ground floor of each house in the case of Beeches, Chestnuts and Elm Lodge residents. You should check these pigeon holes daily, as it will be assumed that you received a mailing 24 hours after delivery.

