



House Rules for Senior Residences

(August 2012)

Please read these regulations carefully, sign a copy and return to your House Manager.

As an adult student at St. Clare's, Oxford, you will be expected to behave in a way that shows respect for your fellow students and for the international community in which you are living. This House is your home whilst you remain in Oxford but it is also the home of a large number of other students as well. This means that everyone needs to behave in a reasonable and considerate way. As everyone has a different idea of what constitutes "reasonable" behaviour the following rules have been drawn up so that you know exactly where you stand and what is and is not allowed. Living together requires tolerance and good humour and we want you to enjoy your time with us. Equally, living in a college residence is a privilege and, if you are unable to live by our rules, you will be transferred. The college has a grievance and disciplinary policy which you should read in conjunction with this document.

Responsibilities:

1. **Residents:** The House is for the use of the people who have paid to live here and is reserved exclusively for the students and staff members of St Clare's. No one else is allowed to live here or to use its gardens, its common rooms or its kitchens and other facilities.
2. **Guests:** Visits by guests from other houses are welcomed, provided that they follow these guidelines. Please remember that you are responsible for your guests for the duration of their visit and that you must be available to let them in and to make sure that they leave the House by 11.30 pm. You must never admit someone whom you have not invited yourself as this compromises the security of the house. Report all strangers to the House Manager immediately. There should not be more than 2 guests present per room after 23.00 at night. **Guests may not stay overnight.** They should be shown out via the front door. They must leave the house by 23:00.
3. **House Manager:** St. Clare's has appointed a House Manager who is the designated representative of St. Clare's and, as such, is responsible for monitoring the behaviour of residents and their guests and maintaining a positive atmosphere in and around the House. The House Manager on duty has full authority to act on behalf of the college.

Outside the residence:

1. **Gardens:** You are welcome to use the gardens between 7.00 am and 10.30 pm. Due to the residential nature of the neighbourhood, all games, Frisbee, music and large group activities are not allowed. The garden cannot be used for social events for students from other houses.
2. **Litter:** We like to keep the House clean and attractive – throw your litter away in the bins provided.
3. **Motorised vehicles:** The City of Oxford does not allow students who live in student accommodation to have a car but Oxford has a good network of public buses or you can hire a bicycle. As the House does not have any parking, please discourage visitors to the house from using cars and motorcycles.
4. **Bicycles:** Bicycles should be locked securely and only in the rack provided (if applicable). Movement of bicycles and the act of securing them should always be done quietly, especially late at night, as this can disturb others.

Inside the residence:

1. **Noise:** We live in a residential area and need to be sensitive to the needs of our neighbours and the impact we have upon them. Equally, everyone has the right to work undisturbed by the inconsiderate behaviour of others. This means that:
 - Music in rooms should not be loud and never played loudly with open windows. If you can't live without loud music, please invest in a set of headphones.
 - Parties are not allowed in student rooms (a party is loosely defined as the social drinking of alcohol and/or the communal playing of music).
 - The number of visitors should never interfere with residents' study or the calm of the House. It is not reasonable, for example, to bring in a group of friends from outside and take over the lounge so that the residents feel unwelcome.
 - After 23.00 the house should enter a **quiet period** so that everyone can get to sleep. Playing music

loudly after this time is not allowed. Those moving around the house or returning to the house after this time are asked to do so quietly. Take especial care to be quiet if you are arriving late at night as noise travels easily through the house.

2. **Drugs:** Drugs, including marijuana and ecstasy, are illegal in the UK and their use is banned from St Clare's.
 - Any student found to be in possession of drugs will automatically be suspended and may be asked to leave the college.
 - Dealing in drugs or supplying drugs for others to use will automatically result in expulsion from college.**St. Clare's reserves the right to involve the Police where there are sufficient grounds for staff to suspect or believe that illegal drugs are being used or kept in the residence.**
3. **Smoking:** St. Clare's is a non-smoking college. This means that smoking is not allowed anywhere in the building (including private balconies where this applies). Smoking is strongly discouraged at all times but may be permitted in gardens at the back of buildings. Please use any bins provided for cigarette ends.
4. **Alcohol:** Students are expected to use alcohol responsibly. House Staff are expected to intervene where they have concerns about students' and their use of alcohol. Drunkenness in the House is expressly forbidden. Disciplinary action will follow if a student mis-uses alcohol repeatedly.
5. **Common Room:** Any common room is reserved for residents and is not available for parties. It may be used for social events for the residents only. It is the space for relaxation and light entertainment for the resident students. Please note: it must not be used for eating or for 'exclusive' uses such as play station and video games.
6. **Common kitchens:** Please refer to the specific rules for your house, since these differ according to facilities.
7. **Laundry:** Clothing should only be washed and dried in the House laundry room, if appropriate. It is unhygienic to have damp clothes drying in the bedrooms.
8. **Cleaning:** Residents are required to keep their rooms tidy. It should be remembered that the domestic staff are employed to clean the houses but not to tidy up after students; therefore your co-operation in keeping floor areas clear would also be appreciated. The domestic staff will require access to rooms by 10.00am each week day in order to complete their tasks. Desk work top areas will be dusted at least once per week, please contact your domestic cleaner to agree suitable arrangements. Kitchens must also be kept clean and tidy. Dirty crockery must not be allowed to accumulate.

Safety and Security:

1. **Rooms:** All rooms are to be kept locked at all times when students are out. Keys should be carried at all times. St. Clare's accepts no liability for money or valuables lost or stolen. Any losses should be reported immediately to the House Manager.
2. **Fire:** All fire exits are to be kept free and all fire notices displayed prominently. Bedroom doors should not be locked at night as a safety precaution in the case of fire. The use of candles, joss sticks and oil burners in rooms is strictly banned. Posters and fabrics should not be placed near to light fittings.
3. **Electrical Equipment:** All electrical equipment must be in a safe working condition and will be tested for safety by independent outside contractors.
4. **Furniture and Fittings:** Residents may not dispose of any furniture or equipment in the room. Damage or loss to college property should be reported immediately to the House Manager. Charges will be made for damage to furniture and fittings:
 - in a single room, you will be asked to pay for the cost of repairs;
 - In shared rooms, if it is unclear who caused damage the occupiers of the room will bear the cost evenly;
 - in common areas if it is unclear who caused damage the students in the House will bear the cost evenly.Normal wear and tear will not be subject to charge.
5. **Accommodation moves:**
Any room changes must be made only through the Student Services Officer in 18 Bardwell Road.
St. Clare's, Oxford reserves the right to:
 - move students who breach these regulations from this accommodation;
 - charge students for any damage to furniture and fittings;
 - charge students for any extra cleaning required.

..... **(Name)** have read, understood and agree to abide by these regulations.

Signature

Date: