2016 Residential Handbook

ANU Halls of Residence

Toad Hall
Fenner Hall
Burton & Garran Hall
Ursula Hall (including Laurus Wing)
Bruce Hall (including Packard Wing)
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Foundations of a living learning community

Life in an ANU Hall of Residence complements your studies at university by providing a safe, supported and inclusive home away from home, enabling you to make the most of your experience at ANU.

While each ANU Hall has its own history, distinct culture and traditions, all are living learning communities where:

- diversity is valued and sought;
- academic endeavour is supported and achievements are celebrated;
- you can learn about yourself and the world through informal peer interactions and through programmed events and activities; and
- you are given the chance to be a leader within the community, and are encouraged to engage in leadership opportunities across the University.

This handbook aims to outline the expectations we have of you as you as a resident in your Hall, and what you can expect of your peers, student leaders and residential staff. By making these expectations clear, we hope to ease your transition into residence and help you to thrive in your community.

As a student of the Australian National University and resident of an ANU Residential Hall, we expect you to:

- Be independent in your thinking and take responsibility for your actions;
- Understand and fulfil your responsibilities and obligations as a member of the ANU community and as a member of your residential community;
- Treat the physical spaces of the Hall with respect;
- Consider your life in residence as an opportunity for learning and personal growth; and
- Take advantage of the range of programs and services offered within residences and across the University.

You can expect us to:

- Make sensible, considered and consultative decisions and give residents affected by those decisions an opportunity to discuss and question;
- In our response to incidents, and in our decision making, prioritise the wellbeing and safety of all residents and look for solutions that facilitate learning and personal development for the residents involved;
- Be guided but not bound by precedents; and
- Be able to explain the reason for rules and decisions made.

The handbook that follows is founded on the above expectations, and is considered **essential** reading for new and returning residents of ANU Halls of Residence.

Once you have taken the time to read this handbook, if you have any questions at all, please do not hesitate to seek assistance from the staff and student leaders in your residence.
Policy framework

As a resident of the ACT, residents of the ANU Halls of Residence are subject to the applicable laws of the Commonwealth of Australia and the Australian Capital Territory.

The ANU Halls of Residence operate within the legislative and policy framework of the ANU. The ANU’s Statutes, Rules, Orders, policies and procedures apply to all students of the University, including residents in Halls and can be found on the University’s website www.anu.edu.au.

In addition to specific ANU policies which are mentioned throughout this Handbook, we would like to draw your attention to the following policies which we consider to be of particular importance within the Halls:

Prevention of discrimination, harassment and bullying:

Equity and diversity:

Equal opportunity:

Student complaint resolution:

Hall-specific policy areas

Each ANU Hall has its own history, distinct culture and traditions, as well as differing in terms of community demographics and the physical buildings (for example, proximity of communal areas to bedrooms). Thus, the Halls will make some hall-specific guidelines, policies and rules, and will advise their residents of these. These policies may be changed throughout the academic year to reflect the needs of the Hall community. Some of the areas where local policies will be formulated include:

- Specific restrictions on noise (noting that all Halls, as per the Occupancy Agreement, require you to refrain from producing excessive or loud noise);
- Appropriate use of common areas and shared facilities (e.g. computer labs, kitchens), including restrictions relating to alcohol consumption within these spaces;
- Event approvals procedures;
- Lockout policies;
- Restrictions on the use of balconies and outdoor rooftop areas;
- The scope and limitations of the tasks which can be carried out by the Senior Resident On-call (Duty SR);
- Storage of residents’ possessions (e.g. in baggage rooms); and
- Lending of fold-out beds for guests.

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Privacy

The Halls of Residence operate under the ANU Privacy Policy, which can be found here:

Entering your room

As is outlined in the Occupancy Agreement, we reserve the right to enter your room for reasons such as inspection, repair, cleaning or other reasonable purposes, including welfare checks.

- Room inspections will be conducted on a periodic basis. You will be given sufficient notice prior to any scheduled inspections. If your room is in an unsatisfactory state, you will be given time and instructions on how to remedy the situation and then your room will be reinspected. Should your room continue to be in an unsatisfactory state, the Hall reserves the right to have the room professional cleaned and to pass the costs on to you.
- When you record a maintenance issue with the Hall, the act of recording this issue is taken to mean that you have granted the Hall permission to enter your room, sometimes without notice, for the purpose of resolving the maintenance issue.
- Where maintenance is to be done in your room, you are required to give University staff and contractors all reasonable access to the room to effect repairs, including assistance with moving your belongings if necessary.

Disclosure of information

In most day-to-day situations, we need your permission to disclose any personal information to parties external to the University, including parents/caregivers/family members.

In cases where the Head of Residence or nominee determines that there is a serious concern for your health or wellbeing, your preferred emergency contact persons (listed on your Accommodation Application, as advised to the Hall Office, or as advised to the University) will be contacted. Prior to doing so, if possible and deemed appropriate, the Head of Residence will advise you that this is going to occur.

Academic expectations

The Australian National University has stringent standards regarding academic progress that may affect your enrolment and therefore your eligibility for residency in the Hall. More information can be found at: http://policies.anu.edu.au/procedures/academic_progress/procedure

The Hall exists to support the academic endeavours and personal development of its residents by maintaining suitable community values and assistance and guidance to individuals. The Hall expects that having been offered a place at The Australian National University, you have the skills and ability required to achieve academic success. We know also that conditions change and events happen that make study difficult and in some cases impossible at certain times.

In the event that you are experiencing academic difficulties, it is our expectation that you will actively engage with the support networks available to you both within the Hall and in the wider ANU. If asked to attend meetings within the Hall to discuss your academic progress, you must attend those meetings.
Discipline

Authorised Office-bearers for the purposes of discipline in the Hall include the Head of Residence, Deputy Head of Residence, Administration Manager, Community Coordinators and Senior Residents.

Action via internal procedures

By Rule 4.1 of the Halls of Residence Rules 2005 (‘the Rules’) the University’s Council has vested responsibility in the Head of Residence for discipline in the Hall. This is subject only to the direction of the Vice-Chancellor or his or her nominee.

If behaviour of a resident who is also a student of the University is not of a level sufficient to constitute misconduct under the Discipline Rules 2014 (i.e. the behaviour is minor and is limited to the living environment within the Hall), or the resident is not a student of the University, then the disciplinary matter will be considered and a finding made by the Head of Residence. The Occupancy Agreement outlines the actions which may be taken in these circumstances.

In matters which have not resulted in the exclusion of the resident, and where a resident wishes to present new information for consideration, the resident can request that the Head of Residence review their decision. The Head will review the decision, along with any additional new information which may have been presented, and make a finding. If the resident wishes to again appeal, they should direct their appeal to the Registrar (Student Life). The resident may also request the involvement of the Dean of Students at any point.

Where the finding by the Head of Residence has resulted in exclusion of the resident, the Head of Residence will immediately notify the matter to the Registrar (Student Life). The resident will have the right to make any request for review regarding exclusion from the Hall directly to the Registrar Student Life (unless the exclusion is on the basis of non-payment of rent, in which case no internal avenue of review is available). The decision of the Registrar (Student Life) having reviewed the matter will be final.

Action under the Discipline Rules

If behaviour of a resident who is also a student of the University is of a level sufficient to constitute misconduct within the meaning of Rule 3 of the Discipline Rules 2014, the Head of Residence, as prescribed authority for the purposes of the Discipline Rules, will assess the nature of the behaviour and may take immediate action in accordance with Rule 6. The Head of Residence will hold an inquiry and make a finding in accordance with the procedures set out in the Discipline Rules. If the resident wishes, the resident can appeal the decision of the Head of Residence to the Appeals Committee as provided in Rule 20 of the Discipline Rules.

Applicable university legislative instruments

Halls of Residence Statute 2005:
http://about.anu.edu.au/__documents/statutes/hallsresidencestatute.pdf

Halls of Residence Rules 2005:
Underage residents

The ANU Liquor Statute 2015 prohibits any person under 18 years from selling, supplying, purchasing, possessing or consuming alcohol in their residence or anywhere on University premises. This includes in your bedroom. This will not prevent you from being able to participate fully in the life of the Hall, as most of the sporting, cultural and social activities which take place within our communities do not include the consumption of alcohol.

As an underage resident, we will apply to you the same approach to privacy and the disclosure of information as for those who are aged over 18 (as is described elsewhere in this handbook). However, should we have concerns that you have been consuming alcohol, we do reserve the right to contact your listed emergency contact persons.

When you first arrive in Hall, the Head or Deputy Head will meet with you to discuss the specific issues which apply to you as an underage resident.

Guests

A guest is any person visiting the Hall at the expressed or implied invitation of a resident. It is your responsibility to ensure your guests are aware of appropriate behaviours, and you are accountable for the actions and behaviour of your guest(s). You will be held financially responsible for any costs related to damages caused by your guests.

If you wish to invite a guest to stay for more than two nights, you need to register this person as a guest with the Front Office. In general, each semester you should not exceed a cumulative total of seven nights where you have had any guests stay with you.

If you wish to have a guest stay four or more nights consecutively, you need to submit a request to the appropriate staff member.

If you wish to have a guest aged 16 or under stay with you for any length of time (even just one night), you must first seek the permission of the appropriate staff member.

Guests are not encouraged to stay in the Hall during examination period without the agreement of the appropriate staff member.

You are not permitted to give/loan your keys or swipe cards to non-residents for any reason. A guest cannot use your bedroom when you are away from the Hall.

Hall staff may refuse entry to any guest or evict a guest from the residence, for example (but not limited to,) if they breach Hall policies or if their presence is distressing to another resident.
Fee payment

You may pay your rent either a semester or year in advance, or by regular fortnightly Direct Debit payments throughout the Occupancy Agreement period according to the Schedule of Fees.

If you are unable to make a payment, you must discuss the matter with the Administration Manager and state your case in writing at least three days before the rent due date i.e. the Tuesday before the Direct Debit date. Only in exceptional circumstances will a late payment be approved.

If you have a debt to the Hall and you have not negotiated a suitable financial agreement with the Administration Manager, you may be refused permission to put credit on your phone or to place any other optional charges on your account until the debt is settled.

Readmissions policy

The governing principle for readmission of residents within ANU Halls of Residence is to ensure that the Halls maintain a positive culture, preserving a balanced and diverse community, whilst acting with due regard for ANU strategic plans.

Residents sign a contract for a maximum of up to one year. Readmission is not automatic and is subject to a reapplication process.

Please refer to the University Accommodation website for a full description of the readmissions policy. The readmissions policy is subject to annual review, but by way of general guidance you can expect that we will take into account your conduct as judged against the key points outlined at the beginning of this Handbook in the section “Foundations of a living learning community”.

Wellbeing

Physical and mental wellbeing is a vital component of achieving success at university. When your wellbeing is compromised, so too is your capacity to realise your potential, work productively, cope with the normal stresses of life and make a contribution to your community.

At ANU Halls of Residence, our staff and student leaders are trained to not only assist students who may be experiencing physical or mental health difficulties, but also consider and respond to the impact a resident’s ill health may be having on those around them.

If you become ill or sustain an injury during your time in residence, please let your Senior Resident, Community Coordinator, Head or Deputy Head of Residence know. Please also let us know if you decide to take time away from the Hall to recover from an injury or illness.

Non-emergency transport to hospital

If you require non-emergency transport to hospital, we recommend you use a taxi and have a friend travel with you. If you choose to be taken to hospital in a private vehicle, we recommend a friend, in addition to the driver, travel with you.
Emergency transport to hospital

The only appropriate transport in an emergency is an ambulance. Ambulance costs are the responsibility of the person receiving medical care, so we highly recommend you have health cover that includes ambulance travel.

Informing emergency contact person(s)

In cases where the Head of Residence or nominee determines that there is a serious concern for your health or wellbeing, your listed emergency contact person may be contacted. Prior to doing so, if possible, and if deemed appropriate, the Head of Residence will advise you that this is going to occur.

Psychological distress

If you experience psychological distress, or if you feel another resident is showing signs of psychological distress, we ask that you let a member of staff know. A designated staff member will attempt to ensure that appropriate support is made available. This may include consultation with and/or referral to health or counselling services including ACT Mental Health, University Counselling Centre, ANU Health Service or another health service provider. A ‘Safety Plan’ may also be developed in collaboration with the resident affected.

Long-term or serious illness/disability

If you develop a long-term or serious illness or disability while in residence which imposes a significant burden upon the Hall, and it is unreasonable for the Hall to continue to make further adjustments for this illness or disability, the Hall reserves the right to terminate your Occupancy Agreement.

In deciding whether to terminate your Occupancy Agreement, the Head of Residence will:

- Advise you of the impact of your illness on the operation of the Hall and on other residents; and
- Hold discussions with other relevant areas of the University, including but not limited to the Registrar (Student Life), Registrar (Student Administration), the Dean of Students, the Access and Inclusion Office, University Counselling Centre, University Health Service, and/or staff in your academic area to examine alternative methods and reasonable adjustments that will enable the Hall to assist in the management of your illness/disability.

Only if the above discussions/resultant actions do not produce a reasonable and appropriate management plan will the Head of Residence exercise their discretion to terminate your Occupancy Agreement.
Infectious disease in residence

Notifying relevant authorities

If you become ill, in the interests of your own health and the health of those around you, you should consult a doctor as soon as possible.

If you are diagnosed with an infectious disease, you must inform your Head of Residence.

Where the Head of Residence becomes aware that you may have an infectious disease, they will refer you to the University Health Service or your own GP for a medical assessment. If they do refer you, it is expected that you visit a GP within a reasonable timeframe and provide evidence of attendance.

If you have a notifiable disease (a disease that is required by law to be reported to government authorities), your consulting doctor is required to report the disease in accordance with the Public Health Act 1997. They (or the Chief Health Officer of the ACT) may direct the University (and the Hall) on how any public health aspect of the disease is to be managed within the University or Hall.

Exclusion from hall during infectious period

If you contract an infectious disease such as measles, tuberculosis (TB), meningococcal, chicken pox, bird flu, or swine flu, you may be asked to leave the Hall for the period the disease is infectious.

If you are unable to find alternative accommodation, the Hall will take reasonable steps to assist. Costs associated with alternative accommodation will remain your responsibility, however in cases where financial hardship can be demonstrated, some financial assistance may be offered at the discretion of the Head of Residence.

If you are required to leave the Hall because you have an infectious disease, your return to the Hall is dependent on obtaining medical advice demonstrating that you are fit to return to Hall and present minimal or no risk to fellow residents.

In-house isolation during infectious period

In some cases, if you have contracted an infectious disease, you may be asked to cooperate with staff of the Hall to ensure in-house isolation for the statutory or recommended period of isolation of the disease by:

- Restricting yourself to your own study bedroom and a dedicated bathroom area;
- Avoiding common areas of the Hall;
- Excluding yourself from any Hall activities during the infectious period;
- Careful hand washing etc. if the infection is contagious by that route; and
- Care with coughing, sneezing etc. in common areas.
Drugs, alcohol and smoking

Smoking

In line with the University’s policy (https://policies.anu.edu.au/ppl/document/ANUP_011807), you may only smoke within the designated outdoor smoking area (DOSA) in the residence. The Hall will inform you as to the location of the relevant DOSA.

Breaching the University’s policy smoking policy by smoking in any area other than the DOSA will be considered a serious matter by the Hall.

Drugs

As noted elsewhere in this handbook, as a resident of the ACT you are subject to the applicable laws of the Commonwealth of Australia and the Australian Capital Territory. These laws include the prohibition of the possession, supply and consumption of restricted or illicit drugs. In particular, you need to be aware of the following:

- The possession of any quantity of cannabis is illegal in the ACT; and
- Only an authorised health care professional may supply prescription medication, meaning you cannot give your prescription medication to other residents.

You are also not permitted to bring into the Hall drug equipment such as hash pipes or bongs.

Breaches of the ACT law in regards to drugs will be considered a serious matter by the Hall.

The Hall will be responsive to the needs of residents with drug related problems through appropriate support and referral mechanisms.

Alcohol

ANU Halls of Residence acknowledge that while there is a general social and legal tolerance of controlled drinking in Australia, Alcohol is responsible for a considerable burden of death, disease and injury in Australia, and the consumption of alcohol is often a contributing factor in serious incidents that occur within residences.

Policies on alcohol within ANU Halls of Residences are informed by:


The decision to consume, or not consume alcohol is a personal one, however, ANU Halls of Residence operate on the premise that individuals accept responsibility for their behaviour and actions at all times, including when under the influence of alcohol.

If you choose to consume alcohol you are expected to do so in a responsible manner that does not cause stress, intimidation or discomfort to others. If you choose not to consume alcohol, you should have the opportunity to live in an environment where alcohol consumption does not cause you to feel stressed, intimidated or discomforted.
Prohibited activities

Residents and their guests are prohibited from engaging in the following activities within the Hall, on the grounds of the Hall or at events sponsored by the Hall:

- Putting pressure on another resident to drink alcohol or drink more alcohol than they judge to be reasonable;
- Supplying alcohol to anyone under the age of 18;
- Using drinking equipment such as kegs, hoses, funnels, punchbowls, etc. in the consumption/mixing of alcohol. Such items can lead to irresponsible and dangerous drinking behaviours, and may be confiscated and discarded by staff without notice;
- Manufacturing alcohol;
- Participating in, organising or supporting any activity that encourages the rapid consumption of alcohol e.g. competitive drinking, drinking games using alcohol, etc.;
- Excessive consumption of alcohol;
- Prizes or incentives in the form of alcohol for any event or competition;
- Marketing for events identifying access to free or cheap alcohol as a primary incentive for attendance; and
- Accepting sponsorship on behalf of the Hall or entities established under the auspices of the Hall from companies associated with alcohol.

Underage residents

The ANU Liquor Statute 2015 prohibits any person under 18 years from selling, supplying, purchasing, possessing or consuming alcohol in their residence or anywhere on University premises.

Excessive Consumption of Alcohol

You can expect follow-up action to be taken by a Community Coordinator, Deputy Head, Head of Residence or delegate of a Head or Deputy Head of Residence if your excessive consumption of alcohol results in:

- Physical or psychological harm to yourself or others;
- Intervention by security, emergency services (police, fire or ambulance) or a staff member;
- Damage to property;
- Damage to the reputation of the University and of the residences within the University and the wider community; or
- Any other behaviour deemed to be in contravention of this handbook or your occupancy agreement.

In our response to such incidents, and in any decision making that follows, you can expect us to prioritise the wellbeing and safety of all residents and look for solutions that facilitate learning and personal development for the residents involved.
Events where alcohol is served

All events organised for residents, held in or outside the Hall, where alcohol is served, must receive prior approval from the Head of Residence or their delegate through a formal approval process. In doing so, event organisers will be guided to ensure that their event:

- Does not involve any prohibited activities mentioned above;
- Complies with the ANU Liquor Statute 2015 (https://www.comlaw.gov.au/Details/F2015L00498);
- Provides an adequate amount and type of food in respect to expected participant numbers and timing of the event;
- Provides equal access to non-alcoholic beverages; and
- Provides access to drinking water for attendees free of charge.

Alcohol related problems

The Hall will be responsive to the needs of residents with alcohol related problems through appropriate support and referral mechanisms.

Safety

The ANU Halls are communities of active bystanders, meaning that every resident is expected to take responsibility for maintaining the safety and security of the Hall environment. One of simplest ways to be an active bystander is to make sure that you report immediately any issue of concern which you observe within our community, be it maintenance, security or resident wellbeing. Other ways you can contribute to the safety of your Hall community is to get to know your neighbours, keep your room locked and possessions secured, and make sure that you don’t let any non-residents into the Hall.

Weapons

You are not permitted to bring into the Hall buildings or grounds any item which is listed as a prohibited item under the ACT Prohibited Weapons Act 1996, even if you have a license to possess the item. This includes (but is not limited to): firearms, crossbows, spear guns, certain kinds of knives such as switch blades, knuckle dusters, stun guns, pepper spray, and explosive devices.

You also cannot bring into the Hall any home-made projectile equipment (e.g. potato cannons, slingshots), axes, machetes and swords.

Electrical

The Australian National University requires all ‘high risk’ electrical appliances in Hall, including those owned by residents, to be tested for safety and tagged. Where appliances do not meet safety requirements they must be removed from the Hall. You must make your appliances available for testing if requested. Personal computers and some other electronic items are not included in the testing regime.
Electrical items not permitted in your room

Except where it is provided by the Hall, for reasons of fire safety and electrical loading limitations you are not permitted to have in your room:

- Heaters of any description;
- Cooking equipment, including toasters and rice cookers (Laurus and Packard Wing occupants excepted);
- Air-conditioning units;
- Washing machines or dryers;
- Electric blankets;
- Irons;
- Double adaptors (only power-boards with overload protection may be used); and
- Any electrical item not listed above but which could reasonably be expected to pose a fire hazard. If in doubt, you should check with the Hall.

Fire safety

Break glass alarms

Careless or irresponsible triggering of break glass alarms may result in a fine or disciplinary action.

Fire safety equipment

Your room is a sole occupancy fire rated compartment, and the door is classed as a fire egress door. This means it is a serious offence under the Emergencies ACT 2004 Section 96 (3) to tamper with the door closer in your room to prevent your door from closing properly.

Likewise, it is a serious offence to tamper with any other fire safety equipment within the Hall, such as fire hoses, extinguishers, and fire blankets. Detectors for heat and smoke are located throughout the building, and it is an offence to tamper with them or cover them in any way. Any such action may result in the cancellation of your Occupancy Agreement.

Residents will be held liable for any cost associated with inspecting, resetting, or recalibrating any equipment which has been tampered with.


Candles and incense

The use of candles and incense in rooms is strictly prohibited.

Cooking in rooms

Cooking in rooms is strictly prohibited (Packard and Laurus Wings excepted).
Fire alarm

During a fire alarm, a loud signal will sound in the Hall. If this happens, you must follow the directions posted on the back of your room door and/or common area noticeboards.

There will be fire drills during the year. For your own safety, please treat them seriously.

False fire alarms caused by neglect and/or mischief will attract a fine. Intentional false alarms, or disobeying the instructions of a Fire Warden can result in the termination of your Occupancy Agreement.

Items in the corridors

No items of any kind, including shoes, bicycles, shopping trolleys, baggage, boxes etc., are to be left in the corridors or foyers of the floors or any public area of Hall, as these constitute a safety issue in the event of an evacuation.

Facilities

The Halls are communal living environments and the way in which you treat the physical spaces of the Hall has an impact on other residents. It is expected that you treat the physical spaces of the Hall with respect, ensuring that you do not damage the facilities and that you clean up after yourself.

Internet access

Your access to the Internet is provided through the University and you are subject to all relevant University Statutes, Rules, Orders, policies and procedures governing use of information technology resources as well as other applicable laws.

Please note that the ANU requires all residents wanting connection to the Internet to have installed an up-to-date virus scanner and all current security patches for your operating system.

In line with the ANU’s Networks Operation Policy, residents must not install their own hubs, switches or wireless LAN access points.

University IT networks may not be used to copy or distribute copyright material without the permission of the copyright holder. Breaches can lead to suspension from the network and action by the University under the University’s IT policies and Discipline Rules.

Please see these sites for more information on relevant University IT policies:

http://policies/policies/acceptable_use_of_communication_and_information_systems/policy
http://policies/policies/information_infrastructure_security/policy
http://policies.anu.edu.au/policies/network_access/policy

Bicycle storage

All bicycles must be registered with the Hall every year. Bicycles found anywhere other than designated bicycle storage areas will be removed.
It will be assumed that unregistered/lapsed registration bicycles have been abandoned. Abandoned bicycles will be held in a secure storage area and can be collected through the Front Office. Any bicycle that is unclaimed will be kept for a period of three months before disposal.

**Laundry**

All laundry facilities provided are strictly for the use of residents only, and you should not allow non-residents to use these facilities. Where laundry use hours are designated, you must follow these.

**Parking – Bruce, Burton & Garran, Ursula and Toad Halls**

Resident-only parking is administered by the ANU Transport Office, and you will require an ANU parking permit. For more information, see: [http://transport.anu.edu.au/index.php?pid=102](http://transport.anu.edu.au/index.php?pid=102)

Residents may apply for a temporary parking permit for a guest from the Front Office. These temporary permits are valid for visits up to a maximum of 10 days, and allow the permit holder to park in the Resident parking area, dependent on availability. There is a limit to one permit per resident, per year.

**Parking – Fenner Hall**

Permits for the Fenner Hall carpark can be obtained from the Front Office. To park your car on the ANU campus, you will require an ANU permit. For more information, see: [http://transport.anu.edu.au/index.php?pid=102](http://transport.anu.edu.au/index.php?pid=102)

Residents may apply for a temporary parking permit for a guest from the Front Office. These temporary permits are valid for visits up to a maximum of 10 days, and allow the permit holder to park in the Resident parking area, dependent on availability. There is a limit to one permit per resident, per year.

Cars which are unregistered or unroadworthy may not be left in the Fenner Hall carpark for more than two weeks without the permission of the Head of Residence.

**Use of your room**

It is expected that you will maintain a reasonable standard of cleanliness in your room. To avoid odours in your room, we recommend bedding and clothing is washed on a weekly basis. Rubbish removal, vacuuming and general room cleaning is recommended at least weekly.

In addition to those clauses contained within the Occupancy Agreement, and in addition to other restrictions listed elsewhere in this handbook, please note the following:

- Please do not use sticky tape or put stickers on any surface, as they are very hard to remove. Use a removable adhesive, such as Blu-Tack.
- You cannot put nails, thumb tacks, picture hooks etc into the walls or fittings.
- You cannot bring your own furniture to the Hall, this includes a mattress, without express permission from the Head of Residence.
- You must not enter the ledge outside your room, nor place any items on the ledge.
• To discourage pests, any foodstuffs kept in your room must be stored in sealed containers and your room bin must be emptied regularly.
• You must use the mattress protector provided by the Hall, and use sheets which fully cover the top and sides of your mattress.

Balcony agreement - **Laurus Wing, Bruce Hall balcony rooms only**

If you are allocated to a room with an accessible balcony, you are required to:

• Maintain the balcony in a neat and tidy state at all times and not use it as a storage area;
• Furniture belonging to the Hall is not to be placed permanently on the balcony;
• Not hang towels and clothes on balcony railings;
• Keep all parts of the balcony, including the balcony door and the outside wall, free of posters and advertising;
• Report any damage to the balcony rails immediately;
• Comply promptly with any requests from the Head of Residence, Deputy Head of Residence and Senior Residents in relation to the balcony; and
• Smoking and cooking on the balcony are prohibited, as is the use of naked flames (including candles and citronella lights).

**Departures**

At the end of an Occupancy Agreement, residents are required to vacate their room by 10.00am on the date of departure.

The following must be completed upon departure:

• Your room must be left neat, clean, dusted and vacuumed. All blu-tack, posters, stickers etc must be removed from all surfaces and fittings.
• If you have been allocated space in communal areas (e.g. fridges, kitchen cupboards), these must be emptied and cleaned.
• If requested by the Hall, you must complete a Check-Out Form/Inventory Check.
• Failure to adequately clean your room or allocated space will result in a cleaning fee being deducted from your refundable deposit.
• After checking out, residents of the Hall may not stay with a friend in Hall unless they have received permission from a member of Hall staff to do so.

**Room changes**

Room changes are subject to availability and will be at the discretion of the Head or Deputy Head of Residence. Room changes during the academic year are only granted in special circumstances, and fees may apply. You cannot move rooms without the permission of the Head or Deputy Head.

Occasionally, a resident may be required to move rooms by the Head or Deputy Head. A resident will generally only have to move rooms during the academic year for well-being or safety issues. If you are required to move rooms, the Hall will endeavour to assist you in the process where practical, and will provide a reasonable timeframe for completion of the move.