



# **GRAFTON HALL OF RESIDENCE**

## **THE PRESBYTERIAN METHODIST CONGREGATIONAL FOUNDATION INC.**



THE UNIVERSITY OF AUCKLAND  
ACCOMMODATION SERVICES

## **RESIDENTIAL RULES 2010**

The Residential Rules form a part of your Residential Contract. By signing the contract you agree to abide by these Rules.

- 1. DISCIPLINARY AUTHORITY AND LEVIES**
  - 2. BEHAVIOURAL RULES**
  - 3. ALCOHOL, DRUGS AND SMOKING**
  - 4. PROPERTY AND BUILDING**
  - 5. GUESTS**
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### **1. DISCIPLINARY AUTHORITY AND LEVIES**

The rules that apply to the Halls are based on many years of experience in managing students in residence. They are designed to ensure that the community life in the Halls is maintained and that an environment exists that is conducive for everyone for study, sleep and positive social experiences. The underlying principle is consideration for others, particularly with regard to noise levels.

- You must at all times comply with any rules laid down by the Head of Hall and the members of the residential management team and/or any duly authorised agent of Grafton Hall or the University and must comply with all New Zealand law.
- The rules are formulated with a view to the safety and welfare of residents, consideration for the needs of others, and the protection of property.
- The Head of Hall has the power vested to take disciplinary action as outlined in The University of Auckland Calendar (refer: University Statutes / The Disciplinary Statute 1998 / Imposition of Penalties on Students / Misbehaviour in Halls).

#### RIGHT OF ENTRY

The Head of Hall, delegated staff or other duly authorised persons (including contractors) may enter your room at any time for any of the following reasons:

- If there is an emergency or there is reason to believe somebody is in clear or imminent danger.
- If there has been a breach of the Rules by you or a guest.
- If there is a requirement for maintenance of the facilities.
- In addition, The Head of Hall or other authorised staff may enter your room for the purposes of routine inspection at all reasonable hours of the day.
- Where possible, you will be given at least 24 hours notice of any inspection.

#### LEVIES

- You are expected to be responsible for your own actions, and you also have a collective responsibility to the residential community.
- Levies can be imposed on each resident for costs incurred to repair damages/loses that cannot be attributed to a resident or group of residents, with the cost of repair or replacements attributed equally to those residents on a floor or the residence as a whole. Such levies cover the replacement of stolen or lost property such as DVDs and repairs to items such as broken windows and damaged furniture.
- It is in your own interest therefore to discourage and to report any actions that might lead to cost recovery levies being imposed.

## 2. BEHAVIOURAL RULES

### GENERAL BEHAVIOURAL RULES

- In the Hall community you are expected to respect the rights of others and to act in a supportive, responsible manner.
- In line with this expectation, you must not act in an insulting or threatening manner towards any staff member or resident.
- You may not enter another resident's room without their permission
- For safety and security reasons you may not under any circumstances throw anything out of, or hang anything from, any external window, balcony or stairway.
- You may not burn anything in your room. In particular burning/lighting incense, oil or candles is not allowed for safety reasons.
- You may not take any furniture or plant from a common area to a room.
- You may not wear or use in-line skates, roller blades and skateboards within the Hall premises, or throw or kick balls.
- A reasonable dress code is expected in all public areas.
- For cultural and cleanliness reasons, please keep your feet off tables and do not sit on tables.

### DINING HALL

Meal times are an important time for socialising, and behaviour in the Dining Hall is expected to be of a high standard.

- Footwear and a reasonable standard of attire are required at all times. If a dinner is notified as being a formal function, then formal attire is expected to be worn.
- Residents are not allowed in the Kitchen without permission.
- No food, crockery, or cutlery is to be removed from the Dining Hall. If you are sick, you can arrange for a friend or your Residential Assistant to collect your meal, by obtaining authority from residential management.
- The catering staff and residential management staff reserve the right to refuse service to anyone they consider to be in an intoxicated state. If a number of intoxicated people arrive for a meal, the staff have the authority to close down the meal service if they deem the presence of these people to be disruptive.
- Residents are permitted to have guests to dine in the Dining Hall only when they have signed the sheet, kept in the kitchen for that purpose, accepting responsibility for payment for the guest meal.
- No food is to be thrown or used in any way other than for eating. Offences of this nature by a resident may result in the termination of residency.

### HARASSMENT

- Harassment has no place within a residential community. The residential management team have a proper concern where the behaviour of residents towards other residents may constitute harassment. Any serious incidents of harassment may lead to the immediate termination of your residency.
- Such behaviour may take the following forms (but is not limited to):
  - offensive jokes
  - expressing stereotypes (assumptions about an individual's behaviour/values or culture based on a group they belong to) in an offensive or insensitive manner
  - derogatory or offensive material sent through the mail or email
  - physical contact
  - intimidation
  - abuse
  - assault.

If you believe that you are being harassed, seek advice immediately from one of the residential management team. Do not decide to do nothing, or believe your concerns won't be acted upon.

The management team is available 24 hours a day for all student emergencies.

You also have access to the following range of services:

- University Mediations Services Manager: 373 7599 ext. 87478
- University Health and Counselling Service: 373 7599 ext. 87681/87682

## NOISE

- You may not make excessive or disruptive noise at any time out of consideration to your fellow residents.
- You must exercise extra restraint between 10.00pm and 7.00am when most other residents are likely to be sleeping. This includes weekends and public holidays.
- You are also expected to take some responsibility for the noise around you, by asking others to be quiet when they are being unreasonably noisy or unintentionally disruptive.
- You must lower your noise level when asked to by other residents.
- If you experience problems with the volume of noise that you cannot solve, contact a member of the residential management team.
- If Residential Assistants experience ongoing or repeated noise problems from an individual or group, the Head of Hall will be informed.
- You are also expected to be considerate of residents in the immediate neighbourhood of the residence. This means not causing any unnecessary disturbance or annoyance.
- Upon completing end of semester exams, you must show consideration to other residents who are still studying for exams. Any breach of noise curfews during examination periods will be viewed seriously and you will face disciplinary action which may result in a fine and termination of your residency.

## PARTIES

- Out of consideration to other residents, you may not hold a party in any bedroom or common room except with the express, written permission of the Head of Hall, Deputy Head of Hall, or Residential Supervisor, who will negotiate conditions with those wishing to hold the party. If you wish to hold such a function you are best advised to hold it off-site and to make sure that you return to the Hall quietly.

## OBSTRUCTION

- You and or your guests are not permitted to obstruct any residential management staff, or authorised trades people in the performance of their duties. You must comply with any reasonable direction given by a person holding such authority on the Hall premises.

## 3. ALCOHOL, DRUGS AND SMOKING

### ALCOHOL

- You and or/your guests may keep and consume a moderate amount of alcohol in the privacy of your own bedroom, unless you or the guest are under age.
- You may not consume alcohol in any other area – including balconies, lifts, common rooms, corridors, and all other communal living areas, and within the grounds of the property - unless there is a special event organised with the written permission of the Head of Hall.
- Crates, kegs and any home-brewing apparatus are not consistent with the requirement of a moderate amount of alcohol and will not be permitted.
- If you are in breach of the rules relating to alcohol, or the residential management team have concerns about your use of alcohol, they will intervene and set behaviour expectations for you. If you breach these rules three or more times, your residency will be reviewed, with a view to terminating your residential contract.
- Alcohol free periods may be put in place for the entire Hall leading up to and during examinations at the end of each semester. If this happens, you may not be in possession of, or consume, alcohol in any part of the Hall.

### DRUGS

- Non-prescribed or illegal drugs are strictly forbidden in the Hall. This includes marijuana which is an illegal substance in New Zealand.
- You may not possess, cultivate, use and/or distribute any non-prescribed or illegal drugs.
- If you are discovered possessing, using or selling such substances you may be evicted within 24 hours and may face police prosecution. In such cases you will still remain liable for all fees for the term of the residential contract.

### SMOKING

From 2010, smoking is not permitted in any building controlled by The University of Auckland. However, Grafton Hall will continue to allow smoking outside in the grounds, or other designated areas. The only covered area where this is currently permitted is on the northern balcony, outside the ground floor lounge.

- You may not smoke anywhere inside the buildings. This rule applies equally to all visitors.
- If you do not comply with the policy, you will be in breach of the Disciplinary Statute (Clause 4(b)) of the University. You may face further disciplinary consequences imposed by the University Discipline Committee.
- If your bedroom has been contaminated or soiled by smoking, you will be charged, in addition to other possible penalties, for the commercial cleaning of all furnishings such as the bed, bedding, linen, curtains, carpet, and any furniture fabric.

## 4. PROPERTY AND BUILDING

### DAMAGE

- You are responsible for your room and its contents.
- You will be held responsible for any behaviour which results in the need for replacement, repair or cleaning of your room or common facilities in the residence.
- You are expected to pay for costs involved in cleaning, repairing or re-painting your room if it has not been maintained to the standards set or condition of the room on arrival, fair wear and tear excepted.
- You are responsible for the behaviour of your guests while they are on the premises. Any damage caused by your guest(s) will be charged to you accordingly.
- Please report any accidental damage. If you admit to causing any accidental damage, we will endeavour to keep any remedial costs to a minimum. However, if no-one reports damage or take responsibility for any damage, individuals, floors or even all residents will be held liable for extra charges.

### FIRE ALARMS

- If you cause the fire alarms to be activated (either accidentally or maliciously) then you will bear the charge from the New Zealand Fire Service for a false callout. If the person responsible cannot be identified, the charge will be borne by all residents as part of the communal levy charge. At the time of writing, this charge was \$1,125 +GST per callout.
- Please take particular care with toasting bread. You should note that burning toast can (and has) set off the smoke alarms and will be considered an accidental callout.

### FIREARMS AND OTHER WEAPONS

You may not have or store firearms and other weapons within the property. They are strictly forbidden at all times.

### FIREWORKS

You may not have or use fireworks in and around the Halls. All fireworks are strictly forbidden at all times.

### KEYS

Residents are responsible for the cost of replacing their security keys if lost or damaged. Replacements are to be purchased from the Management team at the office. Residents are strictly prohibited from making/requesting a duplicate of any key of the Hall.

### PETS

You may not keep a pet or have a pet on the Hall premises or in your room.

## 5. GUESTS

A guest is any person who is not a current resident or staff member. This includes all former residents. The following rules are necessary so that the staff know how many people are in the building for fire and earthquake safety purposes. These rules are designed to preserve safety and an environment where residents can live, study and sleep in peace:

- You are held fully accountable for your guest's behaviour and actions at all times while they are on the property.
- Your guests are most welcome to enter the residence provided they are sober, quiet and well-mannered, they behave responsibly while on the premises and provided they leave quietly when they depart.
- Visitors should ordinarily leave the building before 1am. Guests are permitted to stay overnight (maximum of 3 nights unless by prior arrangement). Mattresses are available for a hire of \$5.00 from the duty staff person. Fire regulations require that guests staying overnight sign the guest register available by the office.
- Your guests are not permitted to enter the Hall if you are absent, unless another resident undertakes full responsibility for the visit and the guest remains in their company until departure.
- Guest parking is very limited, guests may need to park off-site. Guests parking in residents car-parks may have their car towed at their expense.

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### Contact Details:

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