



**GRAFTON HALL OF RESIDENCE**  
**THE PRESBYTERIAN METHODIST CONGREGATIONAL**  
**FOUNDATION INC.**



THE UNIVERSITY OF AUCKLAND  
ACCOMMODATION SERVICES

**RESIDENTIAL RULES 2012**

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. SAFETY AND SECURITY**
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- 7. ARRIVAL AND LEAVING THE HALL**

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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).

**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/losses 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.

**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.

## 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.
- 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. We will treat your concerns seriously and confidentially. Do not ignore it or just hope that it will go away. 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 suspension or termination of your residency.

## 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.

## 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.

## SOCIAL MEDIA GUIDELINES

The University encourages students to explore social media responsibly to enhance communication and further support the conduct of teaching, learning and research. You should be aware of the following guidelines:

- Be transparent (honest about who you are), be accurate (thoughtful before you post), maintain confidentiality and be respectful (respect privacy and copyright).
- You should assume that all activities are public. Be mindful that actions or content posted may be visible for a long period of time.
- You should uphold and protect the image of University and when publishing content online or carrying out activities in an online environment.

## **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

Smoking is not permitted in any building controlled by The University of Auckland. However, Grafton Hall will continue to allow smoking outside in most areas of the grounds. The only covered area where this is currently permitted is at the eastern end of the northern balcony, outside the ground floor lounge. Note that this DOES NOT include the part of the balcony that forms the entrance-way above the steps, or the picnic table area next to it, which is Non-Smoking.

- 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 may not take any furniture or property 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.
- 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 takes responsibility for any damage, individuals, floors or even all residents will be held liable for extra charges.

### DOMESTIC DUTIES

Residents are responsible for waiting upon themselves at table, for making their own beds, and keeping the rooms clean and tidy. Residents are also expected to leave the dining room tables, lounges, utility rooms etc clean and tidy after use

### PETS

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

## 5. SAFETY AND SECURITY

### EMERGENCY EVACUATION

- Emergency evacuation procedures are detailed on the back of each study bedroom door in the Halls. Please read this notice and be familiar with the instructions.
- If the fire alarm sounds (continuous ringing of sirens), the building must be evacuated immediately and all people must proceed to the appropriate assembly area. If there is no immediate danger, all windows and doors should be closed to inhibit the spread of the fire.
- Throughout the year, a number of alarm tests and trial evacuations will take place. You must always treat the sounding of an emergency alarm as a real emergency and follow prescribed evacuation procedures. If you are found to be ignoring emergency alarms, or using routes not designated as emergency exits, you may be disciplined. There are designated fire and evacuation wardens responsible for certain areas. In the event of an emergency, their instructions are to be followed immediately and without question.
- If you are disabled (even on a temporary basis) please make sure that the residential management team has your name and details on the Emergency Evacuation Register so that the Fire Department has this information if an evacuation is necessary.

### FIRE ALARMS & FORBIDDEN USAGE

- 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.
- You may not burn anything in your room. In particular burning/lighting incense, oil or candles is not allowed, for safety reasons, and because they can trigger the smoke detectors.
- Residents shall use only the heater provided in their bedroom and shall not add other electrical items such as electrical heaters, refrigerators, jugs, toasters, or any cooking appliances. Use of toasters in utility rooms is also risky, as burnt toast will set off the smoke alarms, and will be treated as a false callout.
- 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.

### 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.

### INSURANCE

It is imperative that you have appropriate insurance cover on your personal effects on your arrival in Auckland. Check if your parents' home insurance covers your belongings in the hall.

### 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 (\$15.00 per key). Residents are strictly prohibited from making/requesting a duplicate of any key of the Hall.

### OVERNIGHT/ WEEKEND ABSENCE

In order to establish your whereabouts in the event of an emergency, we ask you to either record your absence in the book outside the office, or notify your RA whenever you are going to be away from the Hall overnight, or longer.

## PERSONAL SAFETY

We make every effort to make your environment safe and secure. However your cooperation is required in order to keep the building as safe as possible.

- Please lock your door at night and whenever you are out of your room, even if you are only leaving your room for a few minutes.
- Do not let strangers or anyone you do not know into the building. If they wish to see a fellow student, that resident is to let the visitor into the building.
- Report any suspicious behaviour to a member of the residential management team.
- External entry doors are on automatic closers and are electronically monitored. This is to help prevent unauthorised entries to the residence.
- If you hold or prop a door open, you will not only activate an alarm, but you will compromise the safety of all residents.
- Any action of a resident and/or their guests, which may threaten the safety of the property, its residents, and/or their guests, may result in the termination of residency. No acts of violence or intimidation will be tolerated. The Head of Hall reserves the right to notify the Police if any such event occurs. Residents must report any such acts to the residential management promptly.

When you live in central Auckland there are certain personal safety requirements that you may not have previously experienced. Please take simple safety precautions and follow some common sense rules which include:

- Be careful after dark; you should never walk alone.
- Stay on main thoroughfares where there is traffic and other people around and avoid dangerous short cuts.
- Stay in control by not becoming intoxicated.
- Comply with the Hall's Rules that have been developed to help you remain safe.

## 6. VISITORS AND GUESTS

A visitor 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 visitor's behaviour and actions at all times while they are on the property.
- Residents may invite a limited number of guests to the Hall for meals but must sign the sheet, provided in the kitchen, accepting responsibility of payment for the guest meal.
- Your visitors 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. They are not permitted to sleep in common areas.
- Guests, in particular family members, 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 visitors are not permitted to enter the Hall if you are absent, unless another resident undertakes full responsibility for the visit and the visitor remains in their company until departure.
- Visitor parking is very limited; visitors may need to park off-site. Visitors parking in residents' car-parks may have their car towed at the visitor's expense.

## 7. ARRIVAL & LEAVING THE HALL

### ILLNESS & TERMINATION OF RESIDENCE

- Ordinarily, you are not entitled to a refund or reduction of accommodation fees if you are absent. This especially applies if your residency is terminated for disciplinary reasons. However, if you are excluded from the Hall by the management because of illness, or wish to recuperate at home, you will be given the option of either option of terminating residence (in which case liability accrues only up to the date of leaving), or of retaining his/her placement for up to three weeks, during which board fees will be reduced by a rate of \$10 per day.
- If a student's course requires them to be away from Auckland for periods of 1 week (minimum) or more, they may apply for a partial food rebate of fees during their absence. They will be required to surrender their key for the period that they are absent. The rate will be \$10 per day credited to their account.

### ROOMS

All room allocations are made by the Residential Supervisor, in consultation with the Head of Hall; no correspondence shall be entered into, unless expressly solicited. The allocation of twin share and single rooms are at the sole discretion of the Head of Hall; notification of placement in such being given only on arrival at the Hall.

### TAKING UP RESIDENCE

All residents must be in Hall by 4pm on Sunday 26 February, for the official welcome, and formal general meeting. On arrival in Hall, residents must report to the office to make their initial payment IN FULL (including vacation if residence is taken up early), in order to obtain room keys.

### VACATING YOUR ROOM AT THE END OF YOUR CONTRACT

- Before leaving the residence at the end of your contract, you must clean your bedroom thoroughly.
- Before you end your residency, you must advise the Head of Hall, Deputy Head of Hall, or Residential Supervisor of your intended leaving date, to arrange a mutually convenient time for a final inspection.
- If at the time of the final check-out inspection your bedroom is not found to be cleaned to a satisfactory standard, you will be charged an additional cleaning fee of a minimum of \$20.
- A final check-out inspection of a bedroom will only be conducted once all your personal belongings and rubbish have been removed.
- You are asked to be present for the inspection.
- Requests for an inspection must be received and confirmed at least one week in advance of the date requested. If a mutually convenient time for the final check-out inspection cannot be arranged or you vacate your bedroom without requesting a final check-out inspection, the findings of the residential management team will be final and binding.
- Prior to vacating the premises, you must surrender all keys provided for your use, as well as any items provided to you in good condition. Should you not return your keys, all corresponding locks will be changed and a new set of keys cut at your cost.

Please note that Grafton Hall expressly disclaims any liability for loss or damage to your property, or the property of any of your guests, even if it is occasioned by the negligence of any of the Hall's employees or duly authorised agents.

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#### Contact Details:

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