Door Guard Consent Form

Door guards are elected on a first come first serve basis and those who are chosen will be on duty until the end of the academic year. This process will be repeated at the start of every academic year. Thus, if a door guard wishes to carry on for the following year, they are required to re-apply with the rest of the applicants for the following year. Newcomers may sign-up within a month of their arrival.

* Door guards are residents from Huis ten Bosch currently studying and living in the residence.
* Shifts will be chosen at the beginning of the academic year and these chosen shifts will be retained throughout. Swapping may occur but it is the responsibility of the original door guard to ensure they have a replacement.
* During Welcoming, HC and Mentors may not work as door guards. They will be slotted in later.
* External door guards will be hired only if there are not enough residents of Huis ten Bosch willing to be door guards.
* Door guard shifts during 2021 will be from 6pm until 6am.
* The payment scheme is: R39/hour

Door guard rules:

* Door guards must be punctual for their shifts (e.g. 10:00 sharp, not 10:05).
* If a door guard on duty is late, they will receive a warning.
* Upon receiving a third warning, the door guard’s contract will be terminated.
* When door guard shifts change, a picture must be sent to the HC on duty as proof that the door guard is punctually on duty. This picture must be sent on time. The HC on duty must be awake and aware to receive this photo on time.
* While on duty, vigilance is always required. Suspicious activity in Huis ten Bosch or in the garden must be reported immediately.
* The HC on duty will physically check in on the door guards at 6pm, 12am and 6am respectively.
* If the HC on duty did not arrive for their 6pm, 12am or 6am check-in, the door guard is required to contact the Vice-Primarium without hesitation.
* All other applicable University and Huis ten Bosch Rules and Regulations apply.

All prospective door guards have to sign the form below:

I, (Full name),

(Student Number), accept and will follow the rules, responsibilities, and duties stated above. I acknowledge that I will be held accountable for the responsibilities of my door guard duty shift.

I am willing to work anytime between 6pm and 6am: YES / NO

If you answered “no” for the above, when are you comfortable working? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I am willing to work: 2 / 4 / 6 hour-long shifts (please select one)

Door Guard Volunteer’s Signature Date

Karen Swart Date

Residence Head’s Signature

Antoinette Mouton Date

Primarium’s Signature

Jessica Ann Canter Date

Vice-Primarium’s Signature