



HUIS TEN BOSCH

HOUSE RULES

2021

Contents

1. Introduction	2
2. Accommodation rules	3
2.1. HtB buildings, furniture, and equipment rules	3
2.2. Kitchenette rules	5
2.3. Bathrooms rules	5
2.4. Computer room rules	5
2.5. Garden rules	6
2.6. Fire risks.....	6
2.7. Damages caused.....	7
2.8 Evacuation	7
2.9. Functions	7
3. Visiting hours.....	8
4. Procedure regarding the death of a resident or recent alumni	9
5. Noise times.....	9
6 Alcohol policy.....	10
7. COVID-19 regulations.....	11
8. The Fines System.....	11

1. Introduction

All residents are to comply with the University Disciplinary Code as well as other relevant University and Huis ten Bosch Rules and Regulations. The following document serves as a guide for Huis ten Bosch residents and contains a summary of all the University Rules and Regulations relevant to a resident. This document is as comprehensive as possible but does not claim to be 100% accurate. This is because rules and regulations often fluctuate, especially in these uncertain times. Please be advised that certain rules, such as our visiting hours, will

be affected by COVID-19 requirements. As an HtBer, one should take the time to be familiar with the following documentation (they can be found online and on our website):

The Stellenbosch University Student Constitution;

The Disciplinary Code for Students of Stellenbosch University;

The 2012 Residence Rules and their various amendments;

The Huis ten Bosch Constitution (currently being amended);

The Huis ten Bosch House Rules which included, but are not limited to, the Huis ten Bosch implementation of our Fines System, noise times, and visiting hours (currently being amended).

With the new building, we have had to implement stricter rules to ensure our building is well maintained and preserved. These rules will be enforced. Damages will be recovered from student accounts at university rates and disciplinary misdemeanours will be summarily referred to the relevant body by the Executive Committee, consisting of the Residence Head, Primarium, and Vice-Primarium.

2. Accommodation rules

2.1. HtB buildings, furniture, and equipment rules

2.1.1. No furniture or equipment may be removed from bedrooms or from any other room in the residence without the approval of the Residence Co-Ordinator.

2.1.2. Furniture may not be removed or swapped between rooms. You are responsible for the furniture that is in your room upon arrival.

2.1.3. No changes may be made by residents to any furniture, equipment, or wiring in the residence.

2.1.4. No repair work may be undertaken by the residents themselves, except in cases where there has been consultation with the University's Maintenance Division.

2.1.5. Any damage that is caused or equipment that is faulty must be reported in the Maintenance Book. If the matter is urgent, the Maintenance HC must be informed.

2.1.6. No painting work may be undertaken without the approval of the University's Maintenance Division.

2.1.7. No prestik, glue, or double-sided tape may be applied to any walls.

2.1.8. Drawing on or painting on the walls or floors is prohibited. There is a designated painting area by the Palmal Stairs foyer.

2.1.9. Decorating the mirrors is prohibited.

2.1.10. No holes may be drilled into the walls.

2.1.11. No one may drape or hang anything from the low-hanging lights.

2.1.12. The designated pin-boards (in rooms), notice boards (in hallways and in the foyer), and cupboards in rooms may be used for decorating.

2.1.13. Any external advertising that a resident wishes to put up in HtB has to be signed by an Executive Member or the Marketing HC.

2.1.14. Stolen items, such as traffic signs, are prohibited within the residence.

2.1.15. Weapons are prohibited.

2.1.16. Illegal substances are prohibited.

2.1.17. Animals are prohibited.

2.1.18. No food may be prepared in rooms, on verandas, or on balconies.

2.1.19. Only one fridge is permitted per room.

2.1.20. Residents must allow opportunities for the cleaning staff to clean the rooms at agreed-upon times.

2.1.21. Obstructions in the corridors are prohibited and must be removed.

2.1.22. If theft is reported, it will be further reported to the Executive Committee and to Campus Security.

2.2. Kitchenette rules

2.2.1. Dishes in the kitchenettes must be cleaned and stored after use and/or washing. If dishes are left in the kitchenettes, the Section HC may remove them.

2.2.2. Appliances may be used in kitchenettes but they must be cleaned and stored after use in the Kitchenettes. No cooking appliances may be stored in rooms at all.

2.2.3. If appliances are left in an untidy manner in the kitchenettes, the Section HC may remove them.

2.2.4. Because we are sharing a communal space it is up to each resident to be accountable for their own hygiene and behaviour to the benefit of all. Violations of this standard will be fined according to the Huis ten Bosch Fine System.

2.2.5. All sustainability initiatives must be supported.

2.3. Bathrooms rules

2.3.1. No products or appliances may be stored or left in bathrooms.

2.3.2. Sanitary products may only be disposed of in the sanitary bins.

2.3.3. No visitors are allowed in Section Bathrooms. They may only use the visitor's bathroom in the foyer.

2.3.4. Because we are sharing a communal space it is up to each resident to be accountable for their own hygiene and behaviour to the benefit of all. Violations of this standard will be fined according to the Huis ten Bosch Fine System.

2.3.5. All sustainability initiatives must be supported.

2.4. Computer room rules

2.4.1. Residents must be as quiet as possible.

2.4.2. Because we are sharing a communal space it is up to each resident to be accountable for their own hygiene and behaviour to the benefit of all. Violations of this standard will be fined according to the Huis ten Bosch Fine System.

2.4.3. All sustainability initiatives must be supported.

2.5. Garden rules

2.5.1 The garden gate on Heemstede's side must always remain closed unless stipulated otherwise by the Executive Committee. This rule helps to reduce foot traffic and noise in the garden and to protect the privacy and safety of our residents.

2.5.2. Those using the garden must be conscious of the fact that noise and smoke travel. Residents must be as conscientious as possible.

2.5.3. Because we are sharing a communal space it is up to each resident to be accountable for their own hygiene and behaviour to the benefit of all. Violations of this standard will be fined according to the Huis ten Bosch Fine System.

2.5.4. All sustainability initiatives must be supported.

2.6. Fire risks

2.6.1. Huis ten Bosch, along with all other residences on campus, is considered a smoke-free building. This applies to all forms of smoke.

2.6.2. Smoking is not allowed in any rooms, passages, indoor common areas, bathrooms, foyer areas, or dining areas. It is also not allowed within 10m of the building.

2.6.3. The designated smoking area is the garden. Residents must be careful not to blow their smoke into other resident's rooms.

2.6.4. The use of candles within Huis ten Bosch is prohibited.

2.6.5. The building is fitted with highly sensitive smoke detectors and covering them is illegal.

2.6.6. Students are prohibited from keeping two-plate stoves, microwaves, or other ovens or cooking appliances in their rooms. No hot plates, electric frying pans, or similar apparatus with open elements may be used in residence rooms either. The university may confiscate these items.

2.6.7. No equipment that poses a fire risk may be used in rooms. The university may confiscate these items.

2.6.8. Ignoring and failing to attend a fire drill without a valid reason is an offense.

2.6.9. The Fire Doors in rooms must be allowed to close. They must not be kept open.

2.6.10. The various Fire Doors in the corridors must not be forced close (as stated on the door).

2.6.11. Because we are sharing a communal space it is up to each resident to be accountable for their own hygiene and behaviour to the benefit of all. Violations of this standard will be fined according to the Huis ten Bosch Fine System.

2.6.12. All sustainability initiatives must be supported.

2.7. Damages caused

2.7.1. Residents are held financially liable for all damage that they cause in the residence.

2.7.2. Everyone carries the responsibility for the condition of the room in which they reside and for the furniture and equipment in it.

2.7.3. Residents are individually liable for damages caused by themselves and by any guests they may have.

2.7.4. Residents are individually liable for damages caused by themselves or by others to apparatus used by the resident.

2.8 Evacuation

2.8.1. Students at SU are required to fully evacuate their rooms during the long holidays in June/July and in December. This means that all belongings besides that which was provided upon arrival must be removed. This is so that the spaces may be used for other outside groups during the recess periods.

2.8.2. A storeroom will be allocated for the June/July holidays only.

2.8.3. December is a full evacuation, however, fridges may be stored in rooms allocated by the House Committee.

2.8.4. Your room must be free from litter and rubbish.

2.9. Functions

2.9.1. Functions refer to events.

2.9.2. No residence function may be held during the two weeks preceding the June examinations and the two weeks preceding the November examinations.

2.9.3. Functions must end at 23:00 from Sunday to Thursday and at 24:00 from Friday to Saturday.

3. Visiting hours

3.1. Maximum visiting hours:

3.1.1. Sunday to Thursday: 09:00 – 00:00.

3.1.2. Friday to Saturday: 09:00 – 01:00.

3.2. Only two visitors are allowed per room.

3.3. Roommate to be informed and accommodated if visitors are had. Roommates may object to a visitor if that objection is reasonable and fair.

3.4. Sleepovers are allowed, but roommates must fill in a consent form prior to the sleepover. This Consent Form must be handed to the applicable Section HC who will keep records and present them to the Executive Committee.

3.5. The Executive Committee may revoke the right to have sleepovers at any time.

3.6. Visitors arriving after 17:00 must be signed in.

3.7. Residents are co-responsible for their visitors. This includes, but is not limited to, co-liability for damages caused.

3.8. No unaccompanied visitors are allowed.

3.9. Visitors to use visitor bathroom facilities only.

3.10. Because we are sharing a communal space it is up to each resident to be accountable for their own hygiene and behaviour to the benefit of all. Violations of this standard will be fined according to the Huis ten Bosch Fine System.

<u>Visiting Hours:</u>		
Time	Sunday to Thursday	Friday to Saturday
09:00-00:00	Visitors Allowed	Visitors Allowed
00:00-01:00	Visitors not Allowed	Visitors Allowed
01:00-09:00		Visitors not Allowed

4. Procedure regarding the death of a resident or recent alumni

4.1 The House will be informed.

4.2 The family of the deceased will be contacted and a token will be sent (for example: flowers).

4.3 The residence social media pages will be used to commemorate the deceased.

4.4 Suggestion: A resident who was close to the deceased may organise an event to commemorate the life of the deceased. This may occur on the Huis ten Bosch property, bearing in mind all applicable rules and regulations. For example, in 2021, the loved ones of a deceased alumni were invited to gather in the Huis ten Bosch garden. The guests were asked to all wear one colour (significant to the deceased) and to bring one flower each. These flowers were used to create a combined bouquet in honour of the deceased, to be placed in the Huis ten Bosch foyer. This event took the form of a picnic in which all religions, cultures and creeds were welcome to speak about or to the deceased in line with our House Values.

5. Noise times

5.1. Quiet times must be maintained at least during the following times:

5.1.1. Monday - Thursday: 08:00 to 12:30, 14:00 to 16:30, 19:00 to 21:00 and 21:30 to 08:00 the following morning.

5.1.2. Friday: 08:00 to 12:30, 14:00 to 16:30, 23:30 to 08:00 the following morning.

5.2. It is the duty of every occupant to cooperate to ensure that academic quiet times are possible in a residence.

5.3. Because we are sharing a communal space it is up to each resident to be accountable for their own hygiene and behaviour to the benefit of all. Violations of this standard will be fined according to the Huis ten Bosch Fine System.

<u>Noise Times:</u>						
Time	Monday - Thursday	Friday	Saturday and Sunday			
00:30-09:00	QUIET TIME	QUIET TIME	QUIET TIME			
09:30			NOISE TIMES	NOISE TIMES		
10:00						
10:30						
11:00						
11:30						
12:00						
12:30-14:00						
14:00					QUIET TIME	QUIET TIME
14:30						
15:00						
15:30						
16:00						
16:30-19:00	NOISE TIMES	NOISE TIMES				
19:00						
19:30						
20:00						
20:30						
21:00						
21:30						
22:00						
22:30			QUIET TIME	NOISE TIMES		
23:00						
23:30						
00:00					QUIET TIME	

6 Alcohol policy

6.1. No alcohol can be consumed on SU premises.

6.2. Alcohol is not allowed to be stored in residences and the display of empty bottles or tins that is recognizable as alcoholic beverages is not allowed.

6.3. When alcohol or alcoholic containers are found within student accommodation they will be confiscated and destroyed.

6.4. Violations of the above rules will result in disciplinary repercussions or fines.

7. COVID-19 regulations

COVID-19 is ever-changing and thus we must be too. We ask that you bear in mind that these regulations may change at any moment and that we all need to be flexible in these trying times.

7.1. Wearing a mask is compulsory for all communal areas.

7.2. Social distancing must be observed.

7.3. Adequate ventilation is crucial.

7.4. Higher Health surveys must be completed daily.

7.5. No personal belongings can be left in any communal areas.

7.6. You may only use your section bathroom.

7.7. In double rooms, keep your belongings on your side of the room to minimize unnecessary contact.

7.8. Greetings must be done with the elbow.

7.9. The University's protocols for isolation, quarantine, and self-isolation in a residence must be followed.

7.10. No visitors are allowed during COVID-19.

8. The Fines System

8.1. Huis ten Bosch enforces a Fines System for rule violations.

Huis ten Bosch Fines:

Disclaimer: the allocation of these penalties is at the discretion of the HC who is dealing with the issue. Please be advised that these penalties do not exclude disciplinary action.

Accommodation Rules:

The movememnet of furniture or equipment in HtB without permission.	5/item
Using a two-plate stoves, microwave, oven, hot plate, electric frying pan, or a similar apparatus with open elements in residence rooms, on verandas or on balconies.	30/item
Equipment that poses a fire risk in rooms.	30/item
Smoking within Huis ten Bosch.	30/incident
The use of candles within Huis ten Bosch.	30/item
Covering a smoke detector or damaging a fire door.	50/incident
Tampering with a fire drill.	50/incident
Damaging the hinge system of the fire doors.	20/incident
Multiple fridges plugged in in a room.	20/incident
Obstructions in the corridors that would prevent an evacuation.	5/incident
Bins in passages durng weekends.	2/incident
Lock cutting.	R20
Unsigned posters in HtB.	5/incident
Causing permanent damage to the building through the use of any form of tool or adhesive (for example, the use of double sided tape, drilling holes, etc.)	30/incident
Causing damage to the buiding through the use of any type of stationary or artistic products such as paint.	30/incident
Causing damage to the buiding through the use of sellotape, prestick etc.	5/incident
Stolen items within Huis ten Bosch.	20/item
Illegal substances in HtB.	20/item
Animals in HtB.	20/item
Consumption of alcohol in HtB.	20/incident
Containers of alcohol in HtB.	10/incident
Violations of COVID-19 protocols.	30/incident
Failure to upload the Higher Health Checks.	10

Visiting Hours:	
Sleepover (non-resident).	R10/day
No sleepover consent form submitted.	5/incident
Violation of a roommates wish to not allow a sleepover.	15/incident
More than two visitors per room.	5/incident
Unaccompanied visitor in HtB.	10/person
Visitors in HtB outside of official visiting times.	20/person
Visitor was not signed in.	5/incident
Visitors did not use designated visitor facilities.	5/incident
Absenses:	
Absence from sports match/practise without an acceptable excuse or replacement provided 36 hours before. Reasonable late excusses may be accepted.	5/incident
Absence from a committee meeting without an acceptable excuse or replacement.	2/incident
Absence from Section Meeting without an acceptable excuse.	5/incident
Absence from House Meeting without an acceptable excuse.	20/incident
Refusal to participate in a fire drill.	30/incident
Community responsibility:	
Violations of Noise Times.	10 after two warnings
Water Wastage.	10 after two warnings
Dirty Bathrooms for more than two days after a warning: general	2 for entire section every day that the problem remains
Dirty Bathrooms: individual	15 after two warnings
Dirty Kitchenettes for more than two days after a warning: general	2 for entire section every day that the problem remains
Dirty Kitchenettes: individual	15 after two warnings