



Rules for social functions held by halls and residences

1. Preamble

Recognising the value of social functions in promoting social cohesion this document aims to contribute to the creation of safe spaces for social functions which do not impinge on the comfort of neighbouring residences, or in the case of halls adjacent to residential areas, to neighbours.

2. Definitions

A **House Function** is a social gathering taking place within the precincts of a residence organised and attended by the students in that residence.

A **Hall Function** is a social gathering taking place within the precincts of a hall (or any of the constituent residences of that hall) organised and attended by students in that hall.

An **“Open Party”** is organised by a residence or hall, but to which other Rhodes University students are invited. A rule of thumb is that every guest attending a function should be known to at least one student in the house or hall. For this reason invitations to social functions should be on a personal basis (i.e. students invite their friends from other residences, people who they know personally). Organisers of the function reserve the right to request student cards at the door. All advertising of an “open party” must have the expressed permission and approval of the concerned House/Hall Warden.

Due to security concerns members of the public are NOT allowed to attend hall or residence functions held on campus, with community engagement or environmental awareness events, both which would not normally be labelled as “social functions” being the exception.

3. Consent

- a) The written consent of the Hall Warden is necessary if a Hall function is to be held either in a Hall or elsewhere.
- b) The consent of the Hall Warden and of the House Warden is necessary if a House function is to be held either in a House or elsewhere.
- c) In the case of a social function termed: “Open-Party”, other than the Hall Warden and the House Warden concerned, the consent of the Director of Student Affairs is necessary. In the case of an event or a party such as the annual Give 5 campaign and the Great Field party, which is held in the precincts of the campus, the proposed event or party must be tabled at the Safety and Events Committee where a security plan is clearly stipulated by the Hall Warden and the House Warden concerned, and approved by the Director of Student Affairs.
- d) The students of the Hall or the residence should not be charged for any social function held in the Hall or the residence in which access to the residence is controlled by such a fee.

- e) No function (including Hall and inter-residence functions) which involves the consumption of liquor may be held during Orientation Week and the first five days of the first term without the Vice Chancellor's written permission.
- f) No function may be held on campus during the 3-week period prior to June and November examinations (i.e. 2 weeks before Swot Week / 3 weeks before examinations). Neither may they be held during the examination period, except when permission is given by the Registrar.
- g) Functions other than Hall or House functions may not be held within the precincts of a Hall or House, without the consent of the Hall Warden and of the House Warden. Applications for these to be made in writing.

4. Venue

All official Hall and House functions should normally be held on University property (an official Hall and House function is a function where food is provided by the Catering Department in lieu of a meal, or which is paid for, partly, or in full by Hall or House funds). However, the Hall Warden may authorise an official Hall or House function to be held off campus subject to the provisions set out in subparagraphs 1 above; 3(f); 5(f) and 5(g).

5. Time

- a) The times and dates of Hall & House functions shall be at the sole discretion of the Hall Warden (in consultation with Food Services in cases where food is required).
- b) Hall and House functions may be held at the Prospect Field braai centre at the following times (subject to the consent of the Hall Warden of the Nelson Mandela Hall):

Fridays or Saturdays 18h00 - 23h00

 Permission for liquor to be served at this venue must be obtained from the Registrar.
- c) Hall and House functions may be held in the precincts of a Hall within the following period ONLY: ***Fridays or Saturdays or the eve of public holidays: 18h00 - 21h00 (Music to be limited to background music only)***
- d) Only ONE per Hall and one per residence function termed an "open-party" may be held each year in the precincts of the hall at the following time:

***Fridays and Saturdays, eve of public holidays or on public holidays: 14h00 – 18h00
OR 18h00 – 23h00***
- e) Hall or House functions termed "garden parties" may be held in the precincts of the residences at the following time: ***Saturdays 11h30 - 14h30***
 Catering services will provide ingredients in lieu of the meal missed.
- f) House functions termed "champagne breakfasts" may be held in a House at the following times: ***Saturdays or Sundays 09h00 - 11h00***
- g) Brunches which take the place of Breakfast & Lunch may be held in the Dining Hall at the following times: ***10h00 – 12h30***
- h) Hall formal dinners may be held on dates negotiated with the Head: Food Services.

- i) Halls are permitted to hold the equivalent of four formal events per year (two brunches and two formal dinners). Any Catering Costs incurred which exceed the costs of the four formal events must be paid by the hall.
- j) Functions held off campus may be held at any convenient time subject to the provisions set out in subparagraphs 1 above; 3(f); 5(f) and 5(g).

6. Music and Noise

- a) Music should be played at a reasonable noise. Music should be limited to background music from 21h00.
- b) Complaints with regard to music that is too loud from the warden of neighbouring residences or from neighbouring residents (in the case of residences adjacent to residential suburbs) should be responded to immediately.
- c) House Wardens concerned shall ensure that noise at a House function does not reach a level which may reasonably be regarded as disturbing to the occupants of a neighbouring building.
- d) The Makana Municipality by-laws and the Student Disciplinary Code must be adhered to in this regard.

7. Organisation

- (a) Having obtained the necessary consent referred to in 1 above, the organisers of the Hall or House function must:
 - i) Invite the Hall and House Wardens concerned;
 - ii) Give Food Services written notification at least five (5) working days before the function is to take place should Food Services be required to provide catering;
 - iii) Supply Food Services with the names of students who will NOT be attending 48 hours prior to the function; failure to comply with this provision may result in the cancellation of the function by the Hall Warden as well as the recovery of costs incurred by Food Services from the organisers;
 - iv) Provide separate toilet facilities in the House for the visitors;
 - v) Notify neighbours in the immediate vicinity of a House or Hall in which a social function is to be held beforehand;
 - vi) Tidy the venue immediately after the event.

8. Notification

Residences or halls organising social functions are required to notify the wardens of neighbouring residences (for residences far away from residential suburbs) or the residents of neighbouring houses (for residences adjacent to residential suburbs) of the social function in writing specifying

- the date of the function;
- the times when the function will start and end and
- the names and contact details of the organisers of the function, with an invitation to contact the organisers should any aspect of the function become unsatisfactory or unbearable. These letters should preferably be delivered in person or emailed.

9. Supervision

- a) The House Warden is required to be present in the House for the duration of the function. Should the function be held in the precincts of another House, the host House Warden shall ensure that the Rules for Social Functions are strictly adhered to.
- b) The Hall or House Committees concerned will be responsible for the maintenance of good behaviour during any Hall or House function.
- c) The organisers of any other function approved under (a) above, will be responsible for the maintenance of good behaviour during the function.
- d) The provisions of (b) and (c) above do not exclude the normal jurisdiction of Hall Wardens, House Wardens, Sub-wardens, Hall committees and House committees.
- e) Where an official Hall or House function is held off campus, the Hall or House Warden must accompany the Hall or House to such function.
- f) Where an off-campus Hall or House function is to take place at a venue to which students have to be transported, it is recommended that the Rhodes University off-campus activities policy for Student Health and Safety and the Guidelines for off-campus safety and medical emergencies are followed.

10. Catering

Catering Services will provide prepared snacks in place of the meal not taken by students of the House attending the function. The organisers must supply a quantity of food for all others attending the function or the students of the House can double book the meal to provide for their guests.

Catering Services will cater for Hall or House functions on the following days only. *Braais* – From the perspective of Food Services there is no restriction on the day and/or the number of braais which may be held. The frequency, times and dates of braais are to be regulated by the Hall Warden.

- **Hall Balls** - Fridays or Saturdays only; 18h00 – 23h00.
- **Garden Parties** - Saturdays and public holidays only; 11h30 – 14h30.
- **Champagne Breakfasts** - Saturdays or Sundays only; 09h00 – 11h00.
- **Brunches** – Saturdays & Sundays only; 10h00 – 12h30.
- **Formal Dinners** – Tuesday, Wednesday or Saturday nights only; 18h00 – 23h00.
- **Beach braais or picnics** - on Saturdays/Sundays. Food in lieu of a meal will be provided, provided it is collected by no later than 16h00 on the preceding Friday/Saturday. Braais are not permitted at Blue Flag beaches.

Recommended departure time from Rhodes University: 09h00 and recommended arrival time to Rhodes University is 17h00.

- “*Open parties*” – Fridays & Saturdays, eve and or on public holidays; 14h00 – 18h00 OR 18h00 – 23h00.

11. Alcohol and other drinks

- a) Written permission must be obtained from the Hall Warden for the consumption of alcohol at any Hall or House function or any other function within the precincts of the Hall.
 - b) Written permission must be obtained from the Vice-Chancellor for the consumption of ciders, sherry, beer and/or wine at a braai or at a party which is held on University property, other than within the precincts of the Hall or House (this includes the Prospect braai area and the Great Hall).
 - c) Normally alcohol that IS ALLOWED in residence should be in the form of beer, wine, spirit coolers and premixes, where the concentration of alcohol should not exceed 20% by volume, (ethanol 20%v/v), ONLY with the permission of the Hall Warden and when Wardens are in Residence.
 - d) When punch is made for functions, the alcohol concentration should not exceed 20% v/v (e.g., in a 20 L bucket - no more than 2 litres of hard liquor may be used).
 - e) Hard tack is defined as spirits, where the concentration ethanol exceeds 20%v/v, which includes whiskey, brandy, rum, vodka, cane spirits, gin, and similar spirit liquors. Hard tack can ONLY be mixed under the supervision of the Warden. (Please refer to the Policy for the Responsible Use of Alcohol).
 - f) The mixture must be brought up to 20L with juices, water and concentrates). The preparation and consumption of drinks containing more than one alcoholic beverage is strictly prohibited
 - g) Residence bars are permitted to operate only at restricted times in Halls which allow such bars to operate and are run in terms of the signed agreement with the Hall Warden, closely supervised by the Hall and House Wardens. This agreement must be made available to the Registrar, and the Registrar must agree with it.
 - h) In all such cases the bar must close at 19h30 (where there is no social function associated with it, in addition, where the residence concerned has a House/Hall function, there bar must close at 23h00 in line with the ‘open party’ provisions).
- (i) With the express permission in writing of the Hall Warden a temporary liquor licence (issued in terms of the Liquor Act) for the sale by a recognised liquor outlet only (for the profit of that outlet only in terms of the Liquor Act) of beer, wine and soft drinks may be obtained for Hall Balls. This must be done through the office of the Deputy Director: Residential Operations.
- (i) No other liquor other than what is stipulated in the Hall rules may be brought to the Event.
- j) The organisers must supply soft drinks in a quantity regarded as sufficient by the Hall Warden.
 - k) Alcohol may not be served to intoxicated persons.

l) Non-alcoholic drinks and food must be served / on sale at all events and venues where alcohol is served.

m) Students and staff who serve alcohol to students are deemed to have read and understood this policy.

12. Binding effect of these rules

These rules were formulated by the Hall Wardens of the Halls of Residence of Rhodes University.

They have been approved by the Board of Residences and the Student Services Council and are binding to all Halls.

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13. Appendices

Appendix A Alcohol on Campus (Extract from Warden's Manual)

Residence bars may not sell alcohol; they only store it for students who have bought it in advance. Residence bars are permitted to operate only at restricted times in Halls which allow such bars to operate, and are run in terms of the signed agreement with the Hall Warden, closely supervised by the Hall and House Wardens.

Appendix B Bars in Residences (Extract from Warden's Manual)

The Rhodes "Responsible Use of Alcohol Policy" permits residences to operate bars subject to specific Hall rules. These rules should take into account the following points:

Only beer, fortified wine or wine should be stored or consumed in the bar.

The Senior Student should be responsible for the control and maintenance of the bar. S/he should produce a roster for bar and tuckshop duties and ensure that the duties are delegated to a member of the house in his/her absence.

The consumption of alcohol should be allowed only in the bar or in student rooms.

Noise must be kept within reasonable limits, and should not, at any time, disturb students trying to study or sleep.

Alcohol should not be consumed in common rooms and braai areas without the prior written permission of the House Warden. In particular, alcohol may NOT be consumed in the corridors and the front of any residence.

Drunken and unruly behaviour should not be tolerated.

The sale of alcohol is forbidden, i.e. money may NOT pass over the counter, but it is permissible to use a ticket system, in which members of the residence may store their beer and wine in the bar's fridge and must produce a beer ticket when claiming their drink. Credit should NOT be extended under any circumstances.

The bar should always have reasonable quantities of non-alcoholic beverages, chips, peanuts and sweets for sale

The profits should go towards house funds for the use and benefit of the residence.

At the end of each term the Senior Student should present a Financial Statement and an estimated Profit/Loss Statement, duly audited by the House Treasurer.

The bar should be primarily for the use and enjoyment of the current residents of the house. With the written permission of the hall warden, guests may be invited by members of the residence, but they are then responsible for their good behaviour (i.e. the inviting member will be held responsible if the guest misbehaves).

The bar should only open at specified times. The following times are suggested:

Monday to Thursday 18:15 to 19:30

Friday 18:15 to 19:30

Saturday 18:15 to 19:30

Other opening times must be authorised by the Warden. The bar may not operate during SWOT week and examination periods.