

BOX ROOM PROTOCOL

The University uses its residences for conferences and has the right to require the students in any residence to vacate their rooms for the vacation periods during the year. This protocol aims to ensure that there are provisions in place to ensure reasonable security for students' possessions during this time.

- All future residences must have sufficient box room space to accommodate the possessions of the number of students in the residence who live far away and cannot reasonably be expected to take their belongings home in the vacation. (Estimated at 8 packed 'apple cartons' per student). Existing residences may allocate specific rooms for use as temporary box rooms as long as these are supplied with secure locking facilities.
- Box rooms must be provided with secure locking facilities, ideally including a metal security gate and at least 2 different locks.
- A large notice must be permanently displayed on the outside of the box room, alerting all students to the need to insure all their personal belongings, and reminding them that although the University takes all reasonable precautions to ensure the safety of the contents of the box room, the risk ultimately rests with the student.
- Hall websites and rule books must contain this information as well.
- Keys to the box rooms should be handled only by the Hall Residence Manager, House Residence Manager and Residence Student Assistants of each Residence
- During term time, the keys must be locked in the Residence Manager's key cabinet.
- No box room keys must ever be made available to Conference Office staff.
- Only the Hall Residence Manager, Residence Manager or Residence Student Assistants may open a box room.
- No items should be placed in the box room unless they are boxed, sealed and labelled by the student.
- A complete record must be kept of all boxes stored in the box rooms for each vacation period, signed in by the student concerned and countersigned by the Residence Student Assistant or Residence Manager in attendance.
- The student signs so that s/he can certify s/he placed the items in the box room and the person on duty signs as a record of who was on duty and verifying that particular boxes were placed in the box room.
- Students may only place their goods in the box room at the times agreed on by the Residence Manager in consultation with Residence Student Assistants. These should be made widely known well in advance of the vacation.
- No goods whatsoever will be returned to students during vacations on request.
- Specified times will be advertised on two or three consecutive days for the box rooms to be opened.
- Students will then sign their boxes out of the box room on the list, countersigned by the Residence Student Assistants or Residence Manager.
- If a student arrives later than the agreed dates, arrangements must be made to open the room at a later stage.
- The box rooms will be locked for the duration of the term. Empty boxes stored there may be removed by pre-arrangement with the Residence Manager before the end of term.
- Box rooms are not to be used to store items belonging to anyone who does not currently reside in that particular Residence, except (if there is the capacity) for students who have arranged to collect their boxes when they return for graduation. Any goods not collected by end of April of the following year may be donated to charity – as long as due process has been followed in informing the students as such.
- Students who are moving from residence into digs may store their goods in the usual way over the December/January holidays, as long as they conform to the time frame.
- If this procedure is not closely followed, students would have reasonable grounds for complaint. In such cases, Residence Managers may face disciplinary action.