

# Your guide to community living

## CONNAUGHT HALL



### Respect one another

Please join us in respecting and celebrating all our residents, staff, and guests, of every age, race, religion, sexuality, nationality, disability, and gender identity.

Bullying or harassment is unacceptable and can result in termination of accommodation, expulsion from college, and referral to the police.



### Smoking

Please smoke only in the designated smoking area (in the garden, where a shelter and cigarette bin are provided).

Smoking is not allowed in study bedrooms, common areas, on the front steps, on balconies, or hanging out of windows.



### When you hear the fire alarm

Always evacuate the building when the fire alarm sounds. Leave by the shortest route and the nearest exit. Assemble on Endsleigh Place, outside Passfield Hall.

We test the fire alarm every Wednesday at 1pm. At this time, you do not need to evacuate unless the alarm sounds for more than 10 seconds.



### Your guests

You can have up to three guests at one time in the daytime (8am to midnight).

You can have one guest in hall between the hours of midnight and 8am, up to 10 nights per calendar month. Any guest who is in the Hall after midnight is automatically considered an overnight guest.

Please always meet your guests in person at reception and sign them in. Be sure to use the overnight guest book for guests arriving after midnight, as well as guests who will be staying overnight.

Remember that you are responsible for your guests' behaviour in Hall. Don't sign someone in if you don't know them.

Your guests (day or night) cannot stay in Hall while you are out. Never give your Hall ID card or room key to your guests.



### Our staff are here for you

All our staff & contractors are here to do their best for you. Please cooperate with their reasonable and lawful requests. If you disagree with what you have been asked to do, wherever possible please cooperate with the staff member at the time but then raise your concerns in private with the Warden or the Hall Manager, either in person or in writing.



### Never cover smoke detectors

A fully working fire alarm system is vital for everyone's safety in Hall. Real fires happen.

A covered smoke detector could delay the alarm being raised and could cost lives.

We treat all cases of covered smoke detectors very seriously. Penalties range from a £100 fine to immediate termination of accommodation.



### Be mindful of noise

Noise is the commonest cause of dissatisfaction with Hall life. You don't want to be "the noisy neighbour" people complain about!

Our walls, floors, and ceilings are thin. It's quite easy to cause noise for your neighbours without realising it. If you have visitors after 11pm, it's best to go to one of the common rooms, so as to avoid disturbing anyone.

Respect others' needs for quiet time. Agree on quiet times with your neighbours, and other times when it might be ok to make a bit more noise.

Talk quietly in corridors; and don't run or shout in hallways or stairwells. Pull doors closed quietly and push the handle down so the lock doesn't click, especially at night.

**NO SOUND SHOULD BE AUDIBLE FROM OUTSIDE YOUR ROOM BETWEEN 11PM AND 7AM.**



### No access to roof & balconies

For your safety, we ask that you do not go out onto first-floor balconies, nor try to access any parts of the roof (including the dining hall roof). We must prevent any such dangerous behaviour, so regret that all cases will result in disciplinary sanctions.



### Security

Please be prepared to show your Hall ID card every time you enter the Hall. You must also present your ID card to take meals in the dining hall.

Never give your Hall ID card or room key to any other person (including family, friends, or guests).



### Drug use

Possession and/or use of illegal drugs and new psychoactive substances ("legal highs") are strictly forbidden in Hall.

If you are worried about your own or someone else's drug use, and you want to seek help, speak in confidence to the Warden.