

RHODES UNIVERSITY

KIMBERLEY HALL



INFORMATION AND RULES

CONTENTS

SECTION 1	Page
Alcohol.....	4
Amenities	5
Arrival and Departure	5
Box Rooms	5
- Centralised Box Rooms	6
Campus protection staff.....	7
Casual Labour.....	7
Change of Address.....	7
Complaints regarding food & service	7
Cooking	7
Damage and loss of University property.....	7
Dining hall	
- meals.....	8
- meal times	9
- meal booking system	9
- removing food from the dining hall.....	9
- seconds.....	10
- vegetarian & special diets	10
- wastage.....	10
- removal of crockery and cutlery	10
- dress	10
Discipline	11
Documentation.....	12
Dress	12
Electrical Appliances	13
End of term	13
Firearms	14
Fire Fighting Equipment	14
Fireworks.....	14
Formal dinners	15
Functions & Excursions.....	15
Furniture & other University property	15
Guests	15
Hall Address	16
Housekeeping Services	16
House rules.....	16
Intervisiting.....	16
- see Section 2 (women) on page 23	
- see Section 3 (men) on page 26	
Illness or injury.....	17
Initiation and intimidation	17
Laundry.....	17
Loss/theft of private property	18
Maintenance	18
Mattresses and bedding.....	18

Motor Vehicles	18
Notice Boards	19
Organisation of the Hall.....	19
Pets	20
Post/Mail	20
Posters	20
Prestik	20
Privacy.....	20
Room keys	21
Silence hours	21
Smoking.....	21
Squatting in residences	21
Telephones	22
Tidiness	22
Traffic	22
SECTION 2 – WOMEN	24
SECTION 3 – MEN	27
SECTION 4 – HALL COMMITTEE	29

KIMBERLEY HALL
RULES AND INFORMATION

The purpose of this booklet is twofold:

- (a) to provide general information about Kimberley Hall and its residences, and;
- (b) to set out the rules applicable to Kimberley Hall (known as the Kimberley Hall rules).

NB

ALL STUDENTS ARE REQUIRED TO CONFORM TO THE RULES OF THE UNIVERSITY AS PUBLISHED IN THE STUDENT DISCIPLINARY CODE, IN THE UNIVERSITY CALENDAR, AND THE KIMBERLEY HALL RULES.

Some of these rules are ADDITIONAL to those set out in the Student Disciplinary Code.

A BREACH OF ANY OF THESE RULES WILL BE REGARDED AS A DISCIPLINARY OFFENCE WHICH MAY RESULT IN A DISCIPLINARY PENALTY BEING IMPOSED.

THESE RULES ARE APPLICABLE TO ALL RESIDENCES

Hall website: <http://www.ru.ac.za/kh>

SECTION 1

1. ALCOHOL

POSSESSION AND CONSUMPTION OF LIQUOR/ALCOHOL

- 1.1 No student may possess or consume any liquor **other than beer, wine or sherry** whilst on the premises of Kimberley Hall i.e. the residences, dining halls, the grounds and environs thereof. **No spirits e.g. whisky, brandy, gin etc are allowed.**
- 1.2 (a) Beer and wine, **in moderate quantities only,** may be consumed **only** in:
- (i) Student rooms; or
 - (ii) One Common Room in each house.
 - (iii) Beer and wine may only be consumed in the house Common Room (one) at the following times:

Weekdays 17h00(5.00pm) until 22h30 (10.30pm)

Saturdays 12h30 (12.30pm) until 14h00 (2.00 pm)
17h00 (5.00pm) until 23h30 (11.30 pm)
- (b) (i) **FOR THE SAKE OF CLARITY** this means that **no liquor** may be consumed in the dining halls (including the balconies, card rooms, billiard/snooker rooms, toilets, passages, bathrooms and entrance foyers of the houses, the grounds and environs of the Hall and Houses).
- (ii) Students **MAY NOT** carry open bottles or glasses of beer or wine in the areas mentioned above in (b) (i).
- (c) House Wardens may at their discretion further limit the times and places during which and in which beer and wine may be consumed in their residences.
- 1.3 **NO LIQUOR OF ANY SORT MAY BE SOLD, BARTERED OR EXCHANGED AT ANYTIME.** This is a contravention of the Liquor Act. **THUS NO BEER CLUBS ARE PERMITTED.** Those students operating the kiosk in each residence may not buy liquor on behalf of other students in residence.
- 1.4 **THE HOLDING OF "DOWN DOWNS", "BOAT RACES", "FUNNELLING" OR OTHER DRINKING COMPETITIONS IS PROHIBITED.**
- 1.5 No "parties" may be held in private rooms or the common rooms without the Hall Warden's authority. The presence of two or

three people in one room with loud noise, music and alcohol will be construed as being a party.

1.6 Any departure from these instructions may only take place with the express authority of the Hall Warden in writing.

- (a) No alcoholic liquor shall be taken into or consumed in a House, the Hall or Hall premises otherwise than in accordance with the rules issued by the Hall Warden.
- (b) Under no circumstances may any liquor be given to any University servant for any reason at any time.

NOTE: Heavy sentences may be imposed for a breach of this rule.

2. AMENITIES

- (a) Each house has its own television set (with M-Net and DSTV).
- (b) Each residence has its own video machine/recorder or DVD player.
- (d) Both De Beers and Gold Fields have their own snooker tables.
- (e) There is a volleyball court between De Beers and Gold Fields.

3. ARRIVAL AND DEPARTURE

Every student must

- (a) report to his/her House Warden within 24 hours of arrival at the beginning of the first and third terms of each year.
- (b) return his/her room keys to the sub-wardens before he/she leaves for the July and December vacations or any other vacation where their residence is being used for a conference etc.

4. BOX ROOMS

- (a) The warden in conjunction with the residence should make a decision as to whether they are going to have box rooms or not.
- (b) The keys should be handled only by the warden or sub warden of the respective residences.
- (c) One of the abovementioned persons should be in attendance whenever the box rooms are opened.
- (d) A list, provided by the Hall Administrator, should be put behind each box room door. This is to be filled in by any student who

wishes to place items in the box room and countersigned by the warden or sub warden in attendance. The student signs so that he can certify he/she has placed the items in the box room and the person on duty signs so that a record of who was on duty exists and that person verifies that particular items were placed in the box room.

- (e) No items should be put into the box room unless they are sealed and labelled by the student.
- (f) If the student rooms are to be packed up (at the end of a term or end of the year) the student should reserve a time on a list on the warden or sub warden's door for his/her room to be checked. The warden or sub warden on duty that particular day should set aside time to check rooms and boxes into box rooms (say 6:30pm-7:30pm). Ideally this should be at the same time. However the residence should have the discretion to change this to suit their needs. The boxes should be placed into the box room and the warden or sub warden and student will both sign the list on the back of the box room door.
- (g) At the beginning of the term a time should be set aside on two or three consecutive days for the box rooms to be opened (say 6pm - 7pm) where the warden or sub warden are in attendance. The students will then sign their boxes out of the box room on the list countersigned by the warden or sub warden. The box rooms should then be locked for the term and the keys given to the warden or sub warden for safekeeping for the rest of the term. Naturally if a student arrives later than the above dates arrangements must be made with the warden or sub warden to open the box room at a later stage.
- (h) All property left in the box rooms or the cupboards in certain houses must be removed by the end of the first term. If such property is still in the box room at the beginning of the second term it will be removed and sold. The proceeds of each sale must be supported by a receipt issued to the buyer. All proceeds received from such sale must be paid into the House account and properly accounted for.

Centralised Box Rooms

- (a) Alternatively you may wish to store your possessions in the Centralised Box Room which is situated in the St Mary's Hall complex, below the St Mary's dining hall, at a cost of R80 for the December/January vacation; R60 for the June/July vacation and R40 for each of the April and September vacations.
- (b) Belongings will only be returned to the person who signed them in.

(c) The only contact person who will be responsible for this box room is Mr Craig Langson who can be contacted by email at c.langson@ru.ac.za.

(d) For detailed information regarding this Box Room please look at your notice board.

5. CAMPUS PROTECTION STAFF

No student shall interfere with or obstruct a Campus Protection Officer or Guard in the execution of his duties.

6. CASUAL LABOUR

(a) Casual labour may not be employed on the Hall premises (e.g. for washing cars).

(b) The employment of the University's staff to perform casual labour for students is prohibited.

7. CHANGE OF ADDRESS

Change of address and/or telephone numbers of parents or next of kin and other changes of particulars must be reported to the House Warden and the Registrar within 72 hours of their occurrence.

8. COMPLAINTS REGARDING FOOD AND SERVICE

(a) If you have any complaints regarding food these must be directed to your house Food Representative who will take the matter up at a monthly meeting with the catering staff.

(b) Complaints directed to a House Food Representative must be brought to the attention of the Hall Warden, in writing, as soon as possible.

9. COOKING

The cooking of meals or the making of snacks (using electrical appliances) in residence is not permitted. (This is a serious fire hazard. Heavy penalties may result in a breach of this rule). Food and drink may, however, be warmed in the microwave ovens in each residence.

10. DAMAGE AND LOSS OF UNIVERSITY PROPERTY

(a) In the case of damage to, or loss of, University property the student or students responsible, if known, will be required to

bear the cost and if not known, such cost will be charged either against a particular group of students or against the general fund of the body of students, i.e. House Committee Funds.

- (b) If any room or its contents (walls, doors, windows, floor, furniture, fittings, etc) is damaged in any way, the student occupant will be liable for the cost of repairs.
- (c) Room Statements must be completed immediately a student arrives in residence and must be handed to a sub-warden within half an hour of receipt. Failure to do so will result in the student concerned being held responsible for damage to and/or loss of property subsequently found.

NOTE: Special care must be exercised to avoid damaging parquet floors and carpets by flooding. In particular, taps must not be left on when the water supply is turned off. If you are not sure whether the tap is turned off take the plug out of the basin.

- (d) Any deficiencies or damage which may occur in a student's room while he/she is in occupation, and for which he/she is not responsible, shall be reported in writing to the House Warden by the student within 24 hours of its occurrence.
- (e) If the report mentioned above is not made it will be irrefutably presumed that the deficiencies or damage are the responsibility of the occupant of the room, who will be required to bear the cost thereof.
- (f) No student shall wilfully or negligently damage any property in Kimberley Hall belonging to either the University, a member of staff or another student.
- (g) Damage done to any property of the University must be reported in writing to the House Warden by the person or persons responsible.

Note A student who damages property whilst under the influence of alcohol/liquor or drugs will be severely dealt with.

11. DINING HALL

- (a) All meals are served on a cafeteria basis.
- (b) The procedure to be adopted is as follows:

(i) place your fingerprint in the meal access system in the servery.

(ii) pass through the servery area, collecting your full meal.

Once you have passed through, you may NOT re-enter to fetch any other food.

(c) No student may enter the kitchen without the permission of a caterer or a warden, except an elected house Food Representative

(g) Meal Times

Breakfast:	Monday to Friday	7.00 am - 8.15 am
	Saturdays & Sundays	8.00 am - 9.15 am

Lunch:	Monday to Friday	12.00 pm - 2.00 pm
	Saturdays & Sundays	12.00 pm - 1:30 pm

Supper:	Monday to Friday	5.00 pm - 6.30 pm
	Saturdays & Sundays	5.00 pm - 6.30pm

NB You may enter the dining hall between any of the above times but you are requested to vacate the dining hall at latest 10 minutes after closing time, to allow the staff to clean up and go home.

(h) Meal Booking System

Meals will be supplied on the basis of a computerised meal booking system. Please ask your sub-warden or senior student to explain how it works.

(i) Alternate menus are available to students who book the alternatives in advance eg fast foods, salad platters, etc. At breakfast, you may have one glass of juice.

When salads are available at a meal, you may serve yourself, BUT you must please be reasonable with your servings. The 'piling up' of salads on your plate is NOT permitted.

(j) Removing food from the Dining Hall.

(i) Meals may not be served in student bedrooms without the express permission of the Warden in writing. In other words sick or injured students in residence may only have their meals in the residence if the Warden has authorised this in writing. This authority must be presented to the caterer on duty when collecting a student's meal (note, as is mentioned elsewhere in this document a sick student

may only remain in residence for 24 hours before being admitted either to the Sanatorium or the hospital).

- (ii) **NO FOOD**, may be taken out of the dining hall except a student's portion of fruit. **No bread** may be removed from the dining hall **except after dinner** when two of the four slices of bread that a student is entitled to may be taken out.

(k) Seconds

Seconds will be served PROVIDED there is food left over and once everybody has been served. Please note that seconds is a privilege and is not specially catered for. Seconds will NOT be served at breakfast, but only at lunch and supper.

Seconds are served strictly 5 minutes before the meals closing time. This may alter during the year.

(l) Vegetarian and Special Diets

- (i) All students who require vegetarian meals, Halaal meals, or special diets are required to register for these at registration.
- (ii) Special requests and extra privileges (i.e. diets, packed meals, medical, etc) will not be granted unless prior arrangements are made with the Manager, Catering Services, whose offices are just below Kimberley Hall.

(m) Wastage

Take only what you CAN and INTEND eating - do not waste food.

(n) Removal of crockery and cutlery

No crockery or cutlery is to be removed from the dining hall. If plates, cups, cutlery etc belonging to the University are found in passages and/or common rooms of residences, and cannot be traced to individual students, the House Committee funds will be charged a levy of R10 per item.

- (o) The throwing of food, fruit, tea, coffee, milk, juice, water or any other solid or liquid at other persons or onto the floors and/or tables is prohibited.

(p) Dress

The following is not allowed in the dining hall

- * No bathing costumes or sarongs may be worn
- * No pyjamas/night shirts or slippers may be worn
- * No hats, headgear or beanies may be worn

(q) Foot wear must be worn at all meals.

No smoking is permitted in the dining hall.

12. DISCIPLINE

(a) All students are required to conform to the rules of the University as published in the Student Disciplinary Code (published in the University Calendar).

(b) Aiding and Abetting

It is an offence for students to aid and abet other students to break the rules of the Hall or the University.

(c) General Conduct

No student of Kimberley Hall may engage in any form of conduct that may reasonably be regarded as unbecoming in a student of the Hall or the University, be it on or off the University Campus.

(d) Ignorance of the rules is NO excuse.

(e) Penalties

Penalties may be imposed by the Hall or House Wardens, Assistant Wardens, Sub-Wardens and the Disciplinary Committees of the Hall or House. The maximum penalties that may be imposed are:

- (i) Hall Warden or Hall Disciplinary Committee = 10% of the BA fee per offence; exclusion from residence in the hall, compulsory service.**
- (ii) House Wardens and House Disciplinary Committee = 7 1/2% of the BA fee per offence, community service.**
- (iii) Sub-wardens - 50% of the House Wardens maximum.**

NOTE: All monies collected as fines go towards student transport.

(f) Plea of Drunkenness

YOU ARE REMINDED THAT IN TERMS OF THE STUDENT DISCIPLINARY CODE, DRUNKENNESS IS AN AGGRAVATING AND NOT A MITIGATING CIRCUMSTANCE. YOU ARE ALSO REMINDED THAT DRUNK AND DISORDERLY CONDUCT WILL NOT BE TOLERATED.

(g) Rights

Before any disciplinary action is taken against you, you have the right:

- (i) to be given the particulars of the alleged disciplinary offence;
- (ii) to two days notice of the disciplinary hearing (**ONLY IF YOU ARE DENYING THE CHARGE**);
- (iii) to elect to be tried by a Hall or House Disciplinary Committee (see Student Disciplinary Code);
- (iv) to put forward your side of the story to the Warden, Sub-Warden; etc.
- (v) to have a friend with you at the hearing.

(h) Review

If you consider that:

- (i) the penalty imposed on you is so excessive as to be unjust;
- (ii) the facts found proved do not constitute an offence; or
- (iii) that you have been prejudiced by not being afforded your rights in (g) above (and other similar complaints)

you may have the matter reviewed by the Hall Warden and, thereafter, if you so wish by a Proctor. Speak to your Warden, Sub-Warden or Senior Student immediately if you wish to take a matter on review.

- (i) It is a serious disciplinary offence to give false or incorrect information when a student is asked by a senior member of the University staff including a Campus Protection Officer/Guard to supply his/her name and/or place of residence to such person.

13. DOCUMENTATION

With the exception of Room Statements, which must be handed in immediately, all students are required to complete and hand to their Warden within 24 hours of arrival the documentation required each term e.g. emergency details, personal records etc.

14. DRESS

- (a) Should be appropriate to the place and the occasion.
- (b) Dress appropriately when seeing Wardens and other staff in their offices.

15. ELECTRICAL APPLIANCES

- (a) Students' attention is drawn to the University's rules regarding the use of electricity.
- (b) Students are reminded that no irons may be used in student bedrooms and that **IMMERSION HEATERS, PRIVATE FRIDGES AND ALL FORMS OF COOKING APPLIANCES ARE FORBIDDEN. HEAVY PENALTIES ARE IMPOSED FOR BREACHES OF THESE RULES AS THEY CONSTITUTE A SERIOUS FIRE RISK.**
- (c) Kettles must be used on a tray so as to catch any water which may boil over, but may only be used in the passages (or kitchens etc if one exists in your residence).
- (d) Lights and plugs **MUST** be switched off when a room is vacated or when the student goes to sleep. **NOTE:** Failure to switch off a heater is a **SERIOUS DISCIPLINARY OFFENCE - HEAVY PENALTIES WILL BE IMPOSED SHOULD THEY NOT BE SWITCHED OFF.**
- (e) Students may not use or possess electrical appliances in residence or other building in the Hall, other than those supplied by the University, without the Hall and House Warden's permission.
- (f) Heaters must be turned off when a student is out of his/her room or when asleep. **(Severe penalties will be imposed for a breach of this rule).** Only one bar on the heater needs to be working.
- (g) No person may interfere with the lights, plugs, lighting systems, or heating systems.

16. END OF TERM

(Second & Fourth terms only, or short vacations if residence is being used)

- (a) Your room will be checked by a Sub-Warden before you leave. **ANYTHING FOUND MISSING OR DAMAGED WILL BE CHARGED TO YOUR ACCOUNT.**

- (b) **ALL ROOM KEYS ARE TO BE HANDED IN WHEN YOU LEAVE.**
Any missing keys are to be reported to the Sub-warden.

If you are leaving the residence for good:

- (c) Anything left behind and not fetched by you before the start of the following academic year will be disposed of. Make sure you remove all your belongings from the box rooms when you finally pack up or when you collect your belongings.
- (d) Please remember that it is your responsibility to make arrangements to have your belongings fetched.

NB Once the residences are closed you will have to arrange with your Warden to unlock the residence and box rooms for you, should you find this necessary.

If you are returning next year:

- (e) You may leave your trunks, boxes, etc in the box rooms or storage cupboards (if available) **AT YOUR OWN RISK**. NO luggage or boxes etc are to be left on the landings or in passages. Please ask for and look at the rules pertaining to the use of box rooms.
- (f) **PLEASE SECURELY SEAL BOXES, TRUNKS, ETC. AND LABEL YOUR BELONGINGS CLEARLY.**

17. FIREARMS

Firearms may not be kept in residences. They should be given, with a copy of the firearm licence, to the Campus Protection Unit for safe storage.

18. FIRE FIGHTING EQUIPMENT

No student may interfere with or use the fire alarm or fire fighting equipment in the residence or dining halls or the grounds of the houses and hall i.e. fire hydrants (**very severe penalties will be imposed for a breach of this rule**).

19. FIREWORKS

No fireworks or other explosive materials are to be kept on or set off on the premises of Kimberley Hall.

20. FORMAL DINNERS

- (a) A welcome dinner is held in the first term and a leaver's dinner is held in the fourth term of each year. Guests are invited at the invitation of the Hall Warden to sit at the head table.
- (b) As these meals are served at the tables, all students are required to be seated in the Hugh Chapman dining hall at the start of the meal at 6.30pm.
- (c) Dress at these dinners is formal. Men are to wear suits or jackets and ties or traditional dress while women are to wear skirts and blouses or dresses or formal trouser suits. Jeans may not be worn. Jackets may not be removed without the consent of the Hall Warden.
- (d) When members of staff and guests arrive students are asked to stand and remain standing quietly until after grace has been said.
- (e) A student who arrives late for the welcome or leavers Dinner or wishes to leave such meal early, is expected to excuse himself/herself from the High Table. Students may not arrive more than five minutes late for these meals. A student may not leave the welcome or leavers dinner before the final grace is said.
- (f) Students may not invite their own guests.

21. FUNCTIONS AND EXCURSIONS

- (a) Parties, functions and excursions may NOT be held in the Hall or House or elsewhere without the Hall Warden's permission.
- (b) The rules for Social Functions are set out in a separate document entitled "RULES FOR SOCIAL FUNCTIONS IN HALLS OF RESIDENCE" published by the University. These will apply to Kimberley Hall. The House Entertainment Representatives will have a copy.

22. FURNITURE AND OTHER UNIVERSITY PROPERTY

No furniture or property of any sort belonging to the University may be removed from any room or building including Common Rooms at any time without the consent of the Housekeeper, the Hall or House Warden.

23. GUESTS

- (a) No persons other than *bona fide* residents of Kimberley Hall or their guests, for whom a meal has been booked (this refers to

both residents and guests) are permitted in the dining halls at meal times without the authority of the Hall Warden (ie if you have not booked a meal you are not allowed in the dining hall).

- (b) No guests shall be accommodated in a residence overnight without the Hall and House Warden's authority, in writing.

24. HALL ADDRESS

The Hall's address is:

Kimberley Hall
(Name of House)
Private Bag 1026
GRAHAMSTOWN
6140

Please ensure the **name of your House** is clearly stated on all correspondence sent to you.

25. HOUSEKEEPING SERVICES

- (a) All students are required to clean their own rooms. Cleaning equipment is available in each residence. Untidy or dirty rooms will not be tolerated.
- (c) Students are responsible for making their own beds. Clean bed linen may be obtained in exchange for dirty linen once a week during the times set out in sections 2 and 3.

26. HOUSE RULES

Each house may also have its own internal rules. Please ensure that you know them.

27. INTERVISITING

(See definition section of the Student Disciplinary Code)

- (a) Section 11.1 of the Student Disciplinary Code reads as follows:

"No visitor may be present at any time in a University residence (this includes balconies, verandas and common rooms) if s/he is of the opposite gender to that of the students who are living in the residence concerned, other than in such places and during the official inter visiting hours, which must be published in the rules of the Hall concerned; provided that such rules may not permit inter visiting between 24h00 (midnight) and 08h30 daily, except after a Hall Ball in which case inter visiting will cease at 01h00".

In effect this means that no person may be in a residence of a member of the opposite gender unless the hall rules allow this and further only during such times as the hall rule provides but these may not exceed the times or places set out in (a).

- (b) Failure to observe inter visiting rules may result in immediate exclusion from residence as this is regarded as a serious offence by the University.
- (c) The Hall Warden retains the right to suspend inter visiting privileges for a period, either for individuals or for an entire residence in the event of any breach of the rules and conditions.
- (d) See Section 2 (women) on page (24) and Section 3 (men) on page (27) for times and places.

See also rule 43.

28. ILLNESS OR INJURY

- (a) Illness or injury must be reported at once to the House Warden or Sub-Warden.
- (b) In the event of a student being admitted to hospital or the Sanatorium the House Warden must be informed immediately.
- (c) A daily clinic is held at the Rhodes University Sanatorium. Details of clinic times are displayed on notice boards.
- (d) No ill student may stay in residence for longer than 24 hours without seeing the Sanatorium sister.
- (e) In cases of illness or injury the student concerned may ask the House Warden's permission to have meals in residence for no longer than 24 hours.

29. INITIATION AND INTIMIDATION

THE HARASSMENT AND INTIMIDATION OF A STUDENT ON THE GROUNDS OF PARTICIPATION OR NON-PARTICIPATION IN ACTIVITIES, OR ON GENDER, RACIAL, RELIGIOUS OR POLITICAL GROUNDS WILL NOT BE TOLERATED. INITIATION OF STUDENTS IS STRICTLY PROHIBITED. IT MAY RESULT IN PERMANENT EXPULSION. (See Disciplinary Code)

30. LAUNDRY

- (a) All residences have their own washing machines and tumble driers. Students are required to do their own personal laundry.

Each house has its own rules for the use of the laundry room. You will be required to supply your own soap etc.

(b) **STUDENTS ARE FORBIDDEN TO DO LAUNDRY FOR FRIENDS IN DIGS OR ELSEWHERE.**

(c) No clothing or any items of laundry may be hung out of windows.

31. **LOSS AND THEFT OF PRIVATE PROPERTY**

(a) The University accepts no responsibility for the loss or theft of student's private property. Students are therefore advised to keep their rooms locked at all times.

(b) It is strongly advised that all your possessions, including clothing, be marked. It is difficult to trace an owner if articles are not marked.

(c) Students are also advised to check that their property is covered by their parents or personal insurance while at university.

(d) **All property left in box rooms is left there entirely at the students own risk. The University will not accept responsibility for any losses.**
(See separate rules for use of box rooms)

32. **MAINTENANCE**

Please report any repairs that need to be carried out either in the requisition folder or to a Sub-Warden, your House Warden or to the Housekeepers. This must be done as soon as possible.

33. **MATTRESSES AND BEDDING**

(a) Mattresses and/or bedding are not permitted to be on the floor. Bed boards can be ordered from the Senior Housekeeper for a fee of +- R100 which will be debited to your account. When the bed board is returned your account will be credited.

(b) Bedding (sheets, blankets, duvets etc) must be used for their normal purpose and may not be used to cover trunks, tables or used as curtains, decorations or room dividers.

All bedding not being used should be placed in a large plastic bag on top of the student's cupboard or stored by special arrangement with the warden. Plastic bags may be obtained from the Sub-Warden.

If any linen etc, is locked away and not visible to the Housekeeper at stocktaking time, **IT WILL BE PRESUMED THAT THE LINEN ETC IS MISSING AND YOU WILL BE CHARGED FOR THESE ITEMS.**

34. MOTOR VEHICLES

- (a) A student possessing a motor vehicle or motorcycle which is to be kept at Kimberley Hall must produce proof of its registration with the University authorities to his/her House Warden within seven days of his/her acquiring possession of it.
- (b) In addition such vehicles (including motor cycles) must be registered with the House Warden by completing the form provided for this purpose, within seven (7) days of acquiring possession or use of the vehicle.

35. NOTICE BOARDS

- (a) **ENSURE YOU READ** the notice boards in the Dining Hall and Residences regularly as this is our main means of keeping you informed.
- (b) Notices, posters, advertisements etc., may only be placed on Notice Boards if they have the name of the issuer and date of expiry; non-compliance with this requirement will result in removal and destruction of the offending matter. Please ensure they are removed on the expiry date.
- (c) Notices and posters placed anywhere other than on Notice Boards will be removed and destroyed e.g. glass doors, walls etc.

36. ORGANISATION OF THE HALL

- (a) The Hall Warden is the chief executive, administrative and disciplinary officer of the Hall. The Hall Committee, which comprises some members of the House Committees and Fellows acts as an advisory committee to the Hall Warden.
- (b) Each House Warden is responsible to the Hall Warden for the welfare and discipline of students in his/her house and for the maintenance of the fabric of his/her house and its moveable assets.
- (c) The House Committee is elected by the students either at the end of each year or early in the first term, in accordance with the Hall Constitution. The members of the House Committee act as an advisory committee to the House Warden.

37. PETS

- (a) No pets may be kept in residence. This includes fish.
- (b) Students may not feed or bring animals into the dining hall or a House.

38. POST (MAIL)

- (a) All Kimberley Hall's mail is delivered to Kimberley Hall by the mail room. This mail is then sorted by the Hall Administrator into the various residences, which is collected and distributed by your sub-wardens. Please advise your correspondents at all times to use Private Bag 1026 **as well as the name of your House**. Post will be placed on the House post boards or cubby holes after lunch from Monday to Fridays.

No persons, other than the Sub-Wardens, may collect post from the Hall office.

- (b) There is a post box, placed outside the Hall Administrator's office (outside the glass double doors) for internal and external mail. These will be cleared daily where your mail will be forwarded to the mail room.

39. POSTERS

Posters, pictures etc, may be affixed to the walls of student rooms. No prestik may be used. Should the walls be marked, the student concerned will be held responsible for the cost of repainting.

40. PRESTIK

Prestik may not be used to affix posters/pictures etc to the walls.

41. PRIVACY

- (a) All students are entitled to the privacy of their rooms.
- (b) No student may enter another student's room without the latter's permission.
- (c) No student may tamper with another student's property or post.
- (d) Members of the Housekeeping staff, the Hall Warden, House Warden and Sub-Wardens may however have to enter rooms in the course of their duties, i.e. checking on assets, or for prohibited fire risk items eg snackwiches, etc.
- (e) Students are advised to keep their rooms locked at all times.

42. ROOM KEYS

- (a) No student may give or lend or otherwise dispose of his room key to any other person under any circumstances.
- (b) No student may borrow or acquire in any other way a room key from any other student.

A breach of these rules will lead to serious consequences.

43. SILENCE HOURS

- (a) Reasonable quietness must be observed in the Houses and Hall and within the precincts of the Houses and Hall at all times.
- (b) Silence must be strictly maintained at the following daily times:

08h00 to 12h30 (8am - 12.30pm)

14h00 to 17h00 (2pm - 5pm)

19h00 to 06h30 (7pm - 6.30am)

NB These times may change during examinations.

Note If musical instruments (including radios, TV's etc) are played in breach of rules 43(a) and 43(b) above, they may, in addition to any other penalty which may be imposed, be confiscated.

- (c) The occupant of each bedroom shall be responsible for the quietness and behaviour of all persons in his/her bedroom.

44. SMOKING

- (a) No smoking is permitted in the dining hall, its foyers and balconies.
- (b) No smoking is permitted in **any part** of a residence or dining hall. This includes immediately outside the main entrance where smoking could interfere with those entering and leaving the residence or dining hall
- (c) No smoking is permitted in any bedrooms or common rooms.

45. SQUATTING IN RESIDENCES

- (a) The sub-letting or use of residence rooms without permission is strictly forbidden. Any student found contravening this instruction may be excluded from residence.

- (b) Aiding and abetting squatting of any nature may also result in exclusion from residence. This includes the use of amenities such as showers and baths.
- (c) Guests will only be permitted to stay in residence overnight on the following conditions:
 - (i) Permission is sought from the Hall and House Warden, in writing.
 - (ii) A vacant room is available.
 - (iii) The cost of such accommodation will be debited to the host/hostesses account, provided that account is in credit.
 - (iv) No guest of whatever gender may spend a night/s in a student's room.
- (d) The use of University property in unoccupied rooms for any reason without permission will result in disciplinary action being taken.
- (e) Under no circumstances may empty rooms be entered or used without the permission of the House Warden.

46. TELEPHONES

No student may interfere in any way with the normal functioning of the telephones in the residence.

47. TIDINESS

Students are to ensure their rooms are kept in a reasonable state of tidiness.

- (a) Bedrooms, common rooms, corridors, bathrooms and toilets must be kept tidy.
- (b) Cigarette ends and other waste must not be thrown out of windows.

48. TRAFFIC

- (a) All traffic signs, directions and directional arrows in the Kimberley Hall area must be complied with.
- (b) Any traffic signs (or other similar signs eg estate agents nameplates) found in residence will result in disciplinary action.
- (c) No vehicles may be parked in any place other than designated parking areas.

- (d) **Reckless, negligent or dangerous driving or driving whilst under the influence of alcohol/drugs in the Kimberley Hall area is prohibited.**

SECTION 2

WOMEN

The following section applies to Women accommodated in the Women's Residences of Kimberley Hall.

1. ABSENCE FROM RESIDENCE

If a student is to be absent from Grahamstown or from her house overnight or longer she is required to notify the senior student of her house of her whereabouts. (Note: this rule has been made in the interest of the student's safety and the safety of others, in the event of an emergency situation such as a fire. It will also be of assistance in the event of urgent messages from relatives e.g. serious illness at home).

2. ALCOHOL

Please note the rules pertaining to alcohol in Section 1, page 4

3. ARRIVAL AND DEPARTURE

Every student must sign the 'arrival and departure' list at the beginning of each term and also when leaving for vacations.

4. FRONT DOOR

(All students should be registered with the fingerprint system)

- (a) If you have a problem gaining entry please see the Hall Administrator during office hours. Her office is above the Hugh Chapman dining hall (on the balcony).
- (b) If a door sticks, or if there has been an error with the doors, (after hours) arouse the warden or sub-warden. The matter, in any event, must be reported to the warden first thing next morning.
- (c) No student may leave the front door open for others to enter. (NB this will be regarded as a serious disciplinary offence as it endangers the safety of all members of the residence).

5. DRESS

- (a) Pyjamas, dressing gowns etc, are not acceptable in the foyer or common rooms. In case of any dispute re what is inappropriate, the decision of the Hall Warden will be final.

- (b) At the Welcome and Leavers dinners, skirts and blouses or dresses or formal trouser suits (no shorts or denims) or traditional dress with shoes must be worn.
- (c) At all other meals the dress may be informal but must, objectively regarded, be decent.
- (d) The wearing of a bathing costume or a sarong is not permitted in the dining hall.

6. INTERVISITING

- (a) Women students are allowed male visitors in their residences (this includes bedrooms, common rooms, foyers, balconies and TV rooms) each day of the week.
- (b) The duration of these visits will be from 08h30 to 24h00 each day. Note that each house may restrict these times by a referendum early in the first term.
- (c) A male visitor is to be escorted at all times by his hostess.
- (d) Any member of the residence who is hosting male visitors, as well as the visitors themselves, shall sign their names and student numbers, if applicable, in the book in the duty room on arrival and departure.
- (e) The number of visitors is limited to two per room, to control noise.

FAILURE TO COMPLY WITH THE SILENCE RULES WHILST VISITORS ARE PRESENT WILL RESULT IN THE INTERVISITING PRIVILEGES OF THE HOSTESS CONCERNED BEING WITHDRAWN

7. LINEN

Clean linen may be collected in exchange for dirty linen from the Housekeeper at the linen room as follows:

New Res	Mon 1.00pm to 2.00pm
---------	----------------------

8. LOCKING OF RESIDENCE

- (a) The residence front door **MUST BE KEPT CLOSED AT ALL TIMES.**
- (b) All students must ensure that when they leave and enter residence that the front door is securely closed.

9. PERSONAL SECURITY

Women students are warned of the dangers of lonely places, especially after dark. Security Guard escorts are available on request from the Campus Protection Unit (CPU).

10 PERSONAL PROPERTY

It is strongly advised to mark all your belongings, including clothing. Often unmarked property is handed in at the Hall Administrator's office. It is advisable to check with her should your property go missing.

SECTION 3

MEN

1. ABSENCE FROM RESIDENCE

If a student is to be absent from Grahamstown or from his House overnight or longer he is required to notify the Sub-warden or Senior Student of his house of his whereabouts. (Note: This rule has been made in the interest of the student's safety and the safety of others in the event of an emergency situation such as a fire. It will also be of assistance in the event of urgent messages from relatives e.g. serious illness at home).

2. ALCOHOL

Please note the rules pertaining to alcohol in Section 1, page 4

3. DRESS

- (a) At the Welcome and Leavers dinners, a suit or jacket and long trousers (no denims), shirt and tie, shoes and socks must be worn. Traditional dress may also be worn.
- (b) At other meals, the dress may be informal but must, objectively be regarded, decent.

4. INTERVISITING

- (a) Male students are allowed women visitors in their residences (this includes bedrooms, common rooms, foyers, balconies and TV rooms) from 08h30 to 24h00. (Note: Penalties for a breach of this rule may be severe).
- (b) All visitors are subject to the rules of the Hall.

Rules applicable to women

Male students should make themselves familiar with the rules applicable to women student's as it is an offence to aid and abet another student to break any rule. This includes the rules applicable to women's residences.

5. LINEN

Clean linen may be collected in exchange for dirty linen, at the linen room in your house, at the following times:

Gold Fields	Mon	from 1.00pm to 2.00pm
Cullen Bowles	Tues	from 1.00pm to 2.00pm
De Beers	Tues	from 1.00pm to 2.00pm

6. **PERSONAL PROPERTY**

It is strongly advised to mark all your belongings, including clothing. Often unmarked property is handed in at the Hall Administrator's office. It is advisable to check with her should your property go missing.

SECTION 4

KIMBERLEY HALL COMMITTEE - 2014

1. Hall Warden: Prof James Gambiza
2. Hall Administrator : Mrs Selene Walters
Office next to Hugh Chapman dining hall. Ph 046 6038590 (s.walters@ru.ac.za)
Office hours: 8am -12:45pm; 2pm - 4:30pm
3. Housekeeper: Mrs Sylvia Armstrong
Office upstairs Hugh Chapman dining hall.
Ph 046 6038611
4. Houses:
 - (a) Cullen Bowles House (Founded in 1973)
Warden: Mr Johan Botha
Sub-Wardens: Shaun Letswee
Simbarashe Nyambiya
Senior Student: Ntokozo Sibanda
Student Telephone Numbers 046 6362922 or 046 6222222
 - (b) De Beers House (Founded 1988)
Warden: Mr Gladman Thondhlana
Sub-Wardens: Richard Maradze
Puseletso Sauli
Tatenda Chatikobo
Senior Student: Boitshoko Motsamai
Student Telephone Numbers 046 6222386 or 046 6362481
 - (c) Gold Fields House (Founded 1985)
Warden/Hall Warden: Prof James Gambiza
Sub-Wardens: Elton Bwanya
Awiwe May
Brandon Yates
Senior Student: Siphesihle Ngindana
Student Telephone Numbers 046 6229012 or 046 622905
 - (e) Rosa Parks (Founded 2009)
Warden: Mrs Sandra Matatu
Sub-Wardens: Buhlebenkosi Mazosiwe
Tebagano Motsumi
Bronwyn Slater
Senior Student: Nolwazi Khuluse
Student Telephone Number: 046 6222021

5. Hall Fellows: Prof Rosie Dorrington (Biochem, Micro, Biotech)
Dr Billy de Klerk (Palaeontologist/Geologist)
Mr Mark Hazell (Manager : Grounds & Gardens)
6. Hall Head Student: Ayanda Sishe (RP)
7. Hall Sports Rep: Natasha-Lee Kilburn (RP)
8. Hall Community Engagement Rep: Cyril Dube (CB)

ADDITIONAL RULES

KIMBERLEY HALL

Additional rules may be made from time to time. These will be posted on the notice boards in each house and on the Hall Notice Boards. It is the duty of all students to familiarise themselves with all rules applicable to Kimberley Hall.