



POLICY

Visitors and Overnight Guests Policy

1.0 Rationale:

1.1 The purpose of this policy is to ensure the safety, security, and comfort of all Residents while promoting a conducive living and learning environment within the Rochester and Rutherford Hall of Residence. This policy outlines the guidelines and expectations regarding Visitors and Guests.

1.2 Definitions:

1.2.2 Visitor: Any person who is not a resident of the Rochester and Rutherford Hall.

1.1.3 Guest: A visitor who has been invited by a Resident and approved by the Principal in accordance with the procedures outlined in this policy.

2.0 Procedures:

2.1 When hosting a day/evening visitor or overnight guest the Hall has an expectation that the Resident will adhere to the following:

3.0 Resident Responsibility:

3.1 Residents are responsible for the conduct of their visitors or overnight guests at all times and must ensure they adhere to all Rochester and Rutherford Hall policies and rules for the duration of their visit.

3.2 Residents must ensure any visitors or guests on site have been introduced to staff on duty upon arrival.

3.3 Guests or visitors are not permitted to wander around our facilities without their resident host.

3.4 Residents must arrange with the tutor on duty for their guest to be provided a mattress for the duration of their stay, if required.

3.5 In the event of an emergency all visitors and guests must follow the instructions of the staff on duty.

3.6 Residents must advise the tutor on duty if a visitor or overnight guest needs medical attention or support during their visit. In an emergency, call 111.

4.0 Restrictions on Visitors and Guests:

4.1 Visitors are permitted on site between the hours of 8:00 am to 10:00 pm from Sunday to Thursday, and between 8:00 am to 12:00 am Friday and Saturday. Any visitor present on site outside of these hours will be required to leave the building and grounds.

4.2 A resident may have one approved guest for a maximum of two nights.

4.3 Overnight guests are not permitted during study leave, exam and holiday periods.

4.4 Overnight guests are permitted to stay in the Hall on Thursday, Friday and Saturday nights only subject to the approval procedure recorded in clause 5.

4.5 Overnight guests under the age of 18 are not permitted. Visitors under 18 are permitted on site for the purpose of visiting a family member or participating in an arranged tour.

4.6 Overnight guests are not permitted at Rochester & Rutherford Hall for the first 4 weeks of Term. This is to allow residents sufficient time to adjust to hall living, and to build strong relationships with their floor, tutor group and the wider hall community. This period may be extended to the entirety of the 1st term at the discretion of the Principal.

5.0 Procedure for obtaining approval for an overnight guest:

5.1 Residents must obtain the approval of a member of the management team either by email or in person at least 24 hours before the overnight guest arrives.

5.2 The Hall has full discretion to grant or decline a resident's application for approval of an overnight guest.

5.3 Upon obtaining approval the resident must use the QR code to complete an online Google form to confirm the booking.

5.4 The tutor on duty must be notified of the presence of the overnight guest upon arrival.

6.0 Fees and Charges:

6.1 Overnight guests will not be charged a fee for their stay provided the procedure of this policy is followed correctly.

6.2 Any overnight guest will be charged \$10 per meal for each meal consumed during their stay. Payment must be made to the Finance Manager as soon as possible following their visit. The Hall reserves the right to charge the resident for any meals not paid for by their guest.

6.3 Any resident who hosts a guest overnight without obtaining the prior approval may be fined up to a maximum of \$100 per night for the duration of stay, or until approval is obtained.

7.0 Annual Tours:

7.1 Each year the Rochester and Rutherford Hall works to support the University of Canterbury ("UC") campus and hall tour schedule, set by the UC accommodation staff.

7.2 All tours are group events and confirmed 72 hours ahead of schedule.

7.3 Names and contact details of all tour participants must be supplied prior to arrival. The Rochester and Rutherford Hall does not accept any tour group or individual that arrives unannounced.

7.4 All tours booked that are not in conjunction with UC are processed through the office administrator office@rochester-rutherford.org.nz.

8.0 Outcomes:

8.1 Rochester and Rutherford Hall is committed to the safety and security of all staff and residents on base.

8.2 The opportunity to invite and host guests on site is a privilege and residents are always responsible for the conduct of their guests.

8.3 As an open campus we want whānau, friends and visitors to feel welcome at all times.

Policy Committee Leader: Chris O'Brien (Executive Council)

Ratified: Kieran Sweetman (EC Chair)

Principal: Jo Morrow

Date: January 2024

Due for Review: April 2026