



IRENE
STELLENBOSCH
— EST. 1963 —



IRENE RESIDENCE VISITORS POLICY

1. Definitions

- 1.1. “CSC” refers to the University of Stellenbosch’s Centre for Student Communities.
- 1.2. “CSC representative” may refer to the residence head, PSO coordinator or senior member of the CSC.
- 1.3. “Residence space” refers to the physical space occupied by the residents of the community and can include both indoor and outdoor spaces.
- 1.4. “Irene” refers to a present resident of Irene residence.
- 1.5. “Visitor” refers to a non-resident who has entered or wishes to enter the residence space and does not have student card access, but has been granted entry by way of the procedures set out in this policy. This excludes people who work in the residence space.
- 1.6. “Host” refers to the Irener who is receiving a visitor and has signed for the responsibility of the visitor.
- 1.7. “Venue” refers to a specific room or space in the residence space and can include both indoor and outdoor venues.
- 1.8. “Double room” refers to a standard double bedroom as indicated by the building blueprints of the residence. An alternative way to determine a double room, is if two built-in cupboards are present or if the room has the same dimensions as a standard double room.
- 1.9. “Single room” refers to a standard single bedroom as indicated by the building blueprints of the residence.
- 1.10. “Female” refers to the sex indicated on your government-issued identification documentation.
- 1.11. “Male” refers to the sex indicated on your government-issued identification documentation.
- 1.12. “Newcomer Door duty” refers to the system where Newcomers are expected to sit in the door duty box during visiting hours to ensure that booked visitors are signed in. Every Irener goes through this system when they start their first year in Irene. The motive behind it is that the newcomer’s contribution to the safety of the house contributes to creating a feeling of belonging for them. The system allows newcomers to feel some sense of responsibility-that two and a half hours can contribute to something bigger than themselves. Simultaneously, it allows seniors to also appreciate the role newcomers play in the overall functioning of Irene, thus bridging any newcomer/senior gap.

2. Residence spaces

- 2.1. Irene has the following residence space:
 - 2.1.1. 75 Victoria Street, Stellenbosch, Western Cape, 7600, “Irene Residence”
- 2.2. Areas within the residence spaces will be categorised as:
 - 2.2.1. Bedrooms (single and double)

- 2.2.2. Communal Areas (dining hall, small recreational hall, big recreational hall, foyer, computer room, study rooms, front door monitor room, back door monitor room, laundry room, bicycle shed, section kitchenette areas)
- 2.2.3. Outdoor areas (quad, front lawn, rooftop terrace, balcony)
- 2.2.4. Bathrooms (ground floor guest bathrooms, section bathrooms, ground floor bathrooms)

3. Mutability

- 3.1. All regulations in this document are subject to the latest university guidelines as set out by CSC.
- 3.2. Amendments to this policy may be made –
 - 3.2.1. At the request of the CSC representative.
 - 3.2.2. By the House Committee (HC) with the assistance of Irene's policy committee.
 - 3.2.3. Following the amendment guidelines as set out by the CSC or the amendment guidelines to constitutional addendums of the residence.
- 3.3. All amendments to this policy must be shared with the community.
- 3.4. Restrictions to this policy -
 - 3.4.1. May be made at the request of the CSC representative;
 - 3.4.2. May be made if decided by the Primaria or Vice-Primaria in consultation with the Residence Head;
 - 3.4.3. May be made during academic quiet times, such as official university examination periods;
 - 3.4.4. Do not require an amendment to this policy to take place.
 - 3.4.5. Will be communicated to the house through the relevant communication channels.

4. Failure to comply

- 4.1. All Irene residents are expected to uphold every section of this policy as well as the values of Irene.
- 4.2. It is the Irener's responsibility to stay informed about the latest policy amendments and adhere to them.
- 4.3. Failure to comply with any section of this policy may result in disciplinary action in accordance with Irene's Disciplinary Policy and Constitution.
- 4.4. Non-compliance with this policy may result in the:
 - 4.4.1. Removal of the visitor from the Residence space;
 - 4.4.2. Temporary or permanent cancellation of visiting hours.
 - 4.4.3. Temporary or permanent Ban of Visitors:
 - 4.4.3.1. Bans will be determined and approved by Irene's Disciplinary Committee and/or HC.
 - 4.4.3.2. Ireners may submit Ban Appeals to the HC for review.

5. Visiting Procedure

5.1. Visiting hours

- 5.1.1. Visiting hours on the ground floor for all will be from Monday to Sunday between the hours of 10h00-23h00
- 5.1.2. Bedroom visitations will be allowed for all female visitors Monday to Sunday between the hours of 10h00-23h00.
- 6.1.3. Male Visiting hours (bedroom visitations and any upstairs visits from males) will be on Fridays between 18h00-23h00 and Saturday and Sunday from 10h00-23h00

5.2. Visitor Limitation

- 5.2.1. Each Irener is only allowed one (1) visitor per day.
 - 5.2.1.1. Subject to the maximum number of 2 visitors allowed per room
- 5.2.2. Male visitors are only permitted the use of the ground floor guest bathrooms next to the dining hall.

5.3. Visitor Approval

- 5.3.1. Visitors will be approved if they –
 - 5.3.1.1. Aren't banned from visiting the residential space;
 - 5.3.1.2. Are not exhibiting disruptive behaviour; and
 - 5.3.1.3. Have not been found guilty of behavioural misconduct in a legal or university capacity.

5.4. Bedroom visits

- 5.4.1. Bedroom visits may occur if the following procedure is met:
 - 5.4.1.1. If the host has a roommate, the express (written) approval by way of a Microsoft form must be given by said roommate.
 - 5.4.1.2. In the case of a male visitor, the host must first communicate with the section that they are bringing a male to a specific floor by messaging "man in" on the section WhatsApp group, as well as communicate to the group when the male has left the floor by messaging "man out" after the visit has occurred.

5.5. Sleepovers

- 5.5.1. According to the CSC residence rules effective from 01 January 2023, sleepovers in SU student accommodation is not permitted.

6.6. Male visiting hours

- 6.6.1. Due to the nature of male visiting hours on weekends, the host will be responsible for assuring that their visitor is signed in once the door duty shift starts in the evenings.
 - 6.6.1.1. Once the door duty shift starts, the host and visitor will immediately have to sign in once again with the door duty monitor at the front door.

- 6.6.1.2. If the host fails to immediately sign their visitor in with the door duty monitor at the start of the door duty shift, the visit will be terminated and the visitor will be asked to leave the residence.

6.8. Responsibilities of the host include -

- 6.8.1. Obtaining the necessary consent from their roommate in the case of a bedroom visit.
- 6.8.2. Receiving visitors at the front door and following the check-in/ check-out procedure.
- 6.8.3. Ensuring that the visit is limited to the booked venue.
- 6.8.4. Not leaving their visitor unattended, even if they are in a public space.
- 6.8.5. Ensuring that they accompany the visitor throughout the duration of the visit.
- 6.8.6. Ensuring that their visitor is checked-out by the end of visiting hours.

7. Newcomer Door Duty

- 7.1. Newcomers are required to sit door duty on a rotational basis on weekends during Male visiting hours.
- 7.2. The procedure is as follows:
 - 7.2.1. Newcomers will be informed of their Door duty slot by the Welcoming and Newcomer HC members.
 - 7.2.2. During their Door duty slot, the Newcomer will be responsible for the check-in and check-out procedure of male guests.
 - 7.2.3. It is the responsibility of the Newcomer to be on time and find a suitable replacement if they are not available for their slot.
 - 7.2.4. The HC on Duty will sign in these Newcomers to ensure that they are at their post.
 - 7.2.5. In the event that a Newcomer does not show up for their allocated door duty slot, and an adequate replacement cannot be found, visiting hours for the day will be cancelled.

8. Check-in and check-out procedure

- 8.1. Check-in procedure:
 - 8.1.1. Check-ins can only occur at the front door of Irene.
 - 8.1.2. In the case of Male visiting hours, check-ins will be monitored by either a paid door duty monitor or Newcomer door duty.
 - 8.1.3. In the case of regular visiting hours, it is the responsibility of the host to ensure that the check-in procedures are met.
 - 8.1.4. Hosts are expected to meet their visitors at the front door and ensure that they are checked-in.
 - 8.1.5. The following must be presented:
 - 8.1.5.1. A form of identification

- 8.1.6. The visitor must complete the check-in/check-out form, which includes -
 - 8.1.6.1. Their full name;
 - 8.1.6.2. Their Stellenbosch University student number or ID number;
 - 8.1.6.3. Contact details;
 - 8.1.6.4. The date and time of the visit;
 - 8.1.6.5. The host's student number;
 - 8.1.6.6. Signed confirmation from the host that all of the information provided in the booking form is correct and that they consent to host the visitor;
 - 8.1.6.7. Signature of the front door duty monitor.

8.1.7 In the case of male visiting hours, visitor will be required to leave their student card, ID or drivers license with the door monitors for the duration of the visit.

8.1.8. It is the responsibility of the host to ensure that all these procedures are met and that their guest is signed in.

8.2. Check-out procedure:

- 8.2.1. Check-outs must occur by the end of the specified visiting hours.
- 8.2.2. The host will be required to sign the check-in/check-out form before the visitor leaves the residence space.
- 8.2.3. When leaving Irene, the door duty monitor will return the student card or ID of the visitor.

9. Booking procedure

9.1. Bookings will take place via a link that will be shared.

9.1.1. Ireners will be able to book any time before their intended visit.

9.1.2. Ireners will be required to show the booking confirmation before the visitor will be allowed into the residence space.

9.1.3. The booking will be made with regards to a specific venue