

# IRENE RESIDENCE VISITORS POLICY



EST. 1963

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IRENE

STELLENBOSCH

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## 1 Definitions

- (1) “CSLL” refers to the University of Stellenbosch’s Centre for Student Life and Learning.
- (2) “CSLL representative” may refer to the residence head, CSC coordinator, or senior member of the Centre for Student Life and Learning.
- (3) “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.
- (4) “Female” refers to a person whose sex is indicated as female on their government-issued identification documentation.
- (5) “Host” refers to the Irener who is receiving a visitor and has signed for the responsibility of the visitor.
- (6) “Irener” refers to a present resident of Irene Residence.
- (7) “Male” refers to a person whose sex is indicated as male on their government-issued identification documentation.
- (8) “Newcomer Door duty” refers to the system where Newcomers are expected to sit in venues close to the exit and entrance points of the residence during visiting hours, to monitor those that enter the residence by signing them in and acquiring the necessary identification. Every Irener goes through this system when they start their first year in Irene.
- (9) “Paid Door duty” refers to the system where Ireners are paid to sit in venues close to the exit and entrance points of the residence from 22:00 to 05:00 the next morning to monitor the safety of the house.
- (10) “Policy committee” refers to a team of Ireners determined at the discretion of the Primaria to review and update policies with the consent of the Residence Head.
- (11) “Residence space” refers to the physical space occupied by the residents of the community and can include both indoor and outdoor spaces.
- (12) “Single room” refers to a standard single bedroom as indicated by the building blueprints of the residence.
- (13) “Term” means a quarter of an academic year.
- (14) “Venue” refers to a specific room or space in the residence space and can include both indoor and outdoor venues.
- (15) “Visitor” refers to a non-resident of Irene 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. This includes Irene’s cleaning and kitchen staff members.

## 2 Residence spaces

- (1) Residence spaces include:
  - (a) Bedrooms (single and double rooms)
  - (b) Communal Indoor Areas include:
    - (i) Dining hall
    - (ii) Small recreational hall

- (iii) Big recreational hall
  - (iv) Foyer
  - (v) IRGA, the computer room
  - (vi) Study rooms
  - (vii) Front door monitor room
  - (viii) Back door monitor room
  - (ix) Laundry room
  - (x) Bicycle shed
  - (xi) Section lounge and kitchenette areas
- (c) Outdoor areas, which include:
- (i) Quad
  - (ii) Rooftop terrace
  - (iii) Balconies
- (d) Bathrooms, which include:
- (i) Ground floor guest bathrooms
  - (ii) Section bathrooms
  - (iii) Ground floor bathrooms

### 3 Mutability

- (1) All regulations in this document are subject to the latest Residence Rules as set out by CSLL.
- (2) Amendments to this policy may be made:
  - (a) At the request of the CSLL representative;
  - (b) By the House Committee (HC) during their term;
  - (c) Following the amendment guidelines as set out by the CSLL or the amendment guidelines to constitutional addendums of the residence.
- (3) All amendments to this policy must be shared with the community.
- (4) Restrictions to this policy:
  - (a) May be made at the request of the CSLL representative;
  - (b) May be made if decided by the Primaria or Vice-Primaria in consultation with the Residence Head;
  - (c) May be made during academic quiet times, such as official university examination periods;
  - (d) Will be communicated to the house through the relevant communication channels.

### 4 Failure to comply

- (1) All Irene residents are expected to uphold every section of this policy as well as the values of Irene.
- (2) It is the Irener's responsibility to stay informed about the latest policy amendments and adhere to them, once they have been communicated to them by the Primaria or Vice Primaria.

- (3) Failure to comply with any section of this policy will result in disciplinary action as per Irene's Disciplinary Policy and Irene Constitution
- (4) Non-compliance with this policy may result in the:
  - (a) Removal of the visitor from Residence spaces.
  - (b) Temporary or permanent cancellation of visiting hours for the house.
- (5) Temporary or permanent Ban of Visitors:
  - (a) Bans will be determined and approved by Irene's Disciplinary Committee and/or HC.
  - (b) Ireners may submit Ban Appeals to the HC for review. The Ban Appeal should then be discussed by the HC in their next meeting.
  - (c) In the HC meeting, a decision should be made. The Decision should be communicated to the Ireners that submitted the Ban Appeal within 42 hours after the decision was made.
- (6) The Newcomers who have failed to find a proxy for their door duty slot will have their Visitor's privileges revoked for a period determined by the Primaria.

## 5 Visiting Procedure

### (1) Visiting hours

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

### (2) Visitor Limitation

- (a) For room visitations each Ireners is only allowed 1 visitor at a time.
  - (i) Subject to the maximum number of 2 visitors allowed, meaning 1 per roommate in a double room.
- (b) Group visitations can only be made for ground-floor communal spaces.
  - (i) Consent for Group visitations should be acquired at least 24 hours before the visit, from the Primaria.
- (c) Male visitors are only permitted the use of the ground floor guest bathrooms next to the dining hall.

### (3) Visitor Approval

- (a) Visitors will be approved if they:
  - (i) Aren't banned from visiting the residential space
  - (ii) Are not exhibiting disruptive behaviour
  - (iii) Have not been found guilty of behavioural misconduct in a legal or university capacity.

### (4) Bedroom visits

- (a) Bedroom visits may occur if the following procedure is met:

- (i) If the host has a roommate, approval must be given by said roommate with every visit.
- (ii) 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) Sleepovers

- (a) According to the CSLL residence rules effective from 01 January 2023, sleepovers in SU student accommodation are not permitted.

### 6 Male visiting hours

- (1) Due to male visiting hours on weekends, the host will be responsible for assuring their visitor is signed in from 10:00.
- (2) If the host fails to immediately sign their visitor in with the door duty monitor the visit will be terminated, and the visitor will be asked to leave the residence.
- (3) Responsibilities of the host include:
  - (a) Obtaining the necessary consent from their roommate in the case of a bedroom visit;
  - (b) Receiving visitors at the front door and following the check-in/ check-out procedure;
  - (c) Ensuring that the visit is limited to the booked venue;
  - (d) Not leaving their visitor unattended, even if they are in a public space;
  - (e) Ensuring that they accompany the visitor throughout the visit;
  - (f) Ensuring that their visitor is checked out by the end of visiting hours.
  - (g) Ireners are responsible for their visitors’ behaviour.

### 7 Newcomer Door Duty

- (1) Newcomers are required to sit door duty on a rotational basis on weekends during Male visiting hours.
- (2) The aim of Newcomer's door duty is to create a safe space for newcomers to exercise the values of the house, as well as responsibility which encourages personal growth. Additionally, the newcomer's contribution to the safety of the house creates a feeling of belonging and community. Lastly, it allows the rest of the house to appreciate the role newcomers play in the overall functioning of the house, thus bridging any gap between newcomers and seniors.
- (3) The procedure of all visitors as follows:
  - (a) Newcomers will be informed of their Door duty slot by the Welcoming and Newcomer HC members.
  - (b) Newcomers must be on time for their door duty shift.
  - (c) During their Door duty slot, the Newcomer will be responsible for the check-in and check-out procedure of male guests.

- (d) It is the responsibility of the Newcomer to find another newcomer to swap door duty slots with and inform the HC on duty, in the case that they are not available for their slot.
- (4) The HC on Duty will sign in these Newcomers to ensure that they are at their post.
  - (a) If 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

- (1) Check-in procedure:
  - (a) Check-ins can only occur at the front door of Irene.
  - (b) In the case of Male visiting hours, check-ins will be monitored by either a paid door duty monitor or a Newcomer on Newcomer door duty.
  - (c) In the case of regular visiting hours, it is the responsibility of the host to ensure that the check-in procedures are met.
- (2) Hosts are expected to meet their visitors at the front door and ensure that they are checked in.
- (3) The visitor must complete the check-in/check-out form, which includes:
  - (a) Their full name;
  - (b) Their Stellenbosch University student number or ID number;
  - (c) Contact details;
  - (d) The date and time of the visit;
  - (e) The host's student number;
  - (f) Check-in and Check out time
  - (g) 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;
  - (h) Signature of the front door duty monitor;
  - (i) Signature of the HC on duty.
- (4) In the case of male visiting hours, visitors will be required to leave their student card, ID, or driver's license with the door monitors for the duration of the visit.
  - (a) It is the responsibility of the host to ensure that all these procedures are met and that their guest is signed in.
- (5) Check-out procedure:
  - (a) Check-outs must occur by the end of the specified visiting hours.
  - (b) The host will be required to sign the check-in/check-out form before the visitor leaves the residence space.
  - (c) When leaving Irene, the door duty monitor will return the student card or ID of the male visitor.

## 9 Venue Booking procedure

- (1) Bookings will take place via a link that will be shared.
  - (a) Ireners will be able to book any time before their intended visit.

- (b) Ireners will be required to show the booking confirmation before the visitor will be allowed into the residence space.
- (c) The booking will be made concerning a specific venue.



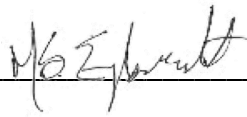
IRENE

STELLENBOSCH


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Approval

  
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Resident Head

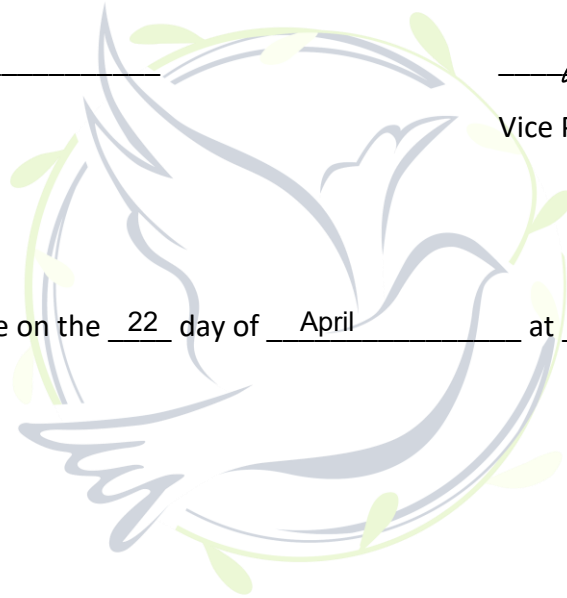
  
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Primaria

  
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Vice Primaria

Ratified by the House on the 22 day of April at 19:00.



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