
Rules of The County College

1. Guests

Guests of College members are the responsibility of their hosts, who are liable for any breach of the rules by their guests (whether they themselves are present are not). Guests staying for more than one night must be signed in with the porter. Failure to do so will result in the issue of summary disposal to the host.

2. Keys

The safe keeping and proper use of room and corridor keys will be the responsibility of the College member to whom they were issued. In the event of loss a spare key may be obtained from the Porters' Lodge, failure to surrender the spare key within fourteen days will be considered an offence, subject to summary disposal. In all cases the cost of replacement keys or locks will be borne by the College member.

3. Weaponry

It is an offence to bring onto College premises or to be in possession of firearms or other weaponry (including replica weapons) and fireworks.

4. Ball games

The playing of ball games is not permitted in College residences, any of the College's quadrangles or on the paved area of Lancaster Square. Ball games may be played on the grass adjacent to Lancaster Square, as long as these do not cause undue disturbance and are ended on the instruction of a porter, Security, or member of the Deanery.

5. Representing the College

The College will sanction any misconduct, committed on or off the University premises, of a nature liable to bring the good name of County into disrepute.

6. Evacuation during fire alarms

Students are personally responsible for evacuating residences immediately the fire alarm sounds irrespective of whether it is a drill, false alarm, or an actual fire. Failure to evacuate carries a standard fine of £50.

Regulations of The County College

1. **The Roof**

Access to the roof is limited to the residents of the roof flats, occupiers of guestrooms, and officers of the College or University in pursuance of their duty and their guests.

2. **Parties**

The holding of parties or noisy functions in residences is not permitted without the prior approval of the College Dean or an Assistant Dean. Residents seeking to hold such a function must submit to the deanery a request form (available from the Porters' Lodge) at least one week before their proposed function.

3. **Cleanliness in kitchens/communal areas**

Members are required to undertake such cleaning as is expected of them in their residence contracts. The procedure for invoking sanctions against untidy kitchens, corridors and shared bathrooms are primarily a matter for the College Accommodation Manager.

Procedures relating to the cleaning of kitchens and other communal areas in residences

1. In the first instance cleaners, cleaning supervisors, and porters will identify untidy kitchens/communal areas. These will be brought to the attention of the College Accommodation Manager who shall inform the Deanery. The College Dean or an Assistant Dean will inspect the area(s) and will, if necessary, send a letter to members of the residence which explains why these areas must be cleaned, outlines the penalties if they are not (see point 2), and gives residents 24 hours to clean and tidy the area.
2. If the area is not then cleaned, depending on the seriousness, contract cleaners will be brought in by the College Accommodation Manager. The cost of this will be divided equally between residents and be taken from residents' security deposits at the end of their term of residence. (Costs are available from the Accommodation Office and will obviously be higher the more mess there is.)
3. Costs for damage will be taken from deposits and anyone found damaging University property will be subject to a fine which will be payable *in addition* to any costs that may be incurred