



# ACCOMODATION FORM

Queen's University Belfast | Students' Union  
28-30 June 2013 | [www.q-con.org.uk](http://www.q-con.org.uk)

## **ACCOMODATION BOOKING** *Please complete in block capitals*

Accommodation is only available to attendees over the age of 18. Please enter the details of the person who is acting as the single contact point for the group (where applicable).

Group Name	Number in Group
Point of Contact Name	
E-mail Contact	Telephone Number

## **OCCUPANT DETAILS**

Rooms are single occupancy en-suite. Bed linen and towels are provided. Each occupant must sign a separate copy of the Rules of Residence (page 4 of this form).

Event accommodation booked via Q-Con is at a cost of £20 per person per night.

Room Occupant Name	Rules of Residence Signed	Friday 28 <sup>th</sup> June	Saturday 29 <sup>th</sup> June	Sunday 30 <sup>th</sup> June	Number of Nights
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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<b>Total Cost (£20 x total number of nights)</b>					

## **PAYMENT INFORMATION**

**Pre-registration and payment must be received by 7th June 2013.**

**IMPORTANT:** Payment must be made by **CHEQUE** or **POSTAL ORDER** made payable to **QUB DRAGONSLAYERS**. We cannot accept payment by cash through the post. For advice on completing a cheque or creating a postal order, visit [www.q-con.org.uk](http://www.q-con.org.uk). Pounds sterling only.

Completed forms and payment should be sent to:

Q-CON, QUB STUDENTS' UNION, UNIVERSITY ROAD, BELFAST, BT7 1NF  
NORTHERN IRELAND, UNITED KINGDOM

## **RULES OF RESIDENCE**

### **1.0 INTRODUCTION**

Queen's University Belfast gives the resident permission to reside in a room within the University. At no time are there to be persons other than authorised residents or nominees residing in the premises. The University will specify which room in the premises the resident is to occupy.

**The contract** includes the policies and procedures in these **Rules of Residence**. You have a responsibility to read and follow these policies so that you are aware of what is required of you. Please retain them for future reference.

**The Facilities Team** ~ is responsible for helping you to keep the on-campus communal areas clean and serviceable.

**Accommodation Team** ~ are members of staff or students who work at reception or in the offices at Elms Village. Their major concern is to help you by answering any queries, dealing with any issues, taking payments and providing general information.

### **2.0 GENERAL INFORMATION**

#### **2.1 Accommodation.**

We reserve the right to enter the Residence and/or the room with or without workmen for all purposes at any time and should it be necessary, in the interests of good estate management, re-allocate you to a different room upon 7 days prior notice or sooner in the event of an emergency.

The resident agrees not to keep any animal, fish, birds or reptiles on the premises (other than guide dogs by prior arrangement).

#### **2.2 Furnishings/Fittings**

The accommodation has been furnished to a minimum standard set by the University. All study bedrooms are occupied by one Resident, and all are equipped with a single bed, wardrobe, desk, study chair, and power points for small electrical appliances. The majority of standard rooms are fitted with wash hand basins. Communal kitchens are equipped with electric cookers, kettles, fridges and/or fridge-freezers and microwave ovens. Bed Linen is supplied, but the laundry of these items is the residents' responsibility. Crockery, cutlery, cooking utensils and washing-up materials are **not** supplied. If you wish to order these items, please contact us and we can arrange this.

#### **2.3 Keys/Access**

Key Cards are issued at the start of your stay to allow you to gain access to your apartment. On no account should keys be given/loaned to any other person. If you lose your keys or lock yourself out, please present yourself at Elms Village Reception. In the event of locking yourself out of your room a replacement key card will be issued. You will be required to sign for this and return it within 30 minutes. Key cards not returned within this time will result in a 50p charge to the main account. Key cards will only be issued to the person in residence of that room.

#### **2.4 Identification**

All guests should have a form of identification on them at all times. Your key card will not be considered as identification.

#### **2.5 Cleaning**

The Resident is responsible for the cleaning of his/her study bedroom, and for keeping the communal areas of shared houses/flats/apartments in a clean and tidy condition. The University reserves the right to make periodic inspections of the accommodation to ensure that basic hygiene standards are maintained. The University reserve the right to impose additional cleaning charges were the hygiene standards in the bedroom and communal areas impose a Health & Safety risk or accelerate the deterioration to the fittings and fabric to the building.

Personal hygiene when living in a communal setting is of paramount importance, particularly in kitchen areas. In all properties, communal areas are serviced on a regular basis. Cleaning will not take place during Queen's closure days or bank Holidays. Housekeeping Assistants are **NOT** responsible for washing bed linen, cutlery, crockery, or cooking utensils or for tidying equipment away. All residents are responsible for the cleaning of their own room and those residing in ensuite accommodation are responsible for maintaining the cleanliness of their facilities. Any complaints regarding cleaning services should be addressed to the Elms Village Reception.

#### **2.6 Maintenance**

Residents are expected to take reasonable care of the furniture and fittings in the residences and to report any damage to the Elms Village Reception. Residents must fill out a repair request form giving full details of any item which needs repaired.

#### **2.7 Repairs/Damages**

The Resident must report to the Elms Village Reception without delay any repairs/defects arising in the property by the Resident or his/her guests/visitors.

Residents must fill out a repair request form, which can be obtained from Elms Village Reception, giving full details.

### **3.0 FACILITIES OFFERED**

#### **3.1 Heating**

Hot water will be provided. During the summer months (June to September), no heating is provided in any of the properties. The University accepts no liability in the event of a power failure.

#### **3.2 Refuse**

Refuse from communal areas of the building is removed on a daily basis, Monday to Friday. This includes common rooms, student kitchens, student bathrooms and public areas.

It is each student's responsibility to remove rubbish from their bedroom bin and dispose of it in the appropriate bins. All residents are asked to co-operate in preserving the appearance of the Elms Village.

#### **3.3 Telecommunication**

Internet access is available in all standard and ensuite rooms at the Elms Village. The charge for this service is included in the residential fees. Computer connection cable for network access is provided in each bedroom and must be left in the room on departure or a charge of £5 will be incurred.

#### **3.4 Lost & Found**

Anything lost or found may be reported to Elms Village Reception.

#### **3.5 Obtaining Assistance**

There is 24 hour security at the Elms Village Reception

### **3.6 Insurance**

The University provides cover for damage due to fire, storm flood and burst pipes only. It does not cover accidental or malicious damage or theft. Residents must obtain their own insurance for personal belongings.

### **3.7 Making Your Views Known**

We welcome and value feedback from our residents. If you wish to contact us, please send us an email at [accommodation@qub.ac.uk](mailto:accommodation@qub.ac.uk).

## **4.0 COMMUNAL LIVING**

### **4.1 Policies**

There are two general principles which residents should note: firstly, the comfort and convenience of others should always be respected; and secondly, the University must not be brought into disrepute. In order to promote the welfare and comfort of residents, a minimum of restriction and supervision is imposed. However, acceptance of a place in University accommodation deems acceptance by you of the policies and procedures. This includes University policies relating to substance misuse, harassment, intimidation, sectarianism and other inappropriate behaviour.

### **4.2 Respect for Others**

All residents are expected to behave in accordance with commonly accepted rules of good behaviour and to respect the accommodation facilities the University provides. Residents should conduct themselves in a responsible and adult manner, respecting the comfort, convenience and safety of other residents and local residents.

Students must be aware of the consequences of unacceptable behaviour and the impact that this has on local residents. The University requires assistance from students in maintaining and strengthening the good relationship which exists with the local community.

### **4.3 Noise**

The Resident agrees that the accommodation will at all times be occupied in such a way as to cause no disturbance or inconvenience to the occupants of neighbouring premises. Unacceptable noise is any sound, human or otherwise, which is or may be disturbing to a Resident, either within University accommodation or in neighbouring residential areas. Minimum quiet hours are 11.00pm to 8.00am, during which period it should be quiet enough to permit each Resident to sleep. The playing of musical instruments and stereo/hi-fi systems, televisions, etc., must be kept to a minimum and must not be audible from outside the Room or the Residence between these hours. A tariff of fines is in place which the Accommodation & Hospitality Services Team can impose on residents if they do not comply with the accepted standard of behaviour.

### **4.4 Parties**

No unauthorised parties are permitted. In exceptional circumstances at the discretion of the Accommodation & Hospitality Services Team and Management, who must be contacted in advance, parties may be permitted in the Elms Student Centre.

### **4.5 Use of Alcohol**

If you choose to consume alcohol, you are expected to do so in a responsible way. Being under the influence of alcohol does not justify or excuse irresponsible behaviour. If the general permission to consume alcohol is abused, it may be limited or withdrawn at the discretion of the Accommodation & Hospitality Services Team. Guests/visitors under the influence of alcohol may be refused permission to enter or remain in University accommodation.

### **4.6 Substance Misuse**

The possession, use of or involvement with certain drugs or other controlled substances is illegal and against University policy. Any action which breaches any drugs-related legislation will be regarded as a serious disciplinary matter. On all occasions, students using Class A drugs will be referred automatically to the police and the University's Disciplinary Committee. However, in University accommodation, immediate action including removal may be taken if the safety or well-being of residents are affected, or the supply of drugs is involved. Anyone with information in relation to an arrest-able offence must inform the police within a reasonable time. It is a criminal offence to occupy premises and knowingly allow drug related offences to take place.

### **4.7 Smoking Policy**

Smoking is permitted in the designated smoking area located at the front and back of Elms Student Centre only. By law there is a no smoking policy through out all buildings.

### **4.8 Guests/Visitors**

Residents are not permitted to have guests/visitors staying overnight in their bedrooms. Security can ask any visitor to leave the premises. There must be no excessive noise especially after 11.00pm.

### **4.9 Personal Safety**

You must take responsibility for your own personal safety.

The University places a high priority on the safety of its residents and systems are in place to make all properties as secure as we can without infringing on your own freedom of movement. Any accidents should be reported to Elms Village Reception immediately. Please note the following:

- External doors must always be locked
- We advise residents to lock their bedrooms when leaving them unoccupied even for short periods
- If you lose your key/key card, you must inform Elms Village Reception as soon as possible
- Do not let strangers into the building. All residents are asked to be vigilant and to question the identity of any unescorted stranger in the property.
- On departure each resident must ensure that their room is locked before submitting the key, as a charge will be imposed for any damage discovered in the room. Contact details for urgent security related issues are:

Elms Village Reception, 028 9097 4525  
University Security Service, 028 9097 5099.

## 5.0 HEALTH & SAFETY

### **5.1 Fire Prevention**

Preventing fires is everyone's responsibility and your cooperation is essential.

- do not tamper with safety equipment
- if a fire extinguisher is discharged for any reason, the occurrence must be reported to Accommodation & Hospitality Services as soon as possible (see 5.6)
- do not leave a cooker unattended whilst cooking
- do not obstruct or prop open fire doors
- You are forbidden to use candles, incense, oil burners or anything with a naked flame or heating element in any part of the building
- No smoking in university residences not even your bedroom

### **5.2 Electrical Appliances**

Electrical sockets in each bedroom have a reduced electrical rating (currently 300w) for health and safety reasons, therefore certain appliances cannot be used/allowed in rooms, i.e. personal heating appliance, hairdryers (above 300w) fridges or kettles or decorative lights.

It is the responsibility of each resident to ensure that any personal electrical appliances comply with QUB safety regulations. If a resident is responsible for an electrical call-out as a result of non-compliance to this regulation the resident may be liable for the costs involved which can be as much £100.

### **5.3 Hazardous Items**

Firearms (real or imitation), offensive weapons, fireworks, flares and other pyrotechnics are not permitted in University accommodation or grounds. Candles, incense burners, and other naked flames can be hazardous, and are not permitted in University accommodation. The use of any type of chip-pan is prohibited.

### **5.4 Fire Safety**

The Resident agrees to comply with the University's security, fire, health and safety precautions. Abuse of the fire alarm system and misuse of the fire equipment are criminal offences and will therefore be subject to immediate expulsion from University accommodation and the student will also be liable for all fees for the duration of their contract and criminal charges from the police.

- **These Rules of Residence contain important policy and information relating to Queen's University residences. Residents who accept a place in University Residence agree to abide by the Rules of Residence.**
- **Failure to comply with the Rules of Residence may lead to disciplinary action being taken against you, which includes expulsion from University Accommodation.**
- **This page must be completed by the person requiring accommodation and returned to Q-Con in order to reserve a room for the duration of their stay.**

I confirm that I have read and understood the Rules of Residence relating to Queen's University residences.

First name \_\_\_\_\_

Surname \_\_\_\_\_

Gender \_\_\_\_\_ Date of stay: From \_\_\_\_\_ To \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

### **5.5 Fire Alarms**

It is the duty of all Residents to familiarise themselves with the Fire Regulations displayed in their bedrooms for the location of fire escapes, fire extinguishers and the alarm system. If the alarm sounds, residents must clear the building immediately and congregate at the designated area.

No matter how many "false alarms" have occurred in your residence, you must treat every alarm as an emergency. If you act as if it is a false alarm and fail to evacuate, or you take your time evacuating the building, you could lose your life. Failure to observe this rule may result in disciplinary action. Testing of the fire alarm systems is carried out weekly and fire drills are carried out at the Elms Village throughout the year.

### **5.6 Fire Alarm Prevention**

To prevent fire alarms and unnecessary evacuation of the building, please note the following guidelines:

- When cooking please stay in the kitchen to watch your food and keep the kitchen door closed and a window open
- You are forbidden to use candles, incense, oil burners or anything with a naked flame or heating element in any part of the building
- Take care using deodorants and hairspray as the smoke detection system is very sensitive and may activate the alarm if sprayed close by the detector
- Residents with ensuite facilities should ensure that the communicating door is kept shut both while operating the shower and afterwards until all the steam has been extracted
- Keep fire doors closed and corridors free from clutter – this will aid your escape should a fire break out.

## 6.0 DEPARTURE

Rooms must be cleared of all personal effects before departure. Rooms requiring additional cleaning will be charged £25. Rooms must be locked and key returned and signed in (in person) to Elms Village Reception.