**Responsible Socials Request Form 2016-17**

**This form is for all socials being held in University Managed Accommodation (I.e University managed accommodation on or off campus and University managed housing)**

**Society and/ or Sports Team holding the social:……………………………………………………………………………..**  
  
**Date of Social:…………………………………………………………………………………………………………………………………**  
  
**Address of social (full details of flat or house):………………………………………………………………………………..  
……………………………………………………………………………………………………………………………………………………….**

This event must be finished by **10:45pm** with all attendees having left by **11:00pm**, the following conditions **must** be observed whilst socials are taking place:

* **Everyone** in attendance will abide by the Responsible Socials Code of Conduct in University Managed Accommodation. Failure to comply with the Responsible Socials Code of Conduct (RSCC) will lead to disciplinary action as outlined in the RSCC.
* The maximum number allowed to attend a social is **25 people**. This total includes the residents of the accommodation where the event is taking place.
* The **Social Secretary** will be the initial responsible person and point of contact to deal with any issues or complaints that arise during or after the social
* The above address cannot be used for socials **more than twice** per semester and not more than **once per month**
* Students will leave the flat/house in an acceptable state (no litter left, bin bags and recycling used appropriately and placed in appropriate external bins). Social Secretaries or other relevant committee members will be expected to tidy the accommodation by 12pm the next day should it be left in an unacceptable state.
* The responsible person/s will be expected to look after the health and welfare of those attending the social. No one attending a social should be left alone during or after a social if they might present **any** cause for concern. Security can be contacted if you have concerns on 01905 855000 and are very happy to assist.
* When leaving the flat/house students **must not** cause a disturbance to neighbours or members of the community. Taxis should be ordered in an appropriate and staggered way to limit disruption.
* Any damage to accommodation or its contents caused during a social will be **charged** to the SU by the University. The SU will in turn will charge the individuals identified as responsible for the social. Club or society funds **cannot** be used to pay for such damages – it will be an internal matter for individual members to sort out.
* If any disturbances occur, any future requests to hold socials may be refused. Socials can and will be refused if there are **over 10** happening on campus at the same time as well as during **exam and assessment periods**.
* As **Social Secretary** I take responsibility for the above Social, and understand the requirement for everyone attending to comply with the stated conditions. I agree to act as the named contact during the event and will respond promptly to calls on my mobile phone

**Signed: Printed:**

**Student number:**

As **Chairperson** and **Team Captain** (Sports teams only) I give permission for (Society/Sports Team name)………………………. …to hold the above social. I agree to take **joint** **responsibility**, along with the Social Secretary, should any issues arise.

**Chair Persons Signature: Printed:**

**Student Number:**

**Team Captain Signature: Printed:**

**Student Number:**

**ALL RESIDENTS LIVING IN THE PROPOSED ACCOMMODATION MUST SIGN THE FOLLOWING:**

I confirm that I agree that (Society/Sports Team name)………………………………………. can hold a responsible social at my flat/house, and I understand that I can raise any concerns confidentially with the Students’ Union, or with Student Services at [studentlife@worc.ac.uk](mailto:studentlife@worc.ac.uk) / Residential Ambassadors at RA@worc.ac.uk.

**1) Name: Signature: Student Number:**

**2) Name: Signature: Student Number:**

**3) Name: Signature: Student Number:**

**4) Name: Signature: Student Number:**

**5) Name: Signature: Student Number:**

**6) Name: Signature: Student Number:**

**7) Name: Signature: Student Number:**

**8) Name: Signature: Student Number:**

Any action taken by the Students’ Union has to be fed back into the **Student Behaviour and Review Board.**

This form must be fully completed and handed into the **Students’ Union Welcome Desk** 2 days **prior** to the event taking place. (E.g. **12pm** on **Monday** before a Wednesday social). **Any later and the social will not be allowed to take place.**

The social secretary will be contacted by 10am on the day of the proposed event (e.g. **10am Wednesday** morning for a Wednesday social) by the **Students’ Union Welcome Desk** to inform them as to whether the request has been granted.

SU USE ONLY

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| COPY RECEIVED BY WELCOME DESK  NAME:  SIGNATURE: | DATE: |  | TIME: |  |
| COPY BY SECURITY TEAM  NAME:  SIGNATURE: | DATE: |  | TIME: |  |