

Responsible Socials Request Form

This form is to request to hold a Social within University Managed Accommodation (i.e. University Managed Accommodation including University Managed Housing)

Society and/ or Sports Team holding the social: _____

Date of Social: _____

Address of Social (full details of flat or house):

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

- **Please** ensure you have booked your taxis for **10.45pm** to ensure **ALL** attendees have departed site by **11.00pm**. Please bear in mind that taxi companies get busy at this time so book well in advance.
- **Everyone** in attendance will abide by the Responsible Socials Code of Conduct (RSCC) in University Managed Accommodation (the RSCC is available on the Committee Resources Hub on the SU website). Failure to comply with the RSCC will lead to disciplinary action as outlined in it.
- The maximum number allowed to attend a social is **18 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 (all litter to be disposed of using appropriate, bin bags, recycling bags and placed in appropriate external bins).
- **Social Secretaries** or other relevant committee members are responsible for ensuring that **prior to leaving the accommodation** it is tidy.
- All drinks and drinks containers are to be disposed of before leaving the accommodation. **No drinks** are to be taken outside whilst waiting for taxis.
- The named person/s are responsible to look after the health and welfare of those attending the social. No one attending a Social should be on his or her own during or after a Social if presenting **any** cause for concern. Security can be contacted if you are worried about anyone on 01905 855000 or 07977 973956 and they are happy to assist.

- When leaving the flat/house students **must not** cause a disturbance to neighbours or members of the community. Ensuring taxis arrive in a staggered way will limit disruption.
- Any damage caused to the accommodation or its contents, or charges for anti-social behaviour because of the Social, will result in an appropriate charge to the SU from the University. The SU will then charge the individuals identified on this form as responsible for the Social. Club or society funds **cannot** be used to pay for such charges - it will be an internal matter for club/society members to sort out.
- If any disturbances occur, we withhold the right to refuse any future requests for Socials by that club or society.
- Socials can and will be refused if there are **over 5** happening on campus at the same time as well as during **exam and assessment periods**.

Agreement

As **Social Secretary**, I take responsibility for the above Social, and understand the requirement for everyone attending to comply with the conditions stated above.

I agree to act as the named contact during the event and will respond promptly to requests from Security.

Signed: _____ **Student number:** _____

Printed: _____ **Email:** _____

Sports Teams only:

As **Chairperson** and **Team Captain** I give permission for the below named Team to hold the requested Social.

Team name _____

I agree to take **joint responsibility**, along with the Social Secretary, should any issues arise.

Chair Persons Signature: _____ **Student Number:** _____

Printed: _____

Team Captain Signature: _____ **Student Number:** _____

Printed: _____

PLEASE PROVIDE THE NAMES OF RESIDENTS LIVING IN THE PROPOSED ACCOMMODATION MUST AGREE:

On receipt of this form, all residents will receive an email from the University, giving 24 hours to object to the Social taking place. **This information is confidential.**

Please make sure you have conveyed your intentions to hold your Social in their Accommodation.

Please list the residents below:

- 1) Name:
- 2) Name:
- 3) Name:
- 4) Name:
- 5) Name:
- 6) Name:
- 7) Name:
- 8) Name:

This form must be fully completed and handed into the **Students' Union Welcome Desk by 12pm 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 emailed by **Accommodation**, the day prior to the proposed event (e.g. Tuesday for a Wednesday social) to inform them as to whether the request has been granted.

This decision will be final and does not require explanation.

Please be aware that a record will be made of any complaints or incidents linked to your Social and shared with the relevant parties.

This may have an impact on any future Social requests.

COPY RECEIVED BY STUDENT'S UNION WELCOME DESK

Signature

Printed

Date Time

STUDENTS' UNION USE ONLY

