**Society and/or Sports Team holding the social**

**Address of social (full details of flat or house)**

**Date of Social: …………………………………………………………………………**

This event must be finished by 10:45pm, and the following conditions must be observed:

* Everyone in attendance will abide by the Code of Conduct for Responsible Socials 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 Social Secretary will be the initial 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 will not be used in consecutive weeks
* 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)
* When leaving the flat/house students will not cause a disturbance to neighbours or members of the community
* Any damage caused during a social will be charged to the SU and they in turn will charge the society/sports team
* Socials during exam and assessment periods will be refused

**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, number………………………………… if necessary.**

Signed Printed

Student number

**I confirm that I agree that (name of society/team) can hold a responsible social at my flat/house, and I understand that I can raise any concerns confidentially with the SU, or with Student Services at studentlife@worc.ac.uk**

***(ALL residents to sign)***

Signed Printed

Student number

Signed Printed

Student number

Signed Printed

Student number

Signed Printed

Student number

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Student number

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Student number

**Approved by SU member of staff**

**This form must be approved by either:**

**Abi Clarke** VP Student Activities

**Hannah Chenneour-Stockley** Sports & Societies Co-ordinator

Signed Printed

Date

*This form must be completed and approved by midday 2 days prior to the event taking place. (E.g. 12pm on Monday before a Wednesday social).*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **SU use only** | | | | |
| Copy passed to Security Team: | Date: |  | Time: |  |
| Received by: | Name: |  | Sig: |  |