

## ACCOMMODATION AGREEMENT BETWEEN LADY MARGARET HALL AND Student Name

<b>STUDENT NAME</b>	<b>Student Name</b> (Student Number)
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**Table 1**

<b>ACCOMMODATION PERIODS AND PAYMENTS 2018-19</b>			
	<b>Michaelmas Term 2018</b>	<b>Hilary Term 2019</b>	<b>Trinity Term 2019</b>
<b>Accommodation Period:</b> <i>Reference clause 5.2</i>	10am Monday 1st October 2018 to 1pm Saturday 1st December 2018	1pm Sunday 6th January 2019 to 1pm Saturday 9th March 2019	1pm Sunday 21st April 2019 to 1pm Saturday 22nd June 2019
<b>Termly Accommodation Charge:</b> <i>Reference clause 6.2</i>	£1,506.70	£1,531.40	£1,531.40
<b>Due Dates for Payment:</b> <i>Reference clause 6.2</i>	Wednesday 10th October 2018	Wednesday 16th January 2019	Wednesday 1st May 2019
Payment is to be made preferably by bank transfer. Full payment details can be found on the LMH Intranet.			

I have been given an opportunity to read the Terms & Conditions of this Agreement.  
I understand that I should not sign it unless I am prepared to agree to keep the Terms & Conditions.

Signed by the Resident:

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PRINT NAME:

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Signed on behalf of Lady Margaret Hall:

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PRINT NAME:

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# ACCOMMODATION AGREEMENT BETWEEN LADY MARGARET HALL AND Student Name

## 1. ACCOMMODATION PROVIDER

- 1.1. The Accommodation Provider is Lady Margaret Hall and will be referred to in this Agreement as "we", "us" or "our".
- 1.2. Our address is Lady Margaret Hall, Norham Gardens, Oxford, OX2 6QA and our address for receiving legal notices or any other communications arising from this Agreement is that address.

## 2. NAME OF RESIDENT

- 2.1. The Resident is Student Name and will be referred to in this Agreement as "you" or "your".

## 3. THE AGREEMENT

- 3.1. This agreement (the "Agreement") sets out the terms and conditions of occupation of accommodation at Lady Margaret Hall.
- 3.2. This agreement is governed by the Laws of England.

## 4. YOUR ROOM ("THE ACCOMMODATION")

- 4.1. This Agreement permits you to occupy a furnished room, which we will allocate to you, at Lady Margaret Hall, (referred to in this agreement as "the College"), Norham Gardens, Oxford, OX2 6QA, or such other room at the College as we may allocate to you.
  - 4.1.1. References to "your room" in this Agreement means the room as occupied by you from time to time.
  - 4.1.2. You do not have exclusive occupation of your room and we are entitled to access to your room at any time although, where possible, we will try to give at least 24 hours' notice.
  - 4.1.3. Your room will be furnished with fixtures, fittings and equipment.
  - 4.1.4. We and/or the College reserve the right to carry out works of demolition, construction, improvement or repair to or on any neighbouring land or our property or that of the College.
- 4.2. In addition to your room, you are permitted to use any shared facilities at the College, with such others as may be living at the College, from time to time:
  - 4.2.1. The shared facilities are kitchens, bathrooms, toilets and those parts of the College's property which are necessary for the purpose of any access to your room.
  - 4.2.2. As a student of the College you will also be entitled to use such of the grounds, gardens, common rooms and other facilities as may from time to time be determined by the College.

## 5. DATE AND PERIOD OF AGREEMENT

- 5.1. This Agreement begins on the date it is signed by both you and us or on the first date on which you are entitled to occupy your room under this agreement whichever is earlier.
- 5.2. This Agreement entitles you to occupy your room during the periods as defined in Table 1.
- 5.3. The first dates in each accommodation period will be known as "Start Dates", the second dates in each accommodation period will be known as "End Dates".

## 6. PAYMENTS FOR YOUR ROOM

- 6.1. The charge for your room and the services we provide to you is defined in Table 1.

- 6.2. The Charge is payable in 3 instalments each payable in advance on or before the dates shown in Table 1; the gross payment of which includes paying for services.
- 6.2. All payments will be made to the College.

## **7. ENTITLEMENT TO EXTENDED ACCOMMODATION**

- 7.1. If you are sitting any University exams between 9th March 2019 and 16th March 2019 this Agreement entitles you to you to occupy your room during the following period, in addition to the period defined in clause 5.2.
  - 7.1.1. from 1pm on Saturday 9th March 2019 until 1pm on the day following your last University exam, but no later than 1pm on 17th March 2019.
- 7.2. If you are sitting any University exams between 22nd June 2019 and 29th June 2019, this Agreement entitles you to you to occupy your room during the following period, in addition to the period defined in clause 5.2.
  - 7.2.1. from 1pm on Saturday 22nd June 2019 until 1pm on the day following your last exam, but no later than 1pm on 30 June 2019.
- 7.3. The supplementary charge for occupation of your room for the periods defined in clauses 7.1.1. and 7.2.1. will be £24.70 per night. The charge arising from this period of occupation will be fully covered by a grant from the College, leaving you with no charge to pay.
- 7.4. The second dates in clauses 7.1.1 and 7.2.1 will be known as “End Dates”.

## **8. SUPPLEMENTARY CHARGES FOR ACCOMMODATION**

- 8.1. We may grant permission for you to extend the occupation of your room before, after or between the Start Dates and End Dates under the terms of this Agreement upon request to us. If permission is granted supplementary charges will be made.
- 8.2. The supplementary charge for extended occupation and services will be £24.70 per night, payable in advance on or before the first date of extended occupation.
- 8.3. You will pay us all costs reasonably incurred in enforcing your obligations in this agreement or arising from a breach of them (including but not restricted to failure to leave the Accommodation by an End Date, extended occupation relevant to clause 8.1 without receiving permission, or failure to return your keys). An administration/interest charge will be made for each day payment of the Charge is overdue.

## **9. SERVICES**

- 9.1. We shall provide the services set out below in connection with your room;
  - 9.1.1. lighting and heating;
  - 9.1.2. hot and cold running water;
  - 9.1.3. electricity;
  - 9.1.4. the disposal of rubbish deposited in proper receptacles;
  - 9.1.5. the cleaning of your room;
  - 9.1.6. security services;
  - 9.1.7. placing mail addressed to you in your pigeon hole.

## **10. YOUR RESPONSIBILITIES**

- 10.1. You must make sure that people visiting you comply with the terms of this Agreement. If you do not, you will be liable for any breach of this Agreement committed by them.
- 10.2. You and your invited visitors must not cause damage to any of our furniture, fixtures and fittings inside your room or in communal areas, deliberately or through misuse or negligence. Your room must be kept in a clean and tidy condition and clear of all rubbish.
- 10.3. You are responsible for the behaviour of your invited visitors when they are at your room, in common areas or in the locality of your room.
- 10.4. You and your invited visitors must not at any time allow your room to be used for immoral or illegal purposes including the use or possession of controlled drugs.

- 10.5. You and your invited visitors must not do anything which causes a nuisance or annoyance, or is likely to cause a nuisance or annoyance, to any person living in or visiting the locality of your room.
- 10.6. You must not keep any pets or animals in your room or bring or allow your guests to bring any animals onto the College premises without our written permission.
- 10.7. You must not store anything at your room that is dangerous or may become dangerous or might cause fire, flood or other damage to your room.
- 10.8. You must check the contents of your room in relation to a bedroom inventory which will be provided by the College and report any discrepancies or faults to [bursary@lmh.ox.ac.uk](mailto:bursary@lmh.ox.ac.uk) within the first 7 days of occupation of your room.
- 10.9. You must report any problems or faults to [faults@lmh.ox.ac.uk](mailto:faults@lmh.ox.ac.uk) or by post addressed to 'Maintenance' and handed in at the Porters' Lodge throughout your occupation of the room.
- 10.10. You must not bring additional furniture (including items such as fridges, cookers and cycles) into the College buildings without the prior written consent of the Domestic Bursar as our representative.
- 10.11. If your room is in the Pipe Partridge building, you must not keep or bring any vehicle or vehicle parts into the City of Oxford without the prior agreement of the Local Planning Authority which agreement will be obtained by us on your behalf. You must not keep any vehicle or vehicle parts in any part of the College other than bicycles in the designated cycle bays or vehicles approved by the Local Planning Authority as above and only once a College parking permit has been issued.
- 10.12. You must not use your room for any other purpose other than as a study bedroom.
- 10.13. You must not share your room or transfer occupancy to any person.

## **11. FIRE REGULATIONS AND SAFETY**

- 11.1. You are required to familiarise yourself with, and comply with, all fire regulations, evacuation procedures and health and safety requirements of the College. Each room will contain a Fire Action Notice, which should be read and understood immediately on arrival.
- 11.2. Any malicious activation of, or tampering with, fire alarms will result in a penalty being incurred. You must not interfere with any fire detection equipment.
- 11.3. You must not smoke or burn any substance or allow any naked flame (including candles and lamps) within your room or anywhere within the College buildings.
- 11.4. You must not cause any obstruction of the shared facilities.

## **12. COLLEGE RULES**

- 12.1. You must comply with the University of Oxford's Regulations and with the College's Handbook and Regulations, which will be provided upon request.
- 12.2. You and your invited visitors are asked to treat College and/or University staff and property with respect, and conduct yourselves in a manner befitting an academic institution; bearing in mind students and tutors will be working and living on site. As such, you and your invited visitors must adhere to the College or University's rules concerning smoking, noise, and disturbance. As a general rule, unnecessary noise and disturbance is not permitted on College premises between 11pm and 8am.

## **13. DATA PROTECTION**

- 13.1. We will ensure that any personal data as defined under the General Data Protection Regulation (GDPR) relating to you are processed and stored in a way that complies with the law.
- 13.2. You can see how we will process any data we hold by looking at the Privacy Notices and Records of Processing Activities on our website <http://www.lmh.ox.ac.uk/about-lmh/further-information/privacy-and-data-protection>.

- 13.3. You are entitled to view the data we hold about you, although we are entitled to charge a reasonable fee to provide you with that data under certain circumstances. Further information about this is available on request.

#### **14. HOW YOU CAN END THIS AGREEMENT**

- 14.1. You can end this Agreement at any time by giving 28 days' notice to us. You will remain liable for the Charge for the occupation of the Accommodation including any instalments which have not yet fallen due to be paid, unless notice is given more than 28 days before the date on which the next instalment is due, as defined in Table 1.

#### **15. HOW WE CAN END THIS AGREEMENT**

- 15.1. We can end this Agreement immediately or on a specific date by agreement
- 15.1.1. if an instalment of the Charge remains unpaid for more than 21 days.
  - 15.1.2. if you are in serious or persistent breach of the student's obligations as set out in this agreement, including the requirements in clause 12.
  - 15.1.3. if you do not have or lose status as a member of the College or of the University of Oxford.
  - 15.1.4. if, in our reasonable opinion, your health or behaviour constitutes a serious risk to yourself or others or the College's or other people's property.
- 15.2. We can end this Agreement at any time by giving 42 days' notice to you.
- 15.3. In the case of clause 15.1.1, 15.1.2, 15.1.3 or 15.1.4 you will remain liable for the Charge for the occupation of the Accommodation up to the next End Date, including any instalments which have not yet fallen due to be paid. At our discretion, we will not charge some or all of any such instalments if we are able to find another resident to occupy the Accommodation.

#### **16. MOVING OUT**

- 16.1. When you move out, you must return the keys of your room to the Porters' Lodge.
- 16.2. Your room, together with any fixtures, fittings and furniture, should be left in a clean condition and in good decorative order when you leave. If you fail to comply with this requirement, we will be entitled to recover from you the costs of putting your room into the same condition it was when this agreement started.
- 16.3. You must remove all your property from your room when you leave.
- 16.4. We will be entitled to dispose of any property left at your room after you depart. We do not have to consult you before disposing of property left at your room. We will be entitled to recover from you the costs of disposing of property not belonging to us and left at your room.