

**ACCOMMODATION AGREEMENT (PG Band A+) BETWEEN LADY MARGARET HALL AND  
<SD:FullName>**

<b>STUDENT NAME</b>	<b>&lt;SD:FullName&gt;</b> (<SD:StudentID>)
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**Table 1**

<b>ACCOMMODATION PERIODS AND PAYMENTS 2025-26</b>			
	<b>Michaelmas Term 2025</b>	<b>Hilary Term 2026</b>	<b>Trinity Term 2026</b>
<b>Accommodation Period:</b> <i>Reference clause 5.2</i>	1pm Sunday 28th September 2025 to 1pm Sunday 28th December 2025	1pm Sunday 28 <sup>th</sup> December 2024 to 1pm Sunday 29th March 2026	1pm Sunday 29 <sup>th</sup> March 2026 to 1pm Sunday 28th June 2026
<b>Termly Accommodation Charge:</b> <i>Reference clause 6.2</i>	£2723.52	£2723.51	£2723.51
<b>Due Dates for Payment:</b> <i>Reference clause 6.2</i>	Wednesday 15th October 2025	Wednesday 21st January 2026	Wednesday 29th April 2026
Payment is to be made preferably by bank transfer. Full payment details can be found on the LMH Intranet.			

**Table 2**

<b>SUMMER EXTENSION BOOKING</b>		
In accordance with clause 5.3 please select one of the following options:		
<b>I would like</b> to extend the period of occupation to which this Agreement entitles me, to include the following summer extension:		
<input type="checkbox"/> Sunday 28th June to Sunday 26th July 2026	4 weeks	<b>£838</b>
<input type="checkbox"/> Sunday 28th June to Sunday 23rd August 2026	8 weeks	<b>£1676.01</b>
<input type="checkbox"/> Sunday 28th June to Sunday 20th September 2026	12 weeks	<b>£2514.01</b>
<input type="checkbox"/> <b>I do not</b> wish to extend the period of occupation to which this Agreement entitles me* <i>*extensions can be booked or amended throughout the year if you are unsure of your plans at the point of signing this agreement.</i>		
The charge for the period from 28th June 2026 to the Extended End Date will be payable in advance on or before 17th June 2026		

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:

PRINT NAME:

Signed on behalf of Lady Margaret Hall:

PRINT NAME:

**Please return a signed copy to accommodation@lmh.ox.ac.uk**

# ACCOMMODATION AGREEMENT BETWEEN LADY MARGARET HALL AND <SD:FullName>

## 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.
- 1.3. For the purposes of this Agreement The College is the site including grounds and gardens occupied by Us at Norham Gardens, Oxford and any other properties we manage from time to time.

## 2. NAME OF RESIDENT

- 2.1. The Resident is <SD:FullName> 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, and is not specific to any individual named room.
  - 4.1.2. You do not have exclusive occupation of your room and we are entitled to access to your room at any time. Where possible, we will try to give at least 24 hours' notice; however, in an emergency — including but not limited to safety risks, suspected criminal activity, serious property damage, urgent repairs, or other situations needing immediate action — notice may not be possible.
  - 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 the Shared Facilities allocated and linked with that room, with such others as may be living in your household at the College, from time to time:
  - 4.2.1. The Shared Facilities are allocated kitchens, bathrooms, toilets, as will be determined by Us.
  - 4.2.2. You are also permitted to use those parts of the College's property which are necessary for the purpose of any access to your room.
  - 4.2.3. As Our student you will also be entitled to use such of the grounds, gardens, common rooms and other facilities in The College as may from time to time be determined by Us.

## 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”.
- 5.4. In addition, this Agreement entitles you to occupy a room during one of the summer extension periods as defined in Table 2. If an additional period of occupation is selected in Table 2, you will be entitled to occupy a room until the second date specified, which will be referred to as the “Extended End Date”.
- 5.5. We may grant permission for you to extend the occupation of a room before the Start Date or after the Primary End Date or Extended End Date under the terms of this Agreement upon request to us. If permission is granted supplementary charges will be made on a nightly basis at the rate of £209.50 per week

## **6. PAYMENTS FOR YOUR ROOM**

- 6.1. The charge for your room and the services we provide to you is defined in Table 1. There is no deposit payable.
- 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.
- 6.3. All payments will be made to the College.

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

- 7.1. Not Applicable
- 7.2. Not Applicable

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

- 8.1. Not Applicable
- 8.2. Not Applicable
- 8.3. You will pay us all costs reasonably incurred as a result of any breach of your obligations as defined in this agreement. A default fee of £50 will be imposed for any lost key or electronic access fob to cover the reasonable costs of replacement.
- 8.4. A late payment fee will be imposed if any instalment of the accommodation charge as defined at clause 6.2. is more than 21 days overdue. Additionally, interest may be charged at £2 per day if the accommodation charge is more than 14 days overdue for each day the payment is outstanding.

## **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 the Shared Facilities;
  - 9.1.6. periodic reasonable cleaning of your room;
  - 9.1.7. security services;
  - 9.1.8. placing mail addressed to you in your pigeon hole.
- 9.2. Without prejudice to any other remedies or legal rights. You may be compensated in the form of a credit to your College account (rebate) in the case of a service failure
  - 9.2.1. You can set out details of the service failure experienced by you and its impact (the claim) in accordance with this clause by completing the colleges online form found at <https://forms.office.com/e/2fHxzS4QqP> You can request this link at any time from the Accommodation Manager.
  - 9.2.2. The validity of the Claim will be determined by US at our absolute discretion according to the following considerations.
    - i. Type of service failure.
    - ii. Evidence and details of service failure.
    - iii. Evidence of impact on You

- 9.2.3 The amount of any Rebate offered will be determined with respect to the following:
- i. The portion of rent corresponding to the service
  - ii. The degree to which you were affected by the service failure.
- 9.2.4 The outcome of any Claims you make shall be communicated to You shortly after they are determined, and shall be anonymously logged for note by the Domestic Committee.
- 9.3 Termly Accommodation Fees shall not include the provision of meals or access to laundry facilities. Meals and laundry services shall be provided, if required on a per-use basis at rates specified by the College from time to time. We reserve the right to amend such rates upon providing reasonable notice to You. Current information is set out at <https://core.web.ox.ac.uk> . <https://core.web.ox.ac.uk/>

## 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 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. If you fail to comply with this requirement, or our employees have to complete more than their standard duties to rectify the condition or tidiness of the room or the condition of the fixtures or fittings we will be entitled to recover from you the cost of restoring them to the same condition they were in at the beginning of this agreement. You may be held jointly liable for damage to communal areas.
- 10.3. You are responsible for the behaviour of your invited visitors when they are in any part of The College. All overnight guests must be signed in at the Porters Lodge.
- 10.4. You 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 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 on arrival and report any damages to [accommodation@lmh.ox.ac.uk](mailto:accommodation@lmh.ox.ac.uk) within the first 14 days of occupation of your room.
- 10.9. You must report any problems, damage or faults to [faults@lmh.ox.ac.uk](mailto:faults@lmh.ox.ac.uk) throughout your occupation of the room. For emergency issues including immediate danger to health, safety, security or risk of major property damage especially after 4pm and at weekends you must also report issues to the Porters Lodge. Our expected initial response times are shown here <https://core.web.ox.ac.uk/living-lmh>
- 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. Permission must be requested via <https://forms.office.com/e/KPFwbJQ1UU>. This link can also be obtained from the Accommodation Manager at any time.
- 10.11. If your room is in the Pipe Partridge, Fothergill or Clore 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.
- 10.14. You are responsible for arranging personal contents insurance for any personal belongings that you may bring into your room or any part of The College.

- 10.15. You are responsible, through your actions as a student and resident of the College, for supporting our initiatives to reduce direct negative impacts on the environment and to improve the sustainability of the College's operation.

## **11. FIRE REGULATIONS AND HEALTH 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 or other safety equipment.
- 11.3. You must not smoke, vape or burn any substance or allow any naked flame (including candles, lamps and incense sticks) within your room or anywhere within the College buildings, including balconies, and out of windows
- 11.4. You must not cause any obstruction of the shared facilities.
- 11.5. You are required to familiarise yourself with, and comply with, all Our health and safety requirements. These may be subject to change and you will be notified via your University email account.
- 11.6. You must not charge batteries for electric scooter or bikes inside your room or communal spaces. Alternative charging locations are provided.
- 11.7. The Accommodation meets all statutory health and safety requirements, including fire safety, gas safety, and electrical safety.

## **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.
- 14.2. You will remain liable for the Charge for the occupation of the Accommodation up to the next End Date, as defined in Table 1, 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.

## **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 Your responsibilities 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 lock your room and return the keys/electronic fob of your room to the Porters' Lodge before leaving the premises
- 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 of your personal property from your room including removing items from the walls and noticeboards when you leave.
- 16.4. We will be entitled to dispose of any property left in or around 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.
- 16.5. We will dispose of all personal property left in Shared Facilities such as hallways, pantries, common rooms.

## **17. COMPLAINTS PROCEDURE**

- 17.1. Any complaint regarding the Accommodation should first be made in writing to the Accommodation Manager ([accommodation.manager@lmh.ox.ac.uk](mailto:accommodation.manager@lmh.ox.ac.uk)). If unresolved the complaint should follow the procedure set out in the student handbook.
- 17.2. If you consider that your complaint has not been handled adequately through the informal process, or if you feel that the complaint is serious you may complain formally to the Domestic Bursar. Your complaint should outline the issue on which you are dissatisfied and, if possible, state the outcome you are looking for (e.g letter of apology, refund etc)
- 17.3. The full formal complaints procedure can be found in the College Regulations section of the student handbook. This is located in the current students section of the LMH website <https://www.lmh.ox.ac.uk/lmh-regulations-procedures-and-policies> and may be updated from time to time

## **18. MEMBERSHIP STATEMENT**

- 18.1. LMH is a member of the Universities UK / GuildHE Student Accommodation Code of Practice. This Code sets out expected standards in student housing relating to health and safety, maintenance, repair and management. Full details of the Code are available at: <https://www.accommodationcode.ac.uk>