**ACCOMMODATION AGREEMENT BETWEEN LADY MARGARET HALL AND**

**NAME**

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| **STUDENT NAME** | **NAME** |

**Table 1**

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| **ACCOMMODATION PERIODS AND PAYMENTS 2021-22** | | | | |
|  | **Michaelmas Term 2021** | **Hilary Term 2022** | **Trinity Term 2022** |
| **Accommodation Period:**  *Reference clause 5.2* | 1pm Sunday 3rd October  2021 to 1pm Saturday 4th  December 2021 | 1pm Sunday 9th January 2022 to 1pm Saturday 12th March 2022 | 1pm Sunday 17th April 2022 to 1pm Saturday 18th June 2022 |
| **Termly Accommodation Charge:**  *Reference clause 6.2* | £1,720.50 | £1,720.50 | £1,720.50 |
| **Due Dates for Payment:**  *Reference clause 6.2* | Wednesday 13th October 2021 | Wednesday 19th January 2022 | Wednesday 27th April 2022 |
| 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.

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| 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: |  |

**ACCOMMODATION AGREEMENT BETWEEN LADY MARGARET HALL AND**

**NAME**

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| **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. |

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| **2.** | **Name Of Resident** | |
|  | 2.1. | The Resident is NAME and will be referred to in this Agreement as "you" or "your". |

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| **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. |

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| **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 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 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. |

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| **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”. |

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| **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 datesshown in Table 1; the gross payment of which includes paying for services. |
|  | 6.3. | All payments will be made to the College. |

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| **7.** | **Entitlement to Extended Accommodation** | |
|  | 7.1. | If you are sitting any University exams on a date that falls outside of the accommodation periods defined in Table 1, this Agreement entitles you to you to occupy your room until 1pm on the day following your last University exam. |
|  | 7.2. | The supplementary charge for occupation of your room for the periods defined in clause 7.1. will be £27.75 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. |
|  | 7.3. | If you are in your final year of College residence, this agreement entitles you to occupy your room from 1pm on Sunday 10th April 2022 to 1pm on Sunday 17th April 2022, which period is provided for the purpose of preparation for University examinations and will be known as a "Study Week". |
|  | 7.4. | If you are in your final year of College residence, and you have not already booked a "Study Week" in previous academic years, then this agreement additionally entitles you to occupy your room for one of the "Study Week" periods as defined below: |
|  |  | 1pm on Saturday 4th December 2021 to 1pm on Saturday 11th December 2021 |
|  |  | 1pm on Sunday 2nd January 2022 to 1pm on Sunday 9th January 2022 |
|  |  | 1pm on Saturday 12th March 2022 to 1pm on Saturday 19th March 2022 |
|  |  | 1pm on Sunday 3rd April 2022 to 1pm on Sunday 10th April 2022 |

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| **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 £27.75 per night, payable in advance on or before the first date of extended occupation. |
|  | 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 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. |

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| **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. |

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| **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. |
|  | 10.3. | You are responsible for the behaviour of your invited visitors when they in any part of The College. |
|  | 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 [bursary@lmh.ox.ac.uk](mailto:bursary@lmh.ox.ac.uk) within the first 14 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) 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. |
|  | 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. |

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| **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. |
|  | 11.5. | You are required to familiarise yourself with, and comply with, all Our health and safety requirements. |

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| **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, your 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. |

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| **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. |

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| **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. |

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| **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. | |

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| **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. |
|  | 16.5. | We will dispose of all personal property left in Shared Facilities. |

**APPENDIX A**

**In reference to the Accommodation Agreement between Lady Margaret Hall and**

**NAME the following additional clauses will apply during the 2021/22 Academic Year**

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| **A1.** | **Accommodation Periods - Further information** | |
|  | A1.1. | If you are travelling from a country not on the UK exempt list and will need to self isolate on arrival, this will be possible but must be agreed with us in advance. |
|  | A1.2. | If you are unable to vacate your room on the specified "End Dates" due to any unforeseen COVID-19 related circumstances then an extension may be granted. Permission will not be unreasonably withheld but any extension must be agreed with Us in advance. |
|  | A1.3. | In the case of clauses A1.1. and A1.2., if permission is granted supplementary charges will be made on a nightly basis at the standard nightly room rate. |

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| **A2.** | **taking up your room** | |
|  | A2.1. | In the event that it is not possible or advisable for You to take up or continue residence in College due to a local or national lockdown, We will provide an alternative provision to clause 14.1. appropriate to the situation. |

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| **A3.** | **provision of services** | |
|  | A3.1. | We will manage the accommodation and services using reasonable endeavours to ensure the safety of all residents, following local and national guidance. |
|  | A3.2. | Changes to service levels due to changes in local or national guidance may occur. You will be notified of any such changes as soon as is reasonably possible. Changes to service levels will not be reflected in changes to the accommodation charge unless they are material to the nature of The Agreement. |

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| **A4.** | **public health led restrictions** | |
|  | A4.1. | From time to time during the period of this agreement We may restrict the areas of the College that you may visit and the number of people you may bring to your Room or Shared Facilities. This would be in order to meet our obligations to provide a safe living environment for other residents and a safe working environment for our employees. |

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| **A5.** | **Safety regulations** | |
|  | A5.1. | You must comply with any additional regulations or guidance that may be issued from time to time in relation to COVID-19, both with respect to your acts and your behaviour within The College. |  |