

GONVILLE & CAIUS COLLEGE, CAMBRIDGE

TERMS AND CONDITIONS FOR OCCUPATION OF ACCOMMODATION

These terms and conditions apply to the occupation of rooms by junior members of the College and should be read alongside information published on The Venn, the College's intranet together with the College's Accommodation Handbook, General Handbook and Rules and Regulations.

Occupation agreements are on the basis of a Licence, signed by the Licensee and on behalf of the College before the commencement of occupation. The College reserves the right, when reasonable to do so, to change the rooms allocated to the Licensee from time to time during the course of the Licence and on giving the Licensee reasonable notice. The use of the rooms provided is for the Licensee's own single occupation only (unless otherwise stated).

Payment

The accommodation charge for the Room is payable in four instalments. The due dates are published on The Venn, the College's intranet.

Termination

- a) The Licence is for the fixed Licence periods as laid down in the Principal Terms. The Licence does not apply between the Licence Periods and expires at the end of the last of the Licence Periods without further notice being given.
- b) The Licence may be terminated at other times in the following circumstances:
 - (i) by the College giving the Licensee 28 days notice in writing upon the Licensee ceasing to study in the College or ceasing to be treated as continuing in residence whether by reason of withdrawal, postponement, suspension, exclusion or otherwise. For this purpose, a person is studying in the College if engaged in a course in the University or some other course of study approved by the College.
 - (ii) by the College giving the Licensee such notice as is fair and proportionate in all the circumstances of the case of, in consequence of the College disciplinary procedures, it is determined that the student has committed an offence justifying its termination.

(iii) by the College giving the Licensee 28 days notice in writing if the Licensee has failed to pay the full accommodation charge, whether or not formally demanded, or is in material breach of any of the terms and conditions of this agreement and in either case has failed to pay the accommodation charge or put right the breach after being given reasonable notice in writing by the College requiring the Licensee to do so.

(iv) By the Licensee giving the College three months' notice in writing.

(If the Licensee does not vacate when the Licence comes to an end, the College will be entitled to apply to the court in order to obtain possession.)

Terms and Conditions

The Licensee agrees: -

- a) to regularly check the College's intranet site (the Venn) where formal announcements including, but not limited to matters of maintenance, IT service, housekeeping, bills and charges will be published.
- b) not to remove or damage any furniture, fittings, furnishings or equipment belonging to the College.
- c) Not to put, attach or suspend anything from the walls or ceilings of the accommodation unless fixed by the means of Command strips. Use of blue/white tack, drawing pins, Sellotape, screws or nails on the walls are strictly prohibited.
- d) not to carry out any decoration, maintenance or alterations to the Room or other structures or buildings.
- e) to observe fire and safety regulations and not to tamper with fire safety equipment.
- f) not to install electrical apparatus containing heating elements representing an enhanced fire risk (fires, cookers, toasters). All other electrical apparatus must conform to the appropriate British Standard or equivalent and may be inspected by the College. The College requires that all personal electrical equipment should undergo Portable Appliance Testing (PAT) by the College's representative.
- g) not to copy keys of the Room. The charges for the loan of a duplicate access card or key are:
 - I. Loan key/card not returned within 24 hours £10.
 - II. Loan key/card not returned with 7 days there will be a further charge of £20.

- III. Loan key/card not returned within 14 days there will be a further charge of £10.
 - IV. A further charge of £10 per subsequent 7-day periods will be added until the key/card is return.
-
- h) in the event of a key being lost a replacement key charge of £12.00 will be added to your College account
 - i) to leave the Room when finally vacating in a tidy condition.
 - j) to observe these terms and conditions contained in the College Regulations and any other pertaining to accommodation and College discipline. These can be found on <http://www.cai.cam.ac.uk>.
 - k) to report any defects to the Room and/or the communal areas or any notices received by the Licensees in respect of the accommodation or common areas to the College without delay. Defects should be reported via the online ticketing system hosted on the Venn intranet by preference or to a member of staff <https://helpdesk.cai.cam.ac.uk/>
 - l) not to cause or permit the use of the room in such a way as to cause damage to it or the contents or to cause annoyance or danger to other persons in the vicinity of the Room nor to overload or misuse any services supplying the Room.
 - m) To accept responsibility for all reasonable costs incurred by the College as a result of any damage caused.
 - n) not to keep or store bicycles in the Room or the communal areas. Bicycles must only be left in the areas designated from time to time by the College. The College reserves the right in its absolute discretion to remove any bicycles brought into the Room or communal areas.
 - o) not to keep a pet or other animal in the Room.
 - p) to allow reasonable access to the Room to College officers and staff and nominated representatives at all reasonable times for the purposes of inspecting, cleaning and maintaining the room.
 - q) should there be a telephone socket in the Room to be responsible for all connection and disconnection arrangements and all financial liabilities arising therefrom.
 - r) to obtain a licence for any access to BBC television services used in the Room or in the communal areas any personal devices.
 - s) not to keep any firearm or airgun, ammunition, fireworks, explosives or other hazardous materials or candles or other appliances which use a naked flame, in the Room.

- t) not to smoke in any part of the College property.
- u) to move to another College room if reasonably required.
- v) The Licensee is responsible for his/her personal possessions in the room or on other College premises, and no liability is accepted by the College. You will be automatically enrolled in the student possessions insurance plan. Full details of this cover are published on The Venn, the College's intranet. If this is not adequate for your needs, you may wish to take up out an additional policy.

For the avoidance of doubt, the College is entitled to use the Room at all times outside the Licence Periods (or adjusted Licence Periods) and to retain any sums arising in consequence of such use.

The amenities routinely provided at each property include the availability of kitchens, shared bathroom facilities and laundry facilities. The College reserves the right to amend the manner of in which these amenities are provided.

Licensee's obligations upon arrival and departure

On arrival to take up occupation each Licence Period, any keys to rooms must be collected from the Porters' Lodge in person. On finally vacating, the room must be locked, and any keys returned to the Porters' Lodge in person.



SAMPLE