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# ***PART D – COLLEGE ACCOMMODATION AND FACILITIES***

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Here is everything you need to know about your accommodation and domestic arrangements whilst at Keble. Information is also available on the College website and members of staff are here to help should you require further assistance.

## **Accommodation Code of Practice**

Keble is signed up to the Student Accommodation Code [www.thesac.org.uk/](http://www.thesac.org.uk/)

The induction programme for all freshers during 0th Week of Michaelmas Term includes advice on health and welfare matters, gives instruction on health & safety issues, fire prevention, safety and evacuation procedures, and your use of IT and the Library. Attendance is compulsory.

## **D.1. General**

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### **D.1.1. Scope of authority of Part D**

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The Regulations in Section D apply to those Student Members and Ordinary Members of the University as defined by Oxford University Statute II<sup>1</sup>, who have been, or will be, matriculated at Keble College. They also apply to Visiting Students admitted to membership of Keble College and to any signatory of a Tenancy Agreement governing renting of accommodation at Keble.

### **D.1.2. College Staff**

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The College policy is to support its staff in carrying out their jobs in a reasonable and diligent manner. All staff should be treated with courtesy and consideration at all times. Failure to observe this rule will be treated as a serious disciplinary offence.

Members of staff may report Junior Members to the appropriate College Officer if a Junior Member's behaviour is considered to be offensive or to breach the College's rules on living in College.

### **D.1.3. Domestic Arrangements**

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Management of the College's domestic arrangements (primarily accommodation and catering) is the responsibility of the **Domestic Bursar**, reporting to the Bursar. Appointed by the Governing Body to exercise responsibility for the day to day running of the domestic aspects of college life, his role is to ensure that the College complies with its statutory and contractual responsibilities in providing accommodation and facilities on the Keble sites.

The **Accommodation Manager** is responsible for allocation and management of accommodation, and for cleaning and waste disposal.

The **Estates Manager** is responsible for repairs and the upkeep of College premises.

The **Bursar** deals primarily with the members of JCR and MCR Committees rather than with individual Junior Members.

All departments undertake to deal as efficiently as possible with any problems arising with your accommodation. Contact details can be found at the beginning of the handbook.

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<sup>1</sup> [www.admin.ox.ac.uk/statutes/12-011.shtm](http://www.admin.ox.ac.uk/statutes/12-011.shtm)

#### **D.1.4. Breaches of Licence Agreements**

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The Domestic Bursar has the power to take appropriate action where you breach your licence agreement (see Appendix D.I. for sample licence) or fail to comply with any of the provisions of this Handbook relating to College accommodation or facilities. This action may include the imposition of a fine or charge. See D.1.7.

Where the Domestic Bursar thinks that your case raises serious disciplinary issues, it may be referred to the Dean for decision under his jurisdiction. Any such referral is without prejudice to the Domestic Bursar's power to charge you for cleaning and repairs, though in such cases this power must be exercised in consultation with the Dean. You should note that the Dean has power to exclude you from College facilities (e.g. the Bar) or to withdraw your privilege of living in College accommodation.

#### **D.1.5. Cigarette smoking and other smoke generation**

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The College has a **Smoking Policy** (Part G.11. of the College Handbook) which governs the rules on smoking and shows how the College complies with national legislation.

**D.1.5.1.** Smoking is not permitted in any College building, nor within three metres of any building entrance. In particular, the covered walkways in De Breyne and Hayward quads, the water garden outside ARCO, and the area at the bottom of the staircase up to Hall are no-smoking areas.

**D.1.5.2.** Junior Members who smoke must use the outdoor receptacles provided around the college to dispose of cigarette ash and butts.

**D.1.5.3.** Any Junior Member found smoking inside a building will be reported to the Dean and may be fined. Persistent offenders will be required to vacate their room.

**D.1.5.4.** It is forbidden to cause anything to burn that can make smoke or might start a fire (lighting candles or burning incense, for instance) anywhere within student accommodation.

#### **D.1.6. Damages and Theft**

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**D.1.6.1.** Junior Members are not permitted to redecorate College rooms.

**D.1.6.2.** Junior Members are not permitted to keep animals, reptiles or birds. The College would make an exception to this policy if a student with a disability needed an assistance dog, provided that appropriate arrangements are made for the accommodation and care of the dog. A student in this situation should discuss the matter with the Domestic Bursar.

**D.1.6.3.** Under the terms of the licence Junior Members will be charged for any damage to the furniture, fabric, or decorations to their rooms. Extensive damage may be caused by the careless fixing of pictures (adhesive tape, blu-tack etc), which may make it necessary to replace, at the Junior Member's expense, the whole of the emulsion paint or wallpaper in a room.

**D.1.6.4.** Damage to College property elsewhere than in rooms will be charged to those responsible. Unassigned damage will be charged to the General Damages Account which is divided among all Junior Members of the College in residence. Damage occurring on the occasion of any Club or College dinner, or any other party or festivity, will be treated (if it is not assigned to an individual) as the joint responsibility of all those present at the dinner or party.

**D.1.6.5.** For wilful damage, the charge will be double the cost of repair or replacement.

**D.1.6.6.** The Governing Body will normally expect that, in the event of serious instances of pre-meditated theft of College property by Junior Members, the person(s) responsible will be subject to ordinary processes of the criminal law.

### **D.1.7. Procedure before the Domestic Bursar**

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College Policy, and the informal and formal procedures governing the mechanism of appeals including those about domestic matters, are set out definitively in Section G.4. of the Handbook. We hope that you will be able to resolve within College any concerns or problems. However, if you remain dissatisfied, you may be able to appeal to the Office of the Independent Adjudicator, a public body independent of the College. Details of how to do this are available on the web at: [www.oiahe.org.uk/](http://www.oiahe.org.uk/).

Where the facts of the case involving a potential penalty or charge are clear-cut, the Domestic Bursar will write to you with his decision. If the facts are not clear-cut, the Domestic Bursar will invite you to a meeting at which you will be given an opportunity to explain what has happened and to identify any mitigating circumstances. The Domestic Bursar may confer with others (including College staff and subject tutors) at his discretion. He will write to you as soon as possible to inform you of his decision.

If you think that the penalty imposed by the Domestic Bursar is unduly harsh, you may ask him to reconsider. You may write to the Domestic Bursar outlining any mitigating factors you think are applicable in your case. Where these mitigating factors include medical evidence, you must submit a report from a qualified medical practitioner. The Domestic Bursar will write back to you as soon as possible with his decision. If you are still not satisfied with the outcome you may make a formal complaint using the Keble College Complaints and Appeals Procedure (see Section G.4.).

### **D.1.8. Dealing with Problems and Complaints**

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Report all Housekeeping, Maintenance, and IT problems via the College website page [www.keble.ox.ac.uk/students/maintenance-form](http://www.keble.ox.ac.uk/students/maintenance-form).

If you have any other concerns about your accommodation or College facilities which cannot be addressed through your Scout or the Porters' Lodge, you should contact the Accommodation Manager. Where the concern is a more general one about the College's policies, it may be more appropriate to involve the JCR or MCR Committee and to raise it with the Domestic Bursar.

If you wish to complain about a member of the Domestic staff you should do so in the strictest confidence to the Domestic Bursar. If the Domestic Bursar decides that a serious breach of College rules has taken place he may invoke the College formal disciplinary code for members of staff. The Domestic Bursar's decision in this matter is final subject to the complaints procedure detailed in Section G.4. Complaints about other members of staff should be made to the relevant College Officer.

## D.2. Health and Safety

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### D.2.1. General

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Student residences and their contents as supplied by the College meet the requirements of all relevant health and safety regulations and codes of practice. Certain special circumstances (e.g. legislation relating to listed buildings) may justify a partial relaxation of these requirements. Extra care should be taken whilst moving around the Victorian parts of College. Uneven stair treads and low banister's are on some staircases. Residents are also advised that they must not lean out of bedroom windows.

The College makes an analysis of the risk of such events as fire, outbreak of disease or major breakdown and develops procedures for dealing with them. The analysis and the procedures are documented in risk registers and are available for inspection by residents subject to data protection legislation and assessed security risks.

Security within the College is the responsibility of all residents. Security doors at the entrances to college buildings must remain locked at all times. Residents are advised to close their windows (especially in rooms on the ground floor) and lock the door when leaving their room.

Tampering with window restrictors and door closing mechanisms is an offence and will be reported to the Dean.

### D.2.2. What to Do in an Emergency

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In the event of any emergency, including one requiring the attendance of the police, fire or ambulance services, you should **contact the Lodge** on 01865-272727. If for any reason you independently have to summon an emergency service to College, you must **inform the Lodge** as soon as you can. The College is required to record in the Report Book in the Lodge injury to any person within the curtilage of the College.

**If there's a fire, follow "Actions in the event of Fire" (D.4., below)**

## D.3. Fire safety

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For the safety of occupants, the College has installed a comprehensive fire precautions system. Fire safety systems are maintained in working order and regularly tested in accordance with the appropriate regulations. The design and detail of systems in existing buildings is determined in accordance with a fire safety risk assessment and in consultation with the appropriate authorities. Safety systems such as emergency lighting, emergency secondary power supplies, and fire doors will be regularly tested in accordance with the appropriate British Standard.

You must not engage in any activity which could give rise to a fire hazard.

You must not interfere intentionally or recklessly with fire alarms or extinguishers.

You must take all reasonable steps to minimise triggering false alarms.

Unannounced fire evacuation practices will be conducted at the beginning of each academic year and at least once in Hilary and Trinity Terms and a record will be maintained. You must participate in any such practices.

Whilst living and working at Keble it is essential that certain rules are followed to ensure your safety and the safety of others. Please take a few moments to read the following as breach of regulations can be costly.

**D.3.1.** Junior Members shall not intentionally or recklessly interfere with or misuse anything provided in the interest of health, safety or welfare in pursuance of the relevant statutory provisions. Interference with fire extinguishers and heat/smoke detectors is a criminal offence, and will be subject to a fine plus costs. When no culprit is identified, the fine and costs will be added to the General Damages Account. In the event of a fire alarm being activated maliciously, the Fire Brigade call-out fee will be charged to the culprit, or, if the culprit is not found, to the General Damages Account.

**D.3.2.** Junior Members shall not infringe safety regulations or instructions in published notices concerning safety precautions in any part of the College.

**D.3.3.** All Members of the College are required to comply with fire precaution procedures. In the event of a fire alarm being sounded, everyone must leave the building immediately and proceed to the appropriate assembly point. The only exception is when alarms are being tested, which is between 10.00 a.m. and 12 noon every Wednesday.

No one may re-enter any building until told that it is safe to do so. Please see the full fire safety instructions that follow.

**D.3.4.** To ensure safe evacuation in the event of fire junior members should be aware that all corridors, doorways, stairs and fire exits should remain clear at all times. Nothing should be left where it may cause a potential hazard. You must not do anything to obstruct corridors, landings, stairs, hallways or fire exits because this may endanger people's lives in the event of a fire.

**D.3.5.** Fire doors must not be 'propped' open.

**D.3.6.** Students with disabilities should make themselves known to the College Disability Officer (Warden's PA) prior to arrival, so that they may be advised of any special arrangements, such as personal evacuation plans, which are in place for them in case of fire or other emergency.

**D.3.7.** Cooking in rooms is dangerous and is expressly forbidden except where equipment is provided by the College. Toasters, hotplates, rice or slow cookers and sandwich makers are not permitted; microwave ovens are allowed. Provided such appliances are safe, the use of kettles and refrigerators is permitted. If a refrigerator is kept in a room it must be kept clean and be placed on a tray to prevent spillage.

**D.3.8.** If the fire alarm is activated more than once where individual kitchenettes are provided with cooking facilities, the equipment will be removed.

**D.3.9.** Junior Members who persist in infringing safety regulations and endanger other members and/or staff of the College will be required to vacate their room.

## **D.4. Actions in the Event of Fire**

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The immediate actions in the event of fire are displayed in all study bedrooms, kitchens, public spaces and at each manual call point. For your own safety make sure that you are thoroughly familiar with these instructions and that you are aware of the escape route from your room. If



the fire alarm sounds continuously in your building, evacuate quickly and calmly – do not stop to collect personal belongings.

DO NOT tackle a fire unless it is safe to do so. Fire blankets are installed in all kitchens and should be used on pan fires and when a person's clothes are on fire. Fire extinguishers are located throughout the buildings and have written on them their specific purposes and instructions for use. You must make sure you use the correct extinguishers for the type of fire you are fighting.

If you do discover a fire you will need to act calmly and quickly. If it is a small fire you may be able to put it out but before attempting to do so you must raise the alarm if it has not been triggered by the heat or smoke. Do this by setting off the alarm by breaking the glass at the manual call point.

Make sure you have a clear escape route.

Do not tackle the fire if there is a danger of being trapped or, if the fire is beyond your competence, leave the area immediately. Ensure the door is closed behind you to help stop the fire spreading. Leave the building and go to the nearest quadrangle fire assembly point. Do not use the lift. Do not re-enter any building until you are informed it is safe to do so.

## **D.5. Fire Regulations – ARCO Building**

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The general requirements above apply also in ARCO. But ARCO residents must abide by the additional specific points

### **D.5.1. The ARCO Building**

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The ARCO Building is constructed to provide a high standard of fire protection to the occupants. As well as incorporating the normal detection and alarm equipment it has additional features to facilitate an escape if that became necessary. The purpose of this note is to describe the system, to outline the measures to be taken to prevent fire, and to define action in the event of fire.

### **D.5.2. Accommodation areas**

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The accommodation is constructed in the form of self-contained flats, each with a single point of entry and exit. The two room flats on the ground floor have an escape route through the main entrance corridor and the main door. The large ten to twelve room flats on the ground, first, second and third floors as well as the two room flats on the fourth floor have escape routes into the centre stairwell and through to the rear door exit. In the event of a fire the centre stairwell is supplied with fresh air while air continues to be extracted from the flats, thereby reducing the possibility of smoke entering the escape routes. In the event of fire the stairwell itself is always sealed by an automatic closing door on the ground floor.

### **D.5.3. Public areas**

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The three seminar rooms in the basement are also protected by automatic closing doors and have escape routes onto the patio and lawn; and the plant room, store room, and basement toilets have escape routes onto the patio and stairwell.

### **D.5.4. Fire Alarm and Detection Systems**

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The fire alarm is activated by the manual call points and the smoke and heat detectors. There are alarm sounders throughout the building and the indication and location of the fire is displayed at the rear entrance. The fire warning is shown on the monitor screen in the lodge. Smoke detectors are fitted in all study bedrooms, seminar rooms and common room, common areas,

store rooms and the plant room. Rate of rise heat detectors are fitted in the basement kitchen and the kitchen of each flat.

## **D.5.5. Fire Prevention and Containment**

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The measures to prevent fires and contain them if they do break out are fundamental to a building of this design. Most are integral to the construction but some involve restrictions and limitations. These are:

**D.5.5.1.** The air inlet and outlet ducts in the rooms and common areas are to be kept free and unobstructed.

**D.5.5.2.** Internal fire doors into rooms and flats are never to be propped open and are always to be left free to close.

**D.5.5.3.** The automatic closing fire doors are to remain unobstructed and free to close fully at all times. They must not be wedged open at any time.

**D.5.5.4.** The external doors at the top of the stairwell are to remain locked or under control of a named individual.

**D.5.5.5.** Cooking is to be confined to the kitchens. Care is to be taken when cooking; toasters are not to be used in the kitchens of 2 room flats and deep fat frying is prohibited in all kitchens

**D.5.5.6.** Rubbish is to be removed from rooms and kitchens.

**D.5.5.7.** Exit and escape routes are to be kept clear of obstructions at all times.

**D.5.5.8.** Smoking is not permitted.

**D.5.5.9.** Smokers are to ensure that the cigarette stubs and matches are always extinguished prior to entering a building.

**D.5.5.10.** Lighted candles are a distinct hazard and are forbidden.

## **D.6. Services**

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### **D.6.1. Electricity and gas supplies**

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The College undertakes that, except in the case of emergencies or essential maintenance, electricity and gas supplies and lighting will be maintained without interruption. Gas and electrical installations will be properly maintained and tested in accordance with gas safety regulations and British Standards. Instructions will be provided on the safe operation of all gas or electrically operated equipment that a student may need to operate. These instructions will be posted near to the relevant equipment.

### **D.6.2. Gas Installations**

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The College undertakes to ensure that all gas supplies, distribution pipe work and gas fired appliances comply with the relevant gas safety regulations.

The College ensures that all gas appliances have an annual gas safety check undertaken by a Gas-Safe registered gas installer. A copy of the safety certificate is available from the Domestic Bursar in accordance with the regulations.

### **D.6.3. Electrical Installations**

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The College undertakes to ensure that all new electrical installations including fixed equipment will be installed, and all existing installations maintained, in accordance with the most recent version of the Institute of Electrical Engineers (IEE) Regulations. All building electrical installations will be inspected and tested in accordance with the IEE Regulations, currently at least every 5 years, and the results recorded in an appropriate register.

### **D.6.4. Electrical Safety**

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Any electrical appliance which is brought into the College is required by law to be safe. Student electrical equipment is not subject to portable appliance testing (PAT) regulations as it is considered to be for leisure purposes and not for use at work. Please note that the voltage supplied in College rooms is 220v-240v or 115/230v in shaver points which are 2 pin. Electric sockets take square 3 pin plugs. Please check the voltage of your appliance before using it. Any equipment which becomes unsafe is not to be used and should be removed from the College.

If any electrical equipment in your room is found to be unsafe, the College will notify you of this fact and will make arrangements for dealing with it in accordance with the degree of risk it poses. It may be labelled as unsafe, you may be instructed to remove it or, in extreme cases (for example, if there is a risk of fire or electrocution), it may be removed for safe keeping or disabled.

Junior Members are responsible for maintaining a reasonably safe environment for the College's employees who may have to enter their room e.g. ensuring that cables to personal electrical equipment are safe and unable to cause a trip hazard

All portable electrical appliances supplied by the College, or used in the premises by College staff, will be inspected and maintained in accordance with the College's Portable Appliance Testing (PAT) policy.

### **D.6.5. Water Supplies**

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All areas of the college are provided with hot and cold water to appropriately marked taps. Any cold water supply that is not drinkable is clearly identified as such.

All waste water is removed via an appropriate trapped connection to the sewerage system.

The College undertakes to ensure that hot and cold water services are installed, monitored and maintained in accordance with all appropriate legal requirements.

### **D.6.6. Lighting**

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The College provides lighting in accordance with the Chartered Institution of Building Services Engineers (CIBSE) recommendations. In study bedrooms the recommended level of illumination is achieved by the use of local task lighting (e.g. desk lamps).

## **D.7. Security**

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### **D.7.1. General Security**

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The College Lodge is responsible for day to day security assisted at times by University Security Officers. Lodge Porters may be identified by their Keble name badge. Any unauthorised access to rooms or cause for suspicion should be reported to the Lodge immediately.

The College does not accept responsibility for loss of or damage to your personal possessions when on College premises. You are strongly advised to insure your possessions before you arrive in Oxford.

### **D.7.2. CCTV**

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The College maintains a CCTV system for the safety and security of staff, students and visitors. Notices to this effect are posted in the lodge and in other building entrances as appropriate. The College operates the CCTV system in accordance with the relevant legislation.

### **D.7.3. Your responsibilities**

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Junior Members must be aware of their own security as well as that of other residents. Locks are installed to protect residents from unauthorised access and leaving such doors unlocked or open removes this protection. “Tailgating” – the practice of holding a door for someone following – may also allow unauthorised access.

Each room has an individual door lock; the blocks or buildings also have a main door which should be kept locked.

Students are responsible to ensure all external windows are locked when they are away from their rooms.

### **D.7.4. Keys**

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Keys are issued from the Lodge and must be returned there at the end of each term; graduates should return their keys on departure. First year undergraduates are issued their room keys on arrival in 0<sup>th</sup> Week Michaelmas Term as part of the Freshers’ induction programme.

The University card opens all external entrances to the College, including the lodge internal gate. From midnight to 6.00am access is only through the main door in Parks Road.

The security key gives access to other public doors (e.g. the Blackhall Road entrances and the staircase doors in Liddon, Pusey, Hayward and De Breyne Quads). Room and security keys are issued to all Junior Members living in College. Security keys are also available to those living out.

There is a deposit of £15.00 per key and a minimum charge of £100.00 for replacement keys/swipe card if the originals are lost. If keys are lost or misplaced replacements may be obtained from the Lodge.

Do not give your keys to anyone else. Your accommodation is for your occupancy only and you compromise security by allowing others to have access to your room unaccompanied.

## **D.8. Accommodation**

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### **D.8.1. General**

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Keble has 380 student rooms on its main site and will, from the start of the 2018-19 academic year, have 255 rooms at the H B Allen Centre, currently under construction. 245 of the main site rooms are ensuite and the majority of the rest share one bathroom between two study-bedrooms. All of the H B Allen Centre rooms will be ensuite.

#### *Undergraduate accommodation*

The College currently accommodates approximately 330 undergraduate students in rooms on the main site. First- and second-year students are allocated rooms in the Butterfield, Hayward/De Breyne and Sloane Robinson buildings, located in the Liddon, Pusey, Hayward and Newman Quads; third- years are allocated rooms in the ARCO Building, Newman Quad. All first and second years are offered accommodation. After the second year some students have to live out of College in private rented accommodation. From 2018-19 Keble will be able to offer accommodation on its main site to all undergraduates in their first, second and third years, but some students on four year courses may have to live out in their final year.

Rooms for first-year undergraduates are allocated by the Accommodation Manager, though incoming students may express a preference. Second-year and third-year students choose their room by a ballot system operated by the JCR. Modern Languages students and those in other subjects with a compulsory year abroad who study or work abroad during year 3 will be guaranteed accommodation in their fourth year.

#### *Graduate accommodation*

Pending completion of the H B Allen Centre the college provides accommodation for approximately 80 graduates in off-site accommodation or rooms in college. The College houses as many fresher graduates as possible. Up to 30 rooms are available for second- and subsequent-year graduates; these are allocated by the MCR in a room ballot held on Sunday 1<sup>st</sup> Week of Hilary Term. Once the H B Allen Centre is completed Keble will be able to house 230-250 graduate students there. The Centre is less than five minutes' walk from the main site and will have its own common rooms, café, gym etc.

All College bedrooms are in buildings with an outer security door and all are provided with individual locks. They are furnished with either a single (3ft) bed (or a king size bed in selected larger rooms), mattress, mattress cover and pillows, a desk and chair, and either a wardrobe or space for hanging clothes. There is a bookshelf and/or cupboard supplied. All bathrooms are fitted with a shower cubicle, wash basin and toilet.

You can either provide your own bed linen: duvet, duvet covers, sheets and pillowcases for the size of bed in your allocated room or you may wish to take advantage of our linen hire service at a cost of £35 per term. This service consists of:

- The college providing a full set of bedding, including a duvet.
- Linen swapped for clean on your cleaning day during the 1<sup>st</sup>, 3<sup>rd</sup>, 5<sup>th</sup> and 7<sup>th</sup> weeks of term.

You will also need to bring your own hand towels and bath towels.

The rooms in Liddon, Pusey and Sloane Robinson are organized along corridors, whilst those in Hayward and DeBreyne are on staircases. The 93 ARCO rooms consist of nine shared-ensuite apartments and flats of 10-12 ensuite rooms; each flat has a large equipped kitchen/common

room. The rooms in the H B Allen Centre will be configured either as individual self-contained study-bedrooms (each with bathroom and small kitchen area) or in flats of five, six or seven ensuite rooms, each flat with its own large shared kitchen.

## D.8.2. Room Rents

Undergraduates starting in 2017 will be able to live in College rooms on the main site for the first three years of their course (apart from Modern Languages and Law (LSE)). Given that it is important for students to have as clear an idea as possible of the likely costs of their course, Keble fixes room rents for all three years and publishes them in advance of offers of places being made. In fixing the rents, the College aims to position itself at the median of the second quartile of undergraduate rents in Oxford colleges – that is, slightly above the average. The justification for this is location of the rooms (all on one site in the centre of the University), quality (almost all new or completely refurbished within the last twenty years) and facilities provided (all are ensuite or share one bathroom between two rooms). However, not all rooms are the same. They differ in bathroom facilities (ensuite vs shared), size (large vs standard) and aspect (quad facing vs street facing). The mix of rooms for each year is as follows:

Accommodation stock available for undergraduates			Totals	1st Yr	2nd Yr	3rd Yr
			<b>379</b>	<b>128</b>	<b>126</b>	<b>125</b>
Ensuite	Large	Quad	34	5	27	2
Ensuite	Large	Street	12	5	7	0
Ensuite	Regular	Quad	115	34	50	31
Ensuite	Regular	Street	84	18	24	42
Shared	Large	Quad	34	0	2	32
Shared	Large	Street	1	0	1	0
Shared	Regular	Quad	86	66	10	10
Shared	Regular	Street	13	0	5	8

In each year, the rent for a shared room is 5% lower than that for an ensuite room; the rent for a regular room is 5% lower than that for a large room; and the rent for a street-facing room is 5% lower than that for a quad-facing room. Thus, at the extremes, the rent for a shared, regular, street-facing room will be 15% lower than that for an ensuite, large, quad-facing room.

The annual rents for undergraduates starting their courses in 2017 are as follows:

			1st Yr (2017-18)	2nd Yr (2018-19)	3rd Yr 9 mth (2019-20)	3rd Yr 3 term (2019-20)
Ensuite	Large	Quad	4,703	4,745	5,800	4,181
Ensuite	Large	Street	4,468	4,508	-	-
Ensuite	Regular	Quad	4,468	4,508	5,510	3,972
Ensuite	Regular	Street	4,468	4,508	5,510	3,972
Shared	Large	Quad	-	4,270	5,220	3,763
Shared	Large	Street	-	4,270	-	-

Shared	Regular	Quad	4,232	4,270	5,220	3,763
Shared	Regular	Street	-	4,033	4,930	3,554

First and second year rental contracts are for three terms. Third year students have the option of a 3-term or a 9-month contract.

### **D.8.3. Bathroom, toilet and shower areas**

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Where en-suite facilities are provided, these will comprise sanitary ware located within a study bedroom or between two adjacent single study bedrooms for the sole use of the resident(s) of the room(s). The facility, although contained in the room, will have external ventilation and an entrance door fitted making it a self contained unit.

### **D.8.4. Furniture and Decor**

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The College undertakes to ensure that décor and furnishings will be in good order with regular checks taken on defects and refurbishment programmes implemented as required. All furnishings provided will conform to the relevant regulations. Furniture and furnishings must not be removed from rooms, nor should any furniture be brought into rooms.

In special circumstances permission may be given to bring your own furniture into a room but if you do so it must be removed over vacations. If you believe that you qualify, you must seek permission from the Domestic Bursar before you proceed to bring any extra furniture into College. Cases will be considered on an individual basis.

### **D.8.5. Room Inventories**

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Rooms are provided with furniture, décor and fittings in good order and are regularly checked for defects. However, should something in your room require attention or need repair throughout the term please report this to the Lodge for the attention of the Housekeeper, Maintenance Manager or Accommodation Manager.

### **D.8.6. Environmental Quality**

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The College will provide adequate heating, hot water and ventilation, as appropriate, for each bedroom, social space, kitchen and shower/bath room.

Junior Members are encouraged to turn off lights and electrical devices when not required in order to conserve energy and reduce costs. You should also to be environmentally responsible in the consumption of energy and use of water.

### **D.8.7. Televisions**

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A television or receiver may be brought into College, but it is the Junior Member's responsibility by law to obtain a licence for it. The College is checked by the relevant licensing authority at regular intervals, and anyone with a television or receiver and without a licence could face criminal prosecution.

### **D.8.8. Food storage**

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If you use a fridge in your room, it is your responsibility to keep it clean and hygienic and in particular to empty it out at the end of term. Refrigerators may be left in rooms during the Christmas and Easter vacations as long as they are left in a clean condition. Refrigerators requiring cleaning will be charged for, and there is a removal charge of £75 for any refrigerator that is left at the end of Trinity Term to pay for the cost of disposal.

### **D.8.9. Cleaning**

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Cleaning of bedrooms will be carried out once a week, and common areas and shared bathrooms twice a week, according to the schedules supplied by the Housekeeping Dept. You must allow the cleaner (Scout) to have access to your room on the appropriate days and you must keep it tidy enough for it to be cleaned effectively.

Junior Members resident in the ARCO Building are responsible for cleaning the common kitchen area, including all the storage, cooking equipment and utensils. The rooms and common areas of the building will be the responsibility of the College housekeeping services. Cooking and refrigeration equipment is not to be brought into rooms as the kitchens are fully equipped.

Refuse is collected daily from student rooms and kitchen areas. Clear waste bags are provided for mixed waste recycling. Junior Members are asked to recycle as much waste as possible and to check the notices regarding recycling to avoid contamination.

### **D.8.10. Laundry facilities**

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The College Laundrette is located in the basement, downstairs from the SCR passage, between Liddon and Hayward Quads, and has 6 washing machines and 6 dryers. Charges are currently £2.00 per wash and £1.00 per dry. Washing powder tablets may be purchased from the Lodge, current price is 50p for two tablets.

Instructions for use are posted in each laundrette. In the event of breakdown or emergency please contact the Lodge who will report the defect to Housekeeping. If the fault is mechanical, and not user-misuse, money may be refunded at the Accommodation Manager's discretion.

### **D.8.11. Access to Study Bedrooms**

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The College reserves the right to enter your room at any time in cases of emergency. There are several departments who will need access to your rooms during your occupation, when you are not there:

Housekeeping Dept (cleaning and furniture defects) – Cleaning staff, Accommodation Co-ordinators, Housekeeper, Accommodation Manager, approved window cleaning contractors (twice per annum).

Maintenance (any maintenance problems) – Maintenance Staff, Maintenance Supervisor, approved contractors working on behalf of the Maintenance Dept.

Lodge (fire, security or emergency) – Lodge Porters, Head Porter

Generally, seven days' notice should normally be given to residents. For urgent work the minimum notice will be twenty four hours unless an emergency requires immediate action. A log



is kept in the Lodge recording any security, or other Keble staff accessing bedrooms in the absence of the resident and advising the reason for access.

## **D.8.12. Finance**

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An account is kept for each Junior Member of the College. This account, known as battels, is sent out by email at the beginning of each term for immediate payment, and at the end of Trinity Term for settlement in full.

**D.8.12.1.** Junior Members are required to make the following payments:

- the accommodation charge for the term in accordance with the licence agreement.
- the cost of food and other items debited from the preceding term.
- £15 as a deposit for each key.
- first year graduates and undergraduates a deposit of £150 caution money which will be credited to the final term's battels.

**D.8.12.2.** Late payment of battels will incur a charge of £15.00 after the Friday of 1<sup>st</sup> Week to compensate for the money outstanding and a further charge of £30.00 after the Friday of 2<sup>nd</sup> Week. After the Friday of 4<sup>th</sup> Week disciplinary action may be taken including, in the case of a Junior Member occupying a College Room under licence, the issuance of a Notice to Quit.

**D.8.12.3.** Accommodation rents are set by Governing Body and are published in Trinity Term each year. Rents are applied to each room according to the facilities within the room or nearby, size of room and location within a building. Accommodation charges are payable termly in advance. Refer to section D.8.2. for rents for the academic year 2016-17.

**D.8.12.4.** Payment can be made via the on line payment system using either a debit or credit card. There is a charge for using a credit card. Payment may also be made by cheque (payable to 'Keble College') supported by a note or copy of the account statement for identification purposes.

## **D.9. Mail, Internet and University Card**

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### **D.9.1. External and internal mail**

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**D.9.1.1.** Incoming mail

External and internal mail addressed to Junior Members at the College will be put in individual pigeon-holes in the post-room of the Porters' Lodge: the address is Keble College, Oxford, OX1 3PG. Parcels and all registered and recorded mail will be held in the Porter's Lodge and the addressee notified by via email. The College cannot accept responsibility for any mail received.

You should check your pigeon-hole regularly. Although every effort is made to keep the Lodge secure, you should not leave valuable items in each others' pigeon-holes. When you leave, it is your responsibility to notify others of your change of address. All uncollected or undeliverable mail will be returned, as far as is practicable, to sender.

**D.9.1.2.** Outgoing mail

External stamped mail can be sent via the Lodge post box, this is collected every weekday at approximately 4pm. Junior Members may leave letters to be franked and sent from the Lodge, the cost of postage must be paid when leaving the mail.

There is a University messenger service for internal mail to other Oxford University Colleges or University Departments.

**D.9.1.3.** Mail will be forwarded to you if you leave a forwarding address with the Lodge before departure. If no address is available it will be returned to sender, as far as it is practicable.

### **D.9.3. Internet access**

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All rooms are connected to the University network. See also Section B.3.2. IT Facilities.

Email is the default method of communication within the College, which includes sending battels' bills. All Junior Members must ensure that the College Office has their current email address. Undergraduates and graduates are given an email address upon arrival and must either use this as their primary email address or establish an automatic forwarding arrangement from it to their preferred address. Any changes of email address must be immediately notified to the College Office. Junior Members are required to check their email on a regular basis (at least once a day). Failure to respond to an email will have the same consequences as failure to reply to any other form of communication.

### **D.9.4. University Card**

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The University card is used for the purchase of breakfast, lunch and informal dinners in Hall and for items bought in the café in the Sloane Robinson Building. Cards will be issued to Undergraduate Freshers on arrival; Graduate Freshers should collect their card from the College Office at the earliest opportunity. The card works as a credit card, the amount charged being debited to Battels. The loss of a card should be reported immediately to the College Office to prevent unauthorised use and so that a new one may be ordered. The replacement of a card may take up to three working days. There is a £15 charge for replacement - unless it has been stolen when a Police Crime Number must be given, or it has worn out.

The University Card is also used to open all external doors to the college, borrow books from the Library; to register personal computers onto the network; as proof of identity for issuing lost passwords and for accessing the main wicket gate, the Museum Road entrance, the Library, the Computer Room and both the JCR and the MCR. The University card must be displayed when sitting a University or College examination; Junior Members should ensure that their card clearly shows their name and photograph as a worn card will not be accepted. See also Section B.2.5.3.

## **D.10. Application for Undergraduate Accommodation**

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Accommodation in College rooms is offered to

- All First-year undergraduates (all in rooms in College)
- All Second-year undergraduates
- 93 third-year undergraduates (in ARCO)

Junior Member may opt to live outside College in their second, third or fourth years if they wish.

The Dean may accord a student absolute priority in room allocation where there are overriding medical, welfare or academic grounds. Requests for special or preferential treatment may be

entertained on medical grounds. Such requests should be made to the Dean in writing no later than two weeks before any relevant ballot, with supporting evidence.

### **D.10.1. First-Years (Freshers)**

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The Accommodation Manager will send details of accommodation to Freshers in the May preceding the start of their course. This will give the types of room available and ask for individual's preference. This does not guarantee that students will be allocated the room of their choice; however, from the information given on the preference form (including medical and other considerations), the Accommodation Manager will allocate, at random, the nearest type available. Female Freshers will not be allocated ground floor rooms. Students will be notified in late August/early September of the type of room allocated, and details of the exact room (room number/telephone etc) will be notified in late September.

### **D.10.2. Second Years**

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Second years requiring College accommodation will be invited to join the 2<sup>nd</sup> year room ballot set up and organised by the JCR Accommodation Officer.

Names are randomly selected and assigned a sequential number from 1 – 137, or whatever the population happens to be. This becomes the ballot order.

a) Opt out

Any undergraduate wishing to opt out of Second-year accommodation must notify the JCR Accommodation Officer by email no later than noon on the Thursday of 1<sup>st</sup> Week of Trinity Term of his/her first year. Anyone not opting out in this way shall be included in the Second-year room allocation process, and shall be bound by the outcome of that process.

b) (Priority ballot

A ballot shall be held on Thursday 2<sup>nd</sup> Week of Trinity Term to determine the priority for choice of rooms. One of the Deans should be in attendance. Every student in the year shall be entered for this ballot, including opt-outs. In the ballot names shall be randomly selected and assigned a sequential number – from 1 to 137 or whatever the current population happens to be.

c) Selection of rooms in College

Immediately following the priority ballot students will be required to choose rooms from the list of available accommodation provided by the Accommodation Manager (this list to be supplied to the JCR Accommodation Officer by no later than noon on the Thursday of 1<sup>st</sup> Week of Trinity Term). The student coming first in the priority ballot shall have first choice, the second shall have the second, and so on. Any student who has opted out or has already been assigned a room shall be passed over. Students must attend the selection meeting in person or appoint a fellow student to act as attorney, such appointment to be notified by email or in writing to the Dean prior to the start of the meeting. Any student neither present nor having appointed an attorney shall forfeit his/her place in the Priority ballot and be allocated a room by the Dean at the end of the selection meeting.

d) The JCR Accommodation Officer shall pass the list of rooms and allocations to the Accommodation Manager by Monday of 5<sup>th</sup> Week of Trinity Term.

### **D.10.3. Third Years**

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This is known as the ARCO Ballot and is organised by the JCR.

(i) Allocation meeting

A meeting to allocate rooms to prospective Third-year students shall be held in the second half of Michaelmas Term, the exact date to be announced on Friday 2<sup>nd</sup> Week of Michaelmas Term.

(ii) Priority

The Priority ranking for third-years shall be the reverse of that which applied in their second year, but with an adjustment, described in the next paragraph, for those who are guaranteed an ARCO room in their final year. The only JCR members who are so guaranteed are (i) the JCR President, in the year following his/her presidency (ii) the two JCR Welfare Officers for the year following the tenure of office (iii) Modern Linguists (or those in other subjects with a compulsory year abroad) who are returning from their year abroad. Additionally, if there is an overseas scholar supported by College members' donations, he/she will be allocated a room in ARCO for both their third and fourth year.

The ballot rank of those who, as above, are guaranteed a room will be determined by the following procedure. Their priority (the inverse of their second year rank position) will be divided by the total number of students in the ballot and then multiplied by 93 (i.e. the number of available rooms in ARCO). So, for example, a student who is guaranteed a room in ARCO placed 10<sup>th</sup> out of 137 (having been 127<sup>th</sup> in the second year ballot) would be given the priority position of 7<sup>th</sup> ( $[(10/137) \times 93]$ ). Someone placed 132<sup>nd</sup> would be given the priority position of 90<sup>th</sup> ( $[(132/137) \times 93]$ ). All those guaranteed a room in ARCO would then fall within the top 93 places, while retaining their original priority ranking. Of two students turn out to have the same priority ranking, the more senior shall take precedence.

(iii) Allocation

Third years shall select rooms in accordance with their priority position. Those who have elected to live out in private accommodation will be passed over, as will those who neither attend the selection meeting in person nor appoint a fellow student to act as attorney, (such appointment to be notified by email or in writing to the Dean prior to the start of the meeting). Once all available rooms have been filled the meeting shall be closed and those allocated a room will have to find their own accommodation. The JCR Accommodation Officer shall pass the list of rooms and allocations to the Accommodation Manager by Friday 1<sup>st</sup> Week of Hilary Term.

#### **D.10.4. Rent Equalisation Scheme**

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The JCR operate a rent equalisation scheme to help financially those who have to live out in their third year either by choice or by failing to get a room in the ballot. Fourth year students do not qualify for rent equalisation.

#### **D.10.6. Room Trading**

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The room allocations determined as a result of the above procedures shall create a contractual commitment between the College and each student, for the College to provide and the student to pay for the room at the rate agreed by the Governing Body. Students will be required to sign an agreement to this effect and may face disciplinary action for failure to comply. However students may agree amongst themselves to trade rooms, and the College may agree to such trades provided they are notified in writing (by all parties to the trade) to the Accommodation Manager by no later than Thursday of 4<sup>th</sup> Week of Hilary Term in the case of ARCO rooms, and Thursday 8<sup>th</sup> Week Trinity Term in the case of the Second-year ballot. Room trades do not change a student's position in the Priority Ballot

#### **D.10.6. Disputes**

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In the event of any dispute in connection with these arrangements an appeal may be made to the Dean. The Dean's decision shall be final. Students entering the room allocation procedure agree to accept the Dean's decision without argument, demur or appeal.

## **D.11. Application for Graduate Accommodation**

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### **D.11.1. First-Years (Freshers)**

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In the offer pack from Keble you will receive a letter describing the types of accommodation on offer and a form, which should be returned, to indicate your preference of room type. This does not guarantee that you will be allocated the room of your choice; however, from the information you provide (including medical and other considerations), the Accommodation Manager will allocate the nearest type of room available. Your room allocation will be notified to you at the end of August prior to the start of term.

A deposit is required to confirm acceptance of accommodation and this is credited towards the first term's rent.

### **D.11.2. Returning Graduates**

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For accommodation purposes you are termed a 'returning graduate' if you are in your 2<sup>nd</sup> or subsequent years of your course and require College accommodation. There are up to 30 rooms offered to returning graduates and these are allocated by the MCR in a room ballot held on Sunday 1<sup>st</sup> Week Hilary Term. Requests for special or preferential treatment in the ballot may be entertained on medical grounds. Such requests should be made to the Dean in writing no later than two weeks before the ballot meeting, with supporting evidence.

## **D.12. Occupancy**

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### **D.12.1. Living Out of College**

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**D.12.1.1.** The attention of Junior Members making arrangements to live in private accommodation is drawn to the section in Essential Information for Students concerning residence limits. Dispensation from the residence limits will only be granted by the Proctors in very exceptional circumstances. Application needs to be made through the College, and Junior Members are advised to obtain the necessary permission to live outside the residence limits before making any commitment to rent or buy accommodation.

**D.12.1.2.** Junior Members living out of College must inform the Student Administration Manager of the address of their lodgings before Friday of 1st Week of Michaelmas Term.

### **D.12.2. Residence – Graduates**

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In general, graduates living in College accommodation may occupy their rooms from 1<sup>st</sup> October to 30<sup>th</sup> June. If your course requires you to arrive earlier or to stay later, the College will endeavor to accommodate you., albeit the room cannot be guaranteed. Please contact the Accommodation Manager to arrange this.

### **D.12.3. Residence – Undergraduates**

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Undergraduates must arrive by 5.00 p.m. of the Thursday before Full Term (Thursday of 0<sup>th</sup> Week). In Michaelmas Term, Freshers are expected to arrive on Monday of 0<sup>th</sup> Week. You must not make arrangements to leave College before the Saturday at the end of Full Term (Saturday of Eighth Week). See B.2.3.2. above. You must vacate your room by 6.00 p.m. on Saturday of 8<sup>th</sup>

Week. You must notify the lodge of your arrival and departure. Term dates are given in B.2.1. and at [http://www.ox.ac.uk/about\\_the\\_university/university\\_year/dates\\_of\\_term.html](http://www.ox.ac.uk/about_the_university/university_year/dates_of_term.html)

In general, you are expected to be in residence throughout the term. If you need to be away from Oxford during term, you are advised, whenever possible, to discuss this first with your tutor. If you do not intend to sleep in your room for one or more nights you should record this in the sign out book in the Lodge, and leave a contact phone number in case you need to be contacted in an emergency. See B.2.3.

## **D.13. Guests and Guest Rooms**

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**D.13.1.** All rooms are allocated by the College on the condition that they are occupied only by the person to whom they have been allocated, save for occasional overnight guests as indicated in D.13.5 below.

**D.13.2.** Junior Members are responsible for the behaviour and actions of their guests on College premises at all times whether accompanied by the person who invited them or not.

**D.13.3.** Guests may be entertained to lunch or dinner in Hall on any day under normal circumstances and may be served at the College Bar if accompanied by their host.

**D.13.4.** Junior Members who have guests staying in College after midnight are to inform the Lodge Porter in order to comply with the fire evacuation procedures.

**D.13.5.** Junior members may have guests to stay in their room for a maximum of 3 nights only as long as the Lodge has been informed.

**D.13.6.** Junior Members may book guest rooms in College subject to the following:

Up to two of the SCR guest rooms in L6 may be booked by junior members on any given day

Bookings may not be made more than 3 weeks in advance

The maximum stay at any one time is 3 nights

The cost of the stay will be batted when the room is booked

International (non UK resident) junior members may book the twin or double room for up to 3 nights per year out of term for family members and/or spouses. Term refers to weeks 0-8 inclusive

Charges for guest rooms for 2014-15: Single £50 Double/twin £70

## **D.14. Accommodation Licence Agreement**

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All junior members living in College accommodation will be expected to sign an accommodation licence agreement which covers the duration of occupancy of the room allocated. See Appendix D .1. for an example agreement.

## **D.15. Vacation and Departure**

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### **D.15.1. Prior to departure**

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Prior to departure all belongings, including pictures and posters must be removed. Rooms should be left in the condition in which they were found on arrival. The occupant will be responsible for the full cost of remedying any damage that may have been directly or indirectly caused by the licensee, or any guests of the licensee.

Undergraduates resident in rooms in Hayward and De Breyne quad are permitted to leave personal belongings in the cupboard behind the bed at the end of Michaelmas and Hilary Terms provided they are returning to the same room the following term. Students are reminded that these cupboards cannot be secured and that they leave belongings there **entirely at their own risk**.

Undergraduates resident in rooms where a lockable bookcase or cupboard is provided may also leave belongings in these at the end of Michaelmas and Hilary Terms provided they are returning to the same room the following term.

All belonging left in rooms must be non-perishable and the College reserves the right to remove any item which it considers unsuitable.

Junior members should be aware that all vacant rooms are used by guests staying in College during the vacations.

All rooms must be cleared at the end of Trinity Term.

### **D.15.2. Departure date**

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All Junior Members are required to vacate their rooms on the last day of term by 6 p.m. according to their accommodation licence agreement. If you stay in College without permission you will be charged a minimum of £40.00 per night.

### **D.15.3. Application for accommodation during vacation**

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Application forms for undergraduates to remain in College accommodation during the vacations are issued in 4<sup>th</sup> Week and must be submitted by Wednesday of 6<sup>th</sup> Week. College is not obliged to offer accommodation outside the dates of your accommodation licence agreement unless it is for academic purposes such as examinations, extra tutorials, or 'Blues' sporting events (in 9<sup>th</sup> Week). However each application will be considered individually. All applications will be answered by 7<sup>th</sup> Week. Accommodation offered in vacation may not be your term time room.

Overseas students unable to return home during the vacation should make an appointment to see the Accommodation Manager in 4<sup>th</sup> Week (once they receive their vacation residence form) to discuss their situation. Although accommodation in College cannot be guaranteed every effort will be made to help with housing.

Publicly-funded non-finalists who are required to stay up outside normal term dates in order to sit University examinations or to undertake extra tutorial work on a tutor's recommendation (for example, to make up work missed through illness) shall, if living in College accommodation, not be charged rent for those additional days. Self-funded students will be charged for their accommodation at the normal accommodation rate. An undergraduate student may apply to stay up after the end of term to carry out coursework certified as essential by his or her tutor (for example, project or research work); these students and those staying to participate in a 'Blues' sporting event will be charged for their accommodation at the normal rate, but may be able to apply for assistance with these costs (through the College or Keble Association administered funds).

### **D.15.4. Vacation Arrangements**

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**D.15.4.1.** You must leave a vacation address and telephone number at the Lodge. Any change in your permanent home address must be notified to the College Office, Bursary and Lodge.

**D.15.4.2.** Arrangements for meals in vacation are emailed to all students.

**D.15.4.3.** During the vacations all public rooms, except the Middle Common Room, will be reserved for the use of conferences. During the Christmas vacation the Junior Common Room will also be available for admission candidates and Junior Members but, on occasion, may be allocated to conferences.

**D.15.4.4.** Any Junior Member remaining in College accommodation on Christmas Eve, Christmas Day and Boxing Day must inform the Lodge that they are in residence in case of fire or emergency.

### **D.15.5. Vacation Storage**

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There are very limited storage facilities provided for overseas students and those from N. Ireland, Channel Islands, Isle of Man and Scottish Highlands only, who live in College and are returning to a College room the following term. Storage space must be booked each term by contacting the Accommodation Manager by 7<sup>th</sup> Week at the latest.

Property must be packed in secure containers, must be of a nature which does not endanger the safety of the College, and should be clearly marked with the owner's name, contact details and the date it is placed in storage.

During the Easter and Christmas vacations refrigerators may be left in rooms provided they are in good working order, and are clean inside and out. Dirty refrigerators and any other property left in undergraduate rooms during the vacations will be removed and Junior Members will be charged for the labour and any disposal charges. At the end of Trinity Term all possessions, including refrigerators, are to be removed from the College. The College can accept no responsibility for the safekeeping of any property left on the premises and advises Junior Members to insure personal property at all times and in particular if left in College during vacations.

## **D.16. Maintenance**

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### **D.16.1. General**

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All College buildings are constructed, altered or refurbished, and maintained, in accordance with the appropriate building, planning and housing legislation. The relevant approval notices and certificates are available for inspection.

### **D.16.2. Defect Reporting**

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For all emergencies telephone the Porters Lodge on 01865 272727.

If you're unsure whether your report is an emergency, please telephone the Porters Lodge. An emergency is anything that would cause danger to you, a member of the public or to the building, for example:

Electrical faults

An inability to access or secure your residence

Water ingress



All other maintenance, housekeeping, and IT reporting should be reported via the on-line booking system at <http://www.keble.ox.ac.uk/students/maintenance-form>

### **D.16.3 Pest Control**

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If an infestation occurs please report it directly to the Porters Lodge. If there is a severe infestation of stinging insects the call out will be within three hours. Otherwise it will be within twenty four hours.

### **D.17. Gate**

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**D.17.1.** The Lodge gate is opened at 6 a.m. and is generally closed at around 7 p.m. When locked, access may be gained via the salto lock mechanism using the University Card. A similar mechanism operates on all external gates/doors to College.

**D.17.2.** Tradesmen are not allowed to pass the gate except at the request of a member of the College. Junior Members who order a tradesman to call at their rooms should leave written notice with the Porter.

**D.17.3.** Junior Members are expressly forbidden to enter the Lodge Porter's Office.

### **D.18. Motor Cycles and Pedal Cycles**

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**D.18.1.** Junior Members are not permitted to bring motor cycles or mopeds into the College, or to park them either in the College or within the area bounded by Parks, Museum, Blackhall and Keble Roads.

**D.18.2.** Pedal cycles may not be left anywhere within the College except in cycle parking spaces. Bicycle storage is provided in the bicycle racks located near the ARCO Building. No bicycles are to be taken into buildings or bedrooms. Bicycles left elsewhere within the College will be impounded and a fine levied for their release. Guests of Junior Members must leave their bicycles outside the curtilage.

**D.18.3.** At the end of Trinity Term undergraduates, except for those who reside overseas and are returning, are to remove their bicycles from the College. Junior Members in their Final Year may give their bicycle to the College for it to deal with as it chooses. Any such bicycle left in College after Saturday of Tenth Week of Trinity Term shall be confirmation of such gift.

**D.18.4.** All bicycles must be marked clearly with the Keble College label containing an identifying number (which will be issued, on application, by the Head Porter). Bicycles not so marked are liable, if found within the College precincts, to be impounded, handed to the police as lost property or to be sold by the College as scrap metal.

**D.18.5.** The College accepts no responsibility for the loss of, or for damage to, any bicycle kept or left within the College precincts, whether in term or in vacation.

**D.18.6.** Cycling and the use of other forms of personal transport including personal scooters, rollerblades, and skateboards, within the College precincts (including the Lodge entrance) can be dangerous, and for this reason is expressly forbidden. Offenders will be fined.

## **D.19. Motor Vehicles**

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### **D.19.1. Vehicle access**

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**D.19.1.1.** Lack of space makes it impossible to provide parking for the cars of Junior Members within the College precincts. If a Junior Member parks a car within the College precincts, he or she will be fined.

**D.19.1.2.** Cars may be driven into the quadrangles for unloading and loading only, as follows

Saturday/Sunday of 0<sup>th</sup> Week and Saturday of 8<sup>th</sup> Week: gates open at 9 a.m. and close for entry at 5.30 p.m. and exit at 7 p.m.

Monday – Thursday of 0<sup>th</sup> Week: gates open at 2 p.m. and close at 3.30 p.m. for both entry and exit (not Monday of 0<sup>th</sup> Week of Michaelmas Term)

Tuesday of 0<sup>th</sup> Week of Michaelmas Term: *Freshers only* - access between 9 a.m. and 5.30 p.m.

**D.19.1.3.** Cars which are parked illegally in the quad will be clamped and a charge of £40 imposed. There is ample parking in Museum, Blackhall and Keble Roads that can be used outside access times. Parking charges are currently £3.00 for one hour or £5.00 for three hours, this being the maximum stay.

### **D.19.2. Traffic Flows in College**

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**D.19.2.1.** Within the College a one-way system operates. Please ensure that you enter from Museum Road and leave through the Main Gate.

**D.19.2.2.** Loading and Unloading in the curtilage on access days

Parking within the curtilage is strictly limited to 90 minutes. No return is permitted. Please do not park anywhere else and please ensure that cars do not go onto the grass or passengers walk on the flowerbeds.

Drivers will be issued with a time-stamped permit on entry. Only one permit per student will be issued. This must be displayed prominently on the dashboard and handed in at the Lodge on departure.

In summary, please:

**Follow the one-way system**

Do not drive on the grass or tread on the borders

Speed limit is 5 mph

Leave the curtilage before closing time

Display the permit on your dashboard

Hand the permit into the Lodge on departure

Do not exceed the ninety minute time limit on full days, or ensure you leave before 3.30pm on week days

**D.19.2.3.** Experience has shown that, provided everyone follows these instructions, the access arrangements will work smoothly to the benefit of all. Please note, however, that, in order to encourage compliance, staying beyond the time limit, or failing to display the permit or failure to hand it in on departure will result in an automatic charge of £20 to the Junior Member's battels account; and any car staying for more than 2 hours shall, in addition to the £20 charge, be banned from coming within the curtilage on any subsequent visit.

**D.19.2.4.** Several trucks are available for transporting belongings. Junior members who borrow the College trucks are reminded that they must be returned to the service yard immediately after use. Except for transfers of belongings to and from a vehicle at the start or end of term, trucks are NOT TO BE TAKEN OUTSIDE the grounds without prior permission from the Head Porter or Accommodation Manager. Trucks must never be overloaded.

## **D.20 Grounds and Quadrangles**

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**D.20.1.** The College endeavours to provide a safe and pleasant outdoor environment. Principal pathways and car parks are hard paved (or have another suitable surface) and are illuminated appropriately for the environment. Litter is collected and paths swept regularly. The College plans to clear hazards (ice, snow or leaves) from paths as soon as it is reasonably practicable to do so. The grounds are for everyone's enjoyment. Considerable efforts are made to make the flower borders and tubs look attractive - They make a very favourable impression on visitors, and College members should do everything they can do to help this, such as clearing up bits of litter if it is safe to do so.

**D.20.2.** Because of the hazard to plants and to windows, no games of any kind, apart from croquet, even informal throwing of a projectile, may be played in any of the quadrangles. The College lawns may only be used when the 'Lawns Open Today' sign is displayed in the lodge archway (this will be posted by 10am each day), when it is not raining, when it is a permitted time and only on a permitted lawn. The permitted times are: (a) Sitting and Strolling: noon to dusk; (b) croquet: 4.pm to dusk (Monday to Friday); noon to dusk (Saturday to Sunday). The permitted lawns are: (a) Pusey Quad, which may be used for croquet from Sunday 0<sup>th</sup> Week Trinity until Sunday 0<sup>th</sup> Week Michaelmas Term; no walking across, but sitting or lying on it is permitted; (c) Hayward Quad, which may be used for recreation but not croquet. Permitted lawns may not be used at any other time of the year without the Dean's permission. Liddon Quad lawn may not be used at any time. Newman Quad Lawn may used with the Dean's permission. The garden area and lawn of De Breyne Quad is out of bounds, and walking on the flower beds is not permitted.

**D.20.3.** The dropping of any litter, cigarette stubs, etc. in the College premises, including the Quads and gardens will be subject to a fine not exceeding £15 per offence for a first offender: double for subsequent offences.

**D.20.4.** The code of conduct drawn up by the University Proctors concerning post-examination celebrations applies also to the College premises.

**D.20.5.** Climbing onto the roofs of the College buildings or scaling its walls or scaffolding is extremely hazardous and is strictly forbidden. Disciplinary action at the level of a Serious Offence (Section C.10.) may well ensue, even for a first offence.

**D20.6** The College will operate a snow clearing policy during Michaelmas and Hilary Terms. During this time we will endeavor to maintain safe access to all buildings, within the curtilage by clearing snow and treating surfaces with rock salt.

## **D.21. Music**

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Keble has first-class facilities for music and drama, which Junior Members are strongly encouraged to enjoy and use. The rules below are for maintaining everything in first-rate condition, and to avoid annoyance to neighbours at inappropriate times.

**D.21.1.** Junior Members are permitted to keep and use in their rooms musical instruments and audio-equipment; but they are required when using them to exercise consideration for their neighbours. Where possible, it is better to use a practice room (D.21.5.). Junior Members are permitted to play live musical instruments in their rooms only during the following hours:

Monday to Friday from 6 p.m. to 11 p.m.  
Saturdays and Sundays from 9.30 a.m. to 11 p.m.

**D.21.2.** The Dean may withdraw this permission from any Junior Member who infringes any part of this regulation or the regulation concerning electrical appliances (D.6.4.).

**D.21.3.** Audio-equipment may be used at any time if it is not audible outside the room in which it is used. It may not at any time be used out of doors within the College precincts.

**D.21.4.** The Andrew and Christine Hall Music Room is available to members of the Music Society for music practice and concerts during term. The room is bookable via the Lodge.

**D.21.5.** Music practice may take place:

- for solo instruments, in the two practice rooms in the Sloane Robinson Building, at times and dates that do not conflict with rehearsals or events in the O'Reilly Theatre since these rooms are also used as Dressing Rooms for the theatre.
- for instrumental groups or ensembles, in the College bar, 2 p.m. to 5 p.m. Monday to Friday, and 11 a.m. to 1 p.m. Saturday and Sunday during term, subject to prior application to the Secretary of the Keble Music Society and acceptance of the relevant regulations; see <http://users.ox.ac.uk/~oums/kcms/main/facilities.htm>
- in the West vestry, at times and dates that do not coincide with services and events in the Chapel. This vestry has a piano and is suitable for small choral groups.
- on the piano in the Pusey Room, 9 a.m. to 11 p.m. when not booked for other purposes.

## **D.22. Events and Entertainments in Public Rooms**

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### **D.22.1 Organisation of events**

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A schedule for special Hall Dinners is agreed by Domestic Committee each year. These include dinners for college sports teams, societies and subject (by Division). They take place only on Monday or Thursday evenings and only during term. A timetable is issued at the start of Michaelmas Term. See D.22.5 below.

Many other events, including speaker meetings and more informal socials, occur frequently throughout term. Read D.22.1.1 onwards concerning the arrangements for these.

For whichever kind of event

**D.22.1.1.** No smoking is allowed anywhere at any time, except outdoors.

**D.22.1.2.** No event is allowed after the end of Week 3 of Trinity Term, in the interests of those taking examinations.

**D.22.1.3.** One specified Junior Member must act as main Organiser. This person

- must make the application for permission to hold the event, as indicated below;
- must supervise the making of the arrangements with appropriate members of staff, as indicated below;
- in advertising the event, must ensure that notices conform with D.22.7
- if guests make a payment, must collect money in advance for pre-dinner drinks, drinks in Hall, and administrative expenses;
- is personally responsible for ensuring that a reasonable standard of behaviour is maintained, that noise is kept within reasonable bounds, that the number of guests is within safe and permitted limits, and that all the appropriate conditions are observed;
- must be present throughout the event;
- if it is a Hall Dinner, must make an announcement advising people to leave the Hall when the meal is over (normally by 10 p.m.) and must remain in Hall until everyone else has left;
- must ensure that the room(s) is/are cleared of rubbish (using the black bags available in the Lodge) and that the key is returned to the Lodge porter no later than 30 minutes after the close of the event.

### **D.22.2. Booking of rooms**

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**D.22.2.1.** Secretaries of College Societies wanting to book rooms, and of University Societies whose executive committee includes a member of Keble College, should first register with the Junior Dean, from whom registration forms are available. Societies failing to register before the end of 1<sup>st</sup> Week of any term may find that their bookings are not accepted in that term.

**D.22.2.2.** Requests for block bookings throughout term may be declined in the interests of making rooms as widely available as possible. Such requests should be discussed with the Junior Dean. A University Society may book rooms no more than twice a term.

**D.22.2.3.** Anyone wishing to hold an event in one of the College's public rooms must obtain permission well in advance. Anyone who organises an event without permission will be subject to stern disciplinary action. Remember that the time and place have to be firmly fixed before a meeting can be advertised. The Junior and Middle Common Rooms count as public rooms and are governed by this Regulation, if any of the five points below apply.

The Lodge porters will provide an application form and check if the proposed room is available. If any one or more of the following apply, a minimum of TEN days' notice is required, and the application form, available from the Lodge, must be routed initially via the Junior Dean:

- Serving of alcohol, whether sold or not. This is subject to the general terms of the College's licence with the public authorities. Permission of the Domestic Bursar is required (or, failing him, the Steward).
- Hosting of an outside speaker (see also G.2 Code of Practice on Freedom of Speech). Permission of the Dean is required. The Junior Dean will forward the application to the Dean, who will conduct a risk assessment and, if necessary, seek advice from the University Registrar and/or University Marshall (for example, where the College's Prevent duty may be relevant). The Dean will keep a written record of all requests and decisions regarding outside speakers. Such events must comply with the College's and University's 'Prevent' duties under the Counter-terrorism and Security Act 2015 alongside the Policy and Practice on Freedom of Speech (see G.2).

- Playing of music, whether recorded or live, that is audible outside the room (but no further permission beyond that stated in D.21.5. is needed in the case of music practice).
- Event will be open to non-University members.
- Attendance numbers may exceed 50 (except for normal common room meetings of JCR members within the JCR or MCR members within the MCR).

If none of the above applies, the Lodge may directly make the booking. A minimum of THREE days' notice is required.

### **D.22.3. Availability of Rooms**

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- **Bar:** open to all members of the College and their *bona fide* guests unless booked for an exclusive event; any day during term time. Music or drama rehearsals or other disturbance-generating non-academic activities are allowed in the Bar when it is **not** serving drinks (current music regulations apply).
- **JCR:** available for meetings with the permission of the JCR President (and of the Dean if any of the five points in D.22.2.3. apply), but never for drinks parties or discos.
- **MCR:** available for meetings (all days), drinks and parties at the discretion of the MCR President (and of the Dean if any of the five points in D.22.2.3. apply).
- **Pusey Room:** available only for meetings, concerts, exhibitions, drama rehearsals or other disturbance-generating non-academic activities. No food, no drink apart from white wine and mineral water after lectures or meetings. Applies to all days during term time.
- **Roy Griffiths Room (ARCO):** Use as a quiet reading room for all ARCO residents unless specifically reserved for lectures, seminars, or speaker meetings; all days during term time. No food, no drink apart from white wine and mineral water after lectures, seminars, and speaker meetings.
- **Jean Robinson Room (ARCO):** available all days during term time for lectures, seminars, or speaker meetings; no food, no drink apart from white wine and mineral water after lectures, seminars and speaker meetings.
- **Stafford Crane Room (ARCO):** available all days during term time for lectures, seminars, or speaker meetings; no food, no drink apart from white wine and mineral water after speaker meetings.
- Except with the express prior permission of the Dean, none of the ARCO rooms may be used for disturbance-generating non-academic use in term time weekdays before 7 p.m. At these times they may be used only for teaching or other quiet academic purposes. Non-academic activities may be held during term time there after 7 p.m. on weekdays, or any time on Saturday or Sunday. At these times, those who book a room in ARCO for academic purposes need to be aware of the risk of noise interference and may wish to use an alternative venue.
- **O'Reilly Theatre:** Contact the Accommodation Manager.

### **D.22.4. Times of events**

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Speaker meetings and other academic meetings may start at a time convenient to be followed by a meal or other social activity, but no purely social event may start before 8.00 p.m., except pre-dinner drinks. These may begin no earlier than 7.30 p.m. and are normally in the Bar or MCR. Dinners should normally start at 8 p.m. and finish by 10 p.m. After-dinner drinks, if any, are in the bar or MCR. All events must end by midnight.

### **D.22.5. Special Hall Dinners and Guest Nights**

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A schedule of dinners and guest nights will be published at the start of Michaelmas Term. Since this is prearranged by the Dean, no further permission is needed. However, the arrangements for Club, Society and Subject dinners must be made through the Steward in plenty of time beforehand: a minimum of TEN days is needed.

**D.22.5.1.** Junior members may invite guests to Guest Nights. They must take personal responsibility for their guests' behaviour (see C.1).

**D.22.5.2.** Attendance at Club, Society and Subject dinners is restricted to members of College, although a limited number of appropriate non-College guests may be invited by the organisers with the permission of the Dean. The numbers at such dinners will not exceed 60 except for certain subjects and occasions as agreed by Governing Body.

**D.22.5.3.** A member of the Senior Common Room or a Junior Dean must attend and act in a supervisory capacity; they will not count as one of the 60. For dinners and guest nights with over 60 diners, two members of the Senior Common Room must attend, one of whom may be a Junior Dean. They will be in addition to the agreed permitted number.

## **D.22.6. Conduct during Dinners and Guest Nights**

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No drinks may be taken into Hall. No balloons, hats or noise-making instruments are permitted. Those attending dinners and guest nights are expressly forbidden to throw food or liquid in Hall, and must abide by the rules of behaviour appropriate to the setting and the occasion. The Hall Manager has the authority to terminate any dinner where behaviour is unacceptable and to levy an additional charge of up to £5 on each diner. The Dean has the authority to ban dinners by any club, society or subject in the following year or years.

## **D.22.7. Advertising and fly-posting**

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Notices may be displayed only on notice boards, not stuck to walls, doors or windows. They must show the contact name or email address of the publisher. In particular, fly-posting for electioneering for Common Room elections is forbidden.

## **D.22.8. College's Premises Licence**

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Junior Members are reminded that public performances of any type of entertainment fall within the remit of the College's Premises Licence. The Domestic Bursar is the Designated Premises Supervisor for the College and he should be consulted before staging any performance or entertainment other than those in the O'Reilly Theatre or internal college events.

Organisers remain responsible for the safety of performers and the audience, and with respect to the Theatres Act 1968, for requirements regarding such matters as obscenity, incitement to racial hatred, etc. Junior Members are advised to consult the Proctors' Memorandum, Section 5: [www.admin.ox.ac.uk/proctors/info/pam/](http://www.admin.ox.ac.uk/proctors/info/pam/)

## **D.23. Meals**

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### **D.23.1. Hall**

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There is a self-service facility for breakfast, brunch and lunch and all items are charged individually. In addition there is a daily chef's lunch special. Booking for these meals is not required during term.



Dinner on Sunday and Tuesday, and on Thursdays of odd weeks and Fridays of even weeks during Full Term is formal. A gown must be worn and junior members must be in place by 19.10. Formal Dinner must be booked using the online meal booking system by 3 p.m. daily. Dinner on Monday, Saturday and on Thursdays of even weeks and Fridays of odd weeks during Full Term is informal and gowns are not worn. Formal Halls have a set three-course menu at a fixed price of £6.95. For informal Hall, as well as breakfast, lunch and brunch, there is a self-service facility and all items are charged individually. A full range of option menus is available and there are daily lunch and informal Hall specials.

Charges for guests will be 50% higher for breakfast, brunch and lunch items and plus £2 for dinner.

The times of meals in Hall are:

Breakfast: Monday to Friday	0815 – 0945
Lunch: Monday to Friday	1230 – 1345
Formal Dinner:	1915 (junior members to be in place by 19.10)
Informal Dinner	1800 – 1930
Brunch: Saturday & Sunday	1030 – 1200

Special arrangements for meals apply during vacations. These will be notified to all Junior Members via both the website and email as well as the meal booking system. During 9<sup>th</sup> week and whenever meals are available during vacation, junior members requiring meals must sign in with the online booking system. There are special arrangements for Freshers during 0<sup>th</sup> Week of Michaelmas Term.

Wine may be purchased either in Hall or from the Bar and consumed in Hall. Wine or other beverages purchased outside College may not be consumed in Hall or in the Bar.

### **D.23.2. Café Keble**

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Situated in the Douglas Price Room in the Sloane Robinson Building, this is a pleasant place to meet friends for a coffee or light snack. It serves a variety of coffees, hot and cold drinks, soup, sandwiches, panini, biscuits, fruit and muffins. Payment may be made either on battels using your University card or in cash. Days and times of opening are published at the beginning of each term.

### **D.24. Junior Common Room**

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During term time and usually in the week before and after term, the JCR is available for use by all current students (i.e. undergraduate and postgraduate).

The College staff will undertake reasonable cleaning duties. If on any occasion the state of the JCR or TV Room is unacceptable it will be closed; the JCR Committee will be responsible for cleaning it. The JCR Treasurer will fine offenders who mistreat the JCR. The Deans may also impose a penalty, including closing the JCR between 10 p.m. and 7 a.m. for a specified period.

### **D.25. Middle Common Room**

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The Middle Common Room is available to graduate members throughout the year. It is kept locked at all times for security reasons and admission is by a card operated lock.



The College staff will undertake reasonable cleaning duties. If on any occasion the state of the MCR is unacceptable it will be closed; the MCR Committee will be responsible for cleaning it. The Dean may also impose a penalty.

## **D.26. The College Bar**

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The Bar is normally open Tuesday to Saturday during term and opening hours are displayed in the Bar and outside. Use of the television to show sporting events is strictly limited and approval is required in advance from the Manager.

The JCR and MCR entertainment officers may apply to the Steward for permission to hold social events during term. Any extension to the opening hours for such an event requires prior approval from the Dean.

## **D.27. Good Neighbour Policy**

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Since the College is densely populated, consideration for others is essential. Care must be taken not to disturb other students or to hinder staff in their work, or to disturb people in neighbouring properties. Please treat your room and the communal areas of the College with care and respect.

## **Appendix D 1: SAMPLE LICENCE AGREEMENT**

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**THIS LICENCE** is made on  
**BETWEEN:**

**(1) THE WARDEN AND FELLOWS OF KEBLE COLLEGE IN THE UNIVERSITY OF OXFORD**, Oxford, OX1 3PG (“the College”); and

**(2) «First» «Last»**  
 (“the Licensee”)

1. The College permits the Licensee:

1.1. to occupy the furnished room (**ROOM NUMBER**) in the building known as College, or such other rooms as the College from time to time directs (“the room”) for the Licensee’s own private occupation only and to use the associated bathroom; and kitchen where this facility is provided.

1.2. to use any furniture and equipment provided by the College in the room.

2. 2.1 This Licence runs from (**START DATE TO FINISH DATE** ) Subject to the restrictions set out at clause 2.2 below, but the College may end it immediately if the licence fee or any part of it is in arrears for two weeks or more (without the need for any formal demand) or if the Licensee breaches any of the Licensee’s obligations in this Agreement.

2.2 The Licensee is permitted to use the room between the following dates:  
*THREE TERMS, 37 WEEKS, 9 MONTHS OR TWELVE MONTHS DEPENDING ON ROOM ALLOCATED*

2.3 If for any reason, including any disciplinary reason, the licensee withdraws from residence and it is established that the licensee will not return into residence during the normal term of the licence then

2.3.1 If withdrawal occurs prior to the Sunday of 2<sup>nd</sup> week of a term the licence will be deemed to have been terminated on the Saturday of 1<sup>st</sup> week of the term;

2.3.2 If withdrawal occurs on or after the Sunday of 2<sup>nd</sup> week of a term the licence will be deemed to have been terminated on the Saturday immediately preceding 0<sup>th</sup> week of the following term.

The College may, but is not obliged to, permit the Licensee to occupy the room or another room on the College’s premises on dates other than those specified above, at an additional daily licence fee, which will be determined by the College from time to time.

3. The licence fee is (**PUBLISHED RATE FOR ROOM ALLOCATED**) per day and will be charged to the licensee’s battels termly in advance.

4. The Licensee must:

4.1 occupy the room personally and not assign sub-let, share or part with possession of the room, nor permit use or occupation by anyone else;

4.2 keep the furniture and equipment in good and clean condition and repair, allowing for fair wear and tear;

## LICENCE AGREEMENT – 9 MONTH GRADUATE

THIS LICENCE is made on 1<sup>st</sup> October 2014  
BETWEEN:

(1) THE WARDEN AND FELLOWS OF KEBLE COLLEGE IN THE UNIVERSITY OF OXFORD, Oxford OX1 3PG (“the College”);  
and

(2) «First» «Last»  
 (“the Licensee”)

1. The College permits the Licensee:

1.1 To occupy the furnished room «Room» in the building known as «Building», or such other rooms as the College from time to time directs (“the room”) for the Licensee’s own private occupation only and to use the associated kitchen and bathroom;

1.2 To use any furniture and equipment provided by the College in the room.

2. 2.1 This Licence runs from 1 October 2014 – 30 June 2015, subject to the restrictions set out at clause 2.2 below, but the College may end it immediately if the licence fee or any part of it is in arrears for two weeks or more (without the need for any formal demand) or if the Licensee breaches any of the Licensee’s obligations in this Agreement.

2.2 The Licensee is permitted to use the room between **Wednesday 1<sup>st</sup> October and Tuesday 30<sup>th</sup> June inclusive**;

2.3 If for any reason, including any disciplinary reason, the licensee withdraws from residence and it is established that the licensee will not return into residence during the normal term of the licence then

2.3.1 If withdrawal occurs prior to the Sunday of 2<sup>nd</sup> week of a term the licence will be deemed to have been terminated on the Saturday of 1<sup>st</sup> week of the term;

2.3.3 If withdrawal occurs on or after the Sunday of 2<sup>nd</sup> week of a term the licence will be deemed to have been terminated on the Saturday immediately preceding 0<sup>th</sup> week of the following term.

3. The licence fee is £«Daily\_Rate» per day payable on demand.

4. The Licensee must:

4.1 occupy the room personally and not assign sub-let, share or part with possession of the room, nor permit use or occupation by anyone else;

4.2 keep the furniture and equipment in good and clean condition and repair, allowing for fair wear and tear;

4.3 not remove any of the furniture or equipment belonging to the College out of the room;

4.4 observe fire and safety regulations and not interfere with fire fighting equipment;

4.5 maintain the room in a safe manner; ensure electrical and other equipment is safe to use

4.6 not keep any pets in the room;

4.7 not carry out any decoration, maintenance or alterations to the room;

4.8 not use the room or any other part of the College’s premises to which he or she has access in such a way as to cause damage to the room or premises or to cause annoyance or danger to other occupiers, and without prejudice to the foregoing, not to overload or misuse services supplied to the room;

4.9 not to play (or allow to be played) any television or stereo or other sound system so as to be heard outside the property at any time.

4.10 not to play (or allow to be played) any musical instrument outside the periods 1300 hours to 1700 hours and 1915 hours to 2300 hours during weekdays and 0930 hours to 2300 hours at weekends.

4.11 report any damage, loss or malfunction to the Housekeeping Manager as soon as is reasonably practicable;

4.12 ensure that the end of the period referred to in clause 2.2 above, the room and the furniture and equipment in it are in a clean and tidy condition.

4.13 pay promptly for the cost of any damage for which the licensee is responsible under Clause 5.

5. The licensee is liable for the full cost of remedying any damage to the room or its college-owned contents that may reasonably be deemed to have been caused directly or indirectly by any act of commission or omission by the licensee or any guests of the licensee (normal wear and tear excepted). This liability extends to any common facilities shared on an exclusive basis by a group of licensees. If damage that may reasonable be attributed to the licensees occurs to such

facilities and responsibility is not accepted by one or members of the group then every member shall be liable for an equal share of the cost.

- 6. The College may:
  - 6.1 enter and inspect the room or carry out work to the room, the furniture and equipment, or the building; and
  - 6.2 at any time during the currency of this Licence Agreement, require the Licensee to move to any other room or rooms at the College's sole discretion.

**SIGNED** for and on behalf of the College

**SIGNED** by the Licensee

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## LICENCE AGREEMENT – THREE TERM

THIS LICENCE is made on 8<sup>th</sup> October 2014

BETWEEN:

(1) THE WARDEN AND FELLOWS OF KEBLE COLLEGE IN THE UNIVERSITY OF OXFORD, Oxford, OX1 3PG (“the College”);  
and

(2) «First» «Last»  
 (“the Licensee”)

1. The College permits the Licensee:

1.1 to occupy the furnished room «Room» in the building known as College, or such other rooms as the College from time to time directs (“the room”) for the Licensee’s own private occupation only and to use the associated bathroom; and kitchen where this facility is provide.

1.2 to use any furniture and equipment provided by the College in the room.

2. 2.1 This Licence runs from 8 October 2014 – 21 June 2015, subject to the restrictions set out at clause 2.2 below, but the College may end it immediately if the licence fee or any part of it is in arrears for two weeks or more (without the need for any formal demand) or if the Licensee breaches any of the Licensee’s obligations in this Agreement.

2.2 The Licensee is permitted to use the room between the following dates:

**from Wednesday 8 October 2014 departing by 1800 hours Saturday 6 December 2014;  
from Sunday 11 January 2015 departing by 1800 hours Saturday 14 March 2015; and  
from Sunday 19 April 2015 departing by 1800 hours Saturday 20 June 2015**

2.3 If for any reason, including any disciplinary reason, the licensee withdraws from residence and it is established that the licensee will not return into residence during the normal term of the licence then

2.3.1 If withdrawal occurs prior to the Sunday of 2<sup>nd</sup> week of a term the licence will be deemed to have been terminated on the Saturday of 1<sup>st</sup> week of the term;

2.3.4 If withdrawal occurs on or after the Sunday of 2<sup>nd</sup> week of a term the licence will be deemed to have been terminated on the Saturday immediately preceding 0<sup>th</sup> week of the following term.

The College may, but is not obliged to, permit the Licensee to occupy the room or another room on the College’s premises on dates other than those specified above, at an additional daily licence fee, which will be determined by the College from time to time.

3. The licence fee is £«Daily\_Rate» per day and will be charged to the licensee’s battels termly in advance.

4. The Licensee must:

4.1 occupy the room personally and not assign sub-let, share or part with possession of the room, nor permit use or occupation by anyone else;

4.2 keep the furniture and equipment in good and clean condition and repair, allowing for fair wear and tear;

4.3 not remove any of the furniture or equipment belonging to the College out of the room;

4.4 observe fire and safety regulations and not interfere with fire fighting equipment;

4.5 maintain the room in a safe manner; ensure electrical and other equipment brought into College is safe to use

4.6 not keep any pets in the room;

4.7 not carry out any decoration, maintenance or alterations to the room;

4.8 not use the room or any other part of the College’s premises to which he or she has access in such a way as to cause damage to the room or premises or to cause annoyance or danger to other occupiers, and without prejudice to the foregoing, not to overload or misuse services supplied to the room;

4.9 not to play (or allow to be played) any television or stereo or other sound system so as to be heard outside the property at any time.

4.10 not to play (or allow to be played) any musical instrument outside the periods 1300 hours to 1700 hours and 1915 hours to 2300 hours during weekdays and 0930 hours to 2300 hours at weekends.

4.11 report any damage, loss or malfunction to the Housekeeping Manager as soon as is reasonably practicable;

4.12 ensure that the end of the period referred to in clause 2.2 above, the room and the furniture and equipment in it are in a clean and tidy condition.

4.13 pay promptly for the cost of any damage for which the licensee is responsible under Clause 5.

5. The licensee is liable for the full cost of remedying any damage to the room or

its college-owned contents that may reasonably be deemed to have been caused directly or indirectly by any act of commission or omission by the licensee or any guests of the licensee (normal wear and tear excepted). This liability extends to any common facilities shared on an exclusive basis by a group of licensees. If damage that may reasonable be attributed to the licensees occurs to such facilities and responsibility is not accepted by one or members of the group then every member shall be liable for an equal share of the cost.

6. The College may:
  - 6.1 enter and inspect the room or carry out work to the room, the furniture and equipment, or the building; and
  - 6.2 at any time during the currency of this Licence Agreement, require the Licensee to move to any other room or rooms at the College's sole discretion.

**SIGNED** for and on behalf of the College

**SIGNED** by the Licensee

