
PART D – COLLEGE ACCOMMODATION AND FACILITIES

Table of Contents

D.1.	General	1
D.1.1.	College Staff	1
D.1.2.	Domestic Arrangements	1
D.1.3.	Breaches of Licence Agreements	1
D.1.4.	Cigarette smoking and other smoke generation	2
D.1.5.	Damages and Theft	2
D.1.6.	Procedure before the Domestic Bursar	2
D.1.7.	Dealing with Problems and Complaints	3
D.2.	Health and Safety	3
D.2.1.	General	3
D.2.2.	What to Do in an Emergency	4
D.3.	Fire safety	4
D.4.	Actions in the Event of Fire	5
D.5.	Fire Regulations – ARCO Building	6
D.5.1.	The ARCO Building	6
D.5.2.	Accommodation areas	6
D.5.3.	Public areas	6
D.5.4.	Fire Alarm and Detection Systems	6
D.5.5.	Fire Prevention and Containment	6
D.6.	Services	7
D.6.1.	Electricity and gas supplies	7
D.6.2.	Gas Installations	7
D.6.3.	Electrical Installations	7
D.6.4.	Electrical Safety	7
D.6.5.	Water Supplies	8
D.6.6.	Lighting	8
D.7.	Security	8
D.7.1.	General Security	8
D.7.2.	CCTV	8
D.7.3.	Your responsibilities	8
D.7.4.	Keys	9

D.8.	Accommodation	9
D.8.1.	General	9
D.8.2.	Room Rents	10
D.8.3.	Bathroom, toilet and shower areas	10
D.8.4.	Furniture and Decor	10
D.8.5.	Room Inventories	10
D.8.6.	Environmental Quality	11
D.8.7.	Televisions	11
D.8.8.	Food storage	11
D.8.9.	Cleaning	11
D.8.10.	Laundry facilities	11
D.8.11.	Access to Study Bedrooms	12
D.8.12.	Finance	12
D.9.	Mail, Telephones, Internet and University Card	13
D.9.1.	External and internal mail	13
D.9.2.	Telephones	13
D.9.3.	Internet access	14
D.9.4.	University Card	14
D.10.	Application for Undergraduate Accommodation	14
D.10.1.	First-Years (Freshers)	14
D.10.2.	Second, Third and Fourth Years	14
D.10.3.	Third Year Room Allocation	15
D.10.4.	Rent Equalisation Scheme	15
D.10.5.	Undergraduate Room Allocations: Ballot Rules	15
D.10.6.	Room Trading	17
D.10.7.	Disputes	17
D.11.	Application for Graduate Accommodation	17
D.11.1.	First-Years (Freshers)	17
D.11.2.	Returning Graduates	17
D.12.	Occupancy	17
D.12.1.	Living Out of College	17
D.12.2.	Residence – Graduates	18
D.12.3.	Residence – Undergraduates	18
D.13.	Guests and Guest Rooms	18
D.14.	Accommodation Licence Agreement	19
D.15.	Vacation and Departure	19
D.15.1.	Prior to departure	19
D.15.2.	Departure date	19

D.15.3.	Application for accommodation during vacation	19
D.15.4.	Vacation Arrangements	20
D.15.5.	Vacation Storage	20
D.16.	Maintenance	20
D.16.1.	General	20
D.16.2.	Defect Reporting	21
D.17.	Gate	21
D.18.	Motor Cycles and Pedal Cycles	21
D.19.	Motor Vehicles	22
D.19.1.	Vehicle access	22
D.19.2.	Traffic Flows in College	22
D.20	Grounds and Quadrangles	23
D.21.	Music	24
D.22.	Events and Entertainments in Public Rooms	24
D.22.1	Organisation of events	24
D.22.2.	Booking of rooms	25
D.22.3.	Availability of Rooms	26
D.22.4.	Times of events	27
D.22.5.	“Black Tie” Dinners and Guest Nights	27
D.22.6.	Conduct during Dinners and Guest Nights	27
D.22.7.	College’s Premises Licence	27
D.23.	Meals	28
D.23.1.	Hall	28
D.23.2.	Café Keble	28
D.24.	Junior Common Room	28
D.25.	Middle Common Room	28
D.26.	The College Bar	29
D.27.	Good Neighbour Policy	29
Appendix D 1: SAMPLE LICENCE AGREEMENT		30

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.

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

D.1.1. College Staff

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.1.2. Domestic Arrangements

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, her 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 **Maintenance 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.

D.1.3. Breaches of Licence Agreements

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.1.6.

Where the Domestic Bursar thinks that your case raises serious disciplinary issues, she may refer it 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.1.4. Cigarette smoking and other smoke generation

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.1.4.1. 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.1.4.2. Junior Members who smoke must use the outdoor receptacles provided around the college to dispose of cigarette ash and butts.

D.1.4.3. 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.1.4.4. 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.1.5. Damages and Theft

D.1.5.1. Junior Members are not permitted to redecorate College rooms

D.1.5.2. 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.1.5.3. Under the terms of the licence Junior Members will be charged for any damage to the furniture, fabric, or decorations to their rooms. They are reminded that extensive damage may be caused by the careless fixing of pictures (adhesive tape, blue-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.1.5.4. 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.1.5.5. For wilful damage, the charge will be double the cost of repair or replacement.

D.1.5.6. 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.1.6. Procedure before the Domestic Bursar

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 for Higher Education, a public body independent of the College. Details of how to do this are available on the web at: 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 her 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 her discretion. She will write to you as soon as possible to inform you of her decision.

If you think that the penalty imposed by the Domestic Bursar is unduly harsh, you may ask her 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 her 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.](#)).

Comment [svh1]: insert cross-reference

D.1.7. Dealing with Problems and Complaints

If something in your room or staircase needs repairing, you may either ask your Scout to make the necessary arrangements or report it to the Porters' Lodge. If you are on the Acland site, seek the advice of the Acland Warden about the problem.

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 she 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

D.2.1. General

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.

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 who may impose a fine up to a maximum of £50.

D.2.2. What to Do in an Emergency

In the event of any emergency, including one requiring the attendance of the police, fire or ambulance services, you should **contact the Lodge** on (2)72727. 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 or on the Acland site.

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

D.3. Fire safety

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. There are penalties for failing to observe these rules:

Failing to evacuate within 3 minutes of the alarm sounding: £25

Accidentally setting off a fire alarm: £25

Propping open fire doors: up to £50

Moving fire extinguishers improperly: £25

Misuse of fire extinguishers: £75 + cost of refill

Deliberately setting off fire alarms: £200 + cost of Fire Brigade call-out fee

All fines are for a first offence, and are at least double for further offences.

D.3.10. 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

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

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

D.5.1. The ARCO Building

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

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

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

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

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

D.6.1. Electricity and gas supplies

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

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

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

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

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

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

D.7.1. General Security

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

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

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. In the Acland site the main door is accessed by swipe card, doors to corridors are lockable and rooms have individual door locks.

D.7.4. Keys

Keys are issued from the Lodge and must be returned there at the end of each term; graduates should return their keys (and Acland swipe card if issued) on departure. First year undergraduates are issued their room keys on arrival in 0th Week Michaelmas Term as part of the Freshers' induction programme.

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 swipe card and a minimum charge of £35.00 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

D.8.1. General

Keble currently accommodates approximately 330 undergraduate students each year. All first and second years are offered accommodation. After the second year some students will have to live out of College in private rented accommodation.

The college also accommodates approximately 115 graduate students each year, mostly on the Acland site, (5 minutes walk from Keble) but there are also some 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 1st Week of Hilary Term.

Undergraduates are currently accommodated in rooms on the College 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.

Rooms for first-year undergraduates are allocated by the Accommodation Manager. Second-year students choose their room by a ballot system operated by the JCR. Third-year and those eligible fourth-year students choose their rooms in the JCR ARCO ballot. Modern Languages students and those in other subjects with a compulsory year abroad who study or work abroad during year 3 will be offered accommodation in ARCO in their fourth year.

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 double -5ft - 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 usually a bookshelf and/or cupboard and coffee table also supplied. All bathrooms are fitted with a shower cubicle, wash basin and toilet. You need to provide your own bed linen: duvet, duvet covers, sheets and pillowcases for the size of bed in your allocated room. You will also need to bring your own hand towels and bath towels.

There are three communal small kitchenettes in Liddon and Pusey Quads with microwave ovens and toasters. The ARCO rooms are divided into ten shared ensuite apartments and flats of 10-12 ensuite rooms; each flat has a large equipped kitchen/common room.

D.8.2. Room Rents

Academic year 2011 - 2012 rents for rooms within the curtilage are as follows:

		Period	Per Period	Per Term
<i>Undergraduates:</i>	Ensuite Accommodation	3 terms	£3172 - £3688	£1507-£1229
	Superior/Shared ensuite Accommodation	3 terms	£3283	£1094
	Standard Accommodation	3 terms	£3024-£3172	£1008-£1057
	ARCO Building (finalists)	37 weeks	£3927-£4364	£1309-1455
<i>Graduates:</i>	Superior Accommodation	9 months	£4376	£1459

Rents for rooms in Acland range from £2843 to £4376 per nine month period.

D.8.3. Bathroom, toilet and shower areas

The College undertakes that these areas will be provided with adequate ventilation and slip-resistant flooring. All sanitary ware will be in good working order and free from cracks and breaks. All toilets will be provided with a fitted toilet seat. Shower curtains or screens will be provided as appropriate.

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

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

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 Housekeeping Manager, Maintenance Supervisor or Accommodation Manager.

D.8.6. Environmental Quality

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 be environmentally responsible in the consumption of energy and use of water.

D.8.7. Televisions

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

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

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

There are two launderettes. The College facility is located in the basement, downstairs from the SCR passage, between Liddon and Hayward Quads, and has 6 washing machines and 6 dryers. The Acland facility has two washing machines and two dryers. Charges are currently £1.60 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 launderette. 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

The College reserves the right to enter your room at anytime 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 Coordinators, 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 you will be given at least 24 hours notice of such access unless it is an emergency when it may be necessary to enter without prior notification. 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

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 and each Acland swipe card issued.
- 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 1st Week to compensate for the money outstanding and a further charge of £30.00 after the Friday of 2nd Week. After the Friday of 4th 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 2011 – 2012.

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, Telephones, Internet and University Card

D.9.1. External and internal mail

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. There is no mail facility at the Acland site; all residents should have their mail addressed to Keble College. Parcels and all registered and recorded mail will be held in the Porter's Lodge and the addressee notified by via pigeonhole. 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.9.2. Telephones

There are telephones in every study bedroom which are linked to the University network; the College pays for the line rental. Internal calls are free of charge.

To make internal calls from any phone dial the extension you require omitting the first (2) after the area code.

To make external calls from College rooms you need to purchase a phone card that has an 0800 number, either from the Lodge or externally. The Lodge sells £5.00 cards. Full instructions for use are provided on the individual phone cards.

To receive incoming calls in College rooms the caller should dial the auto-attendant number 01865 280000, then enter the extension number (if the extension number is (2)+5 digits then it can be dialled directly as 01865 + 6 digit number). Please note that the caller will be charged an appropriate amount for using this service. This amount is determined by the service provider the caller is using and can be more expensive when dialling in from overseas.

To make external calls from Acland site rooms and College extensions starting with (2), please dial 9 for an external line, then dial the full number. Calls from these phones will be invoiced termly to each resident. To receive external calls in Acland rooms the caller should dial 01865 2(ext no.)

D.9.3. Internet access

All rooms are connected to the University network. You need to register with the IT Department who will give you a Keble email address. There is an IT induction session in 0th Week of Michaelmas Term that you must attend before you will be connected.

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.

See also Section B.3.2. IT Facilities.

D.9.4. University Card

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 Undergraduates 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 Accounts Section of the Bursary to prevent unauthorised use and also to the College Office so that a new one may be ordered. The replacement of a card may take up to three working days. There is a £10 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 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

D.10.1. First-Years (Freshers)

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, Third and Fourth Years

In these years, Junior Members may opt to live outside College if they wish. However, second-years requiring College accommodation, will be invited to join the 2nd year room ballot set up and organised by the JCR accommodation officer and held in 2nd Week of Trinity Term.

Names are randomly selected and assigned a sequential number from 1 – 137, or whatever the population happens to be. This becomes the ballot order for selecting rooms for the Second-year students. The list is reversed for Third year room allocations in the ARCO ballot. Female students are advised not to select ground floor rooms.

D.10.3. Third Year Room Allocation

This is known as the ARCO Ballot and is organised by the JCR in 7th Week of Michaelmas Term. The 2nd year ballot list is reversed so that those who had last choice of rooms for their 2nd year now have top choice.

D.10.4. Rent Equalisation Scheme

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.10.5. Undergraduate Room Allocations: Ballot Rules

The following rules govern the allocation of rooms to undergraduates.

D.10.5.1. Eligibility

Accommodation in College rooms is offered to

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

The Dean may accord a student absolute priority in room allocation where there are overriding medical, welfare or academic grounds. Any student who feels he or she may have a case on such grounds must write to the Dean setting out the case BEFORE the ballot process starts. Once the outcome of the ballot is known appeals for special treatment based on pre-existing conditions will not be considered. Guidelines regarding special cases are contained in section D.10.5.4. (iv).

D.10.5.2. First-years

First-year undergraduates may express a preference for en suite, superior or standard room; however, allocation is determined by the Accommodation Manager on the basis of what is available after the Second-year choices have been made.

D.10.5.3. Second-years

a) Opt out.

Any undergraduate wishing to opt-out of Second-year College accommodation must notify the JCR Accommodation Officer by email no later than noon on the Thursday of First 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 2nd 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 First 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 5th Week of Trinity Term

D.10.5.4. 3rd and 4th-years

(i) Allocation meeting.

A meeting to allocate rooms to prospective 3rd students shall be held in the second half of Michaelmas Term, the exact date to be announced on Friday 2nd 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 their tenure of office (iii) Modern Linguists (or those in other subjects with a compulsory year abroad) who are returning from their year abroad. Otherwise, those on 4 year courses will be treated in their 3rd year as any other 3rd year. Additionally, if there is an overseas scholar supported by College members' donations they 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 2nd 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 10th out of 137 (having been 127th in the second year ballot), would be given the priority position of 7th ($[10/135] \times 93$). Someone placed 132nd would be given the priority position of 90th ($[132/137] \times 93$). All those guaranteed a room in ARCO would then fall within the top 93 places, while retaining their original priority ranking.

If two students turn out to have the same priority number, 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 close and those not allocated a room will have to find their own accommodation. The JCR Accommodation officer shall pass on the list of rooms and allocations to the Accommodation Manager by Friday 1st Week of Hilary Term.

(iv) *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.10.6. Room Trading

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 4th Week of Hilary Term in the case of ARCO rooms, and Thursday 8th 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.10.7. Disputes

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

D.11.1. First-Years (Freshers)

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

For accommodation purposes you are termed a 'returning graduate' if you are in your 2nd 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 1st Week Hilary Term.

D.12. Occupancy

D.12.1. Living Out of College

D.12.1.1. The attention of Junior Members making arrangements to live in private accommodation is drawn to the section in the Proctors' and Assessor's Memorandum¹ 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.

¹ www.admin.ox.ac.uk/proctors/info/pam/section7.shtml

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

In general, graduates living in College accommodation may occupy their rooms from 1st October to 30th June. If your course requires you to arrive earlier or to stay later, the College will endeavour to accommodate you. Please contact the Accommodation Manager to arrange this.

D.12.3. Residence – Undergraduates

Undergraduates must arrive by 5.00 p.m. of the Thursday before Full Term (Thursday of 0th Week). In Michaelmas Term, Freshers are expected to arrive on Monday of 0th 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 8th 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

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

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 2011-2012: Single £40 Double/twin £60

D.14. Accommodation Licence Agreement

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

D.15.1. Prior to departure

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

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

Application forms for undergraduates to remain in College accommodation during the vacations are issued in 4th Week and must be submitted by Wednesday of 6th 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 9th Week). However each application will be considered individually. All applications will be answered by 7th 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 4th 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 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

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 posted in the Lodge.

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

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 7th 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 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

D.16.1. General

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

All maintenance defects should be reported to the Lodge as soon as possible. If it is an emergency please telephone the Lodge on 72727, otherwise please call at the Lodge and fill in a defect report slip. The Lodge will pass the information to the Maintenance Department who will contact you to let you know when they will be calling to assess the problem.

The Maintenance staff are available on weekdays from 7.30 a.m. - 4.30 p.m. and operate an emergency call-out system out of these hours. Approved contractors may also be employed for some works. Please note that replacement light bulbs are available in the Lodge.

The defect/problem will be rated according to urgency and will be dealt with as follows:

Emergency – Within 2 hours, repair if possible within 3 hours.

Urgent – Within 1 day, repair within 3 days.

Non-urgent - Within 3 days, repair within 5 days

Generally planned maintenance will be notified 7 days in advance, urgent work within 24 hours. In the event of an emergency access may be required to your room without prior notification; this will be recorded in the Lodge.

D.17. Gate

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 swipe mechanism using the University Card. A similar mechanism operates on the gate in the Car park into Museum Road.

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

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 or in the bicycle racks in the East and West car parks at Acland. 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

D.19.1. Vehicle access

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

Sunday of 0th Week and Saturday of 8th 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 0th Week: gates open at 2 p.m. and close at 3.30 p.m. for both entry and exit (not Monday of 0th Week of Michaelmas Term)

Monday of 0th 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 £2 for one hour or £3.00 for three hours, this being the maximum stay.

D.19.2. Traffic Flows in College

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

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

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 endeavours 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. The College Gardens were awarded a Silver Medal in the Oxford in Bloom competition for 2008. 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, even informal throwing of a projectile, may be played in any of the quadrangles. The University Parks and the College Sports Ground provide alternatives. However, croquet is allowed at the discretion of the Senior Dean: the lawns of Liddon Quad will normally be available for croquet in Trinity Term but not during vacations. During the summer vacation, croquet may instead be played on Pusey and Acland lawns, provided it does not interfere with other uses. The large Liddon lawn will normally be reserved for the College croquet first team. Play is not allowed before 1 pm on weekdays and must end by dusk.

D.20.3. No member of College may walk on the lawns or flower beds, except by permission of the Senior Dean. In Trinity Term the lawns on Pusey and Hayward Quads will normally be open for Junior Members to sit, relax or work quietly. The lawns and grassed banks of Liddon, Newman and De Breyne Quads are out of bounds.

D.20.4. 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.20.5. The code of conduct drawn up by the University Proctors concerning post-examination celebrations applies also to the College premises.

D.20.6. 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.

D.21. Music

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 Senior 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

D.22.1 Organisation of events

Special *haute cuisine* Dinners in Hall ("Black Tie dinners") organised by Junior Members in a College academic subject or by a College Society or Club are a popular feature of College social life. They take place only on Monday or Thursday evenings and only during term. Read D.22.5. onwards concerning the arrangements for these.

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 all notices are placed only on notice boards, not stuck to walls, doors or windows. Notices must display the Organiser's contact name or email address;
- 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

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 1st 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 her, the Hall and Beverage Manager).
- Hosting of an outside speaker (see also G.2. Code of Practice on Freedom of Speech). Permission of the Senior Dean is required.
- 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

- **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.22.2.3D-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.22.2.3D-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):** available for use as a quiet reading room by all residents of the ARCO building, except when 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 on 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.

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D.22.4. Times of events

Speaker meetings and other academic meetings may start at a time convenient to be followed by a meal or other social, 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. “Black Tie” Dinners and Guest Nights

These take place only on Mondays and Thursday evenings. A schedule of dinners and guest nights will be published at the start of Michaelmas Term. Since this is prearranged by the Senior Dean, no further permission is needed. However, the arrangements for Club, Society and Subject dinners must be made through the Hall and Beverage Manager 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 Senior 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

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 Senior Dean has the authority to ban dinners by any club, society or subject in the following year or years.

D.22.7. College’s Premises Licence

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 she 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/

D.23. Meals

D.23.1. Hall

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 to Friday is formal and a gown must be worn. Dinner on Saturday is informal. Dinner Monday to Friday is £4.03 for two courses and £4.65 for three. On Sunday the charge is £5.17 for a three course dinner or £4.65 for the vegetarian or vegan option. Dinner must be booked using the online meal booking system by 3 p.m. daily.

Comment [J2]: Meal prices await confirmation

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
Dinner:	Sunday to Friday	1900 (Formal)
Saturday		1830 – 1845 (Informal)
Brunch:	Saturday	1145 – 1215
Sunday		1145 – 1215

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. There are special arrangements for Freshers during 0th 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

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

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

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

The Bar is normally open Monday to Friday during term and opening hours are displayed in the Bar. 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 Hall and Beverage Manager for permission to hold social events during term. Any extension to the opening hours for such an event requires prior approval from the Senior Dean.

D.27. Good Neighbour Policy

Since the College and the Acland site are 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

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 2nd week of a term the licence will be deemed to have been terminated on the Saturday of 1st week of the term;

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