
PART D – H B Allen Centre ACCOMMODATION AND FACILITIES

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Here is everything you need to know about your accommodation and domestic arrangements whilst at the H B Allen Centre. 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/

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. Scope of authority of Part D

The Regulations in Section D apply to those Student Members and Ordinary Members of the University as defined by Oxford University Statute II¹, 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

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

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 **H B Allen Centre Manager** is responsible for allocation and management of accommodation, security, 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 the 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.

¹ www.admin.ox.ac.uk/statutes/12-011.shtml

D.1.4. 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.1.7.

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

The College has a **Smoking Policy** (Part G.9. of the College Handbook) which governs the rules on smoking and shows how the College complies with national legislation.

D.1.5.1. Smoking (including e-cigarettes) is not permitted within the buildings or Quad of the H B Allen Centre, smoking is permitted on Mickie Lane.

On the main College site smoking (including e-cigarettes) 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 site 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

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. To prevent damage, we ask that you do not use blue tac, sellotape or drawing pins on any walls or doors. Only picture hanging strips can be used to hang pictures on the walls and these can be purchased from the Lodge. Pin Boards and drawing pins are provided in your accommodation for you to fix things to.

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

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/.

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

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

If you have any other concerns about your accommodation, College facilities or noise which cannot be addressed through your Scout or the Porters' Lodge, you should contact the H B Allen Centre Manager. Where the concern is a more general one about the College's policies, it may be more appropriate to involve the 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

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. 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

In the event of any emergency, including one requiring the attendance of the police, fire or ambulance services, you should **contact the Lodge** on 01865-282300. 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

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, rice or slow cookers and sandwich makers are not permitted. If a refrigerator is kept in a room it must be kept clean.

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

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 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 Prevention and Containment

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

D.5.1. The air inlet and outlet ducts in the rooms and common areas are to be kept free and unobstructed.

D.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.5.3. Any 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.5.4. The external doors at the top of stairwells are to remain locked or under control of a named individual.

D.5.5. Cooking is to be confined to the kitchens or kitchenettes. Care is to be taken when cooking; deep fat frying is prohibited in all kitchens

D.5.6. Rubbish is to be removed from rooms.

D.5.7. Exit and escape routes are to be kept clear of obstructions at all times.

D.5.8. Smoking is not permitted.

D.5.9. In the designated area where smoking is permitted, Smokers are to ensure that their cigarette stubs are always extinguished.

D.5.10. Lighted candles and incense sticks are a 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 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 Estates Manager in accordance with the regulations.

D.6.3. Electrical Installations

The College undertakes to ensure that all electrical installations are 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 H B Allen 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 entrances to the site 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.

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

D.7.4. Key-Fobs/Access cards

Key-Fobs are issued from the Lodge for the flats, access cards are issued for the single study bedrooms, both must be returned at the end of tenancy.

The Key-Fob/access card open all external gates and doors to the H B Allen Centre.

Your University Card will open all external doors to main College. Access to the main College site from midnight to 6.00am is only through the main door in Parks Road.

Key-Fobs/Access cards are issued to all Junior Members living in the H B Allen Centre. There is a charge of £10 for replacement Fobs.

Do not give your Fob 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

The H B Allen Centre provides ensuite accommodation for 230 graduates.

Freshers' accommodation is allocated by the H B Allen Centre Manager, subsequent years are allocated by the MCR in a room ballot held on Sunday 1st Week of Hilary Term.

All bedrooms have an outer security door and all are provided with individual locks. They are furnished with 4ft Double Beds, mattress, mattress cover and pillows. There is a built in desk with chair. All of the rooms are ensuite and have built in wardrobes and have under bed storage. There is a bookshelf and pin board. All bathrooms are fitted with a shower cubicle, wash basin and toilet.

You can either provide your own bed linen or purchase a bedding pack for £30.00.

The bedrooms are configured either as individual self-contained study-bedrooms, each with a kitchenette, your access card will need to be placed in the slot provided within the room to use the hob. Or in flats of five, six or seven or eight, each flat with its own large fully equipped shared kitchen.

D.8.2. Room Rents

Room Types	No of Units	No of Rooms	Daily Rent	Quart/ Rent	Annual Rent
Apartments	1	1	35.62	3,250	13,000
Studios	45	45	22.22	2,028	8,110
5-room flats	7	35	22.22	2,028	8,110
6-room flats	16	96	21.81	1,990	7,960
7-room flats	5	35	21.40	1,953	7,810
8-room flats	2	16	20.99	1,915	7,660
Shared en-suite	1	2	17.81	1,625	6,500

D.8.3. Bathroom, toilet and shower areas

All en-suite facilities comprise sanitary ware located within the study bedroom for the sole use of the resident of the room. The facility, although contained in the room, has 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 upon departure. 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 your stay please fill out the appropriate online request form.

A printed copy of the Room Inventory Form will be left in your room for your arrival. You should fully and accurately complete the Room Inventory Form, noting any damage or missing items that have not already been recorded by College. You should sign the Room Inventory Form to agree that all the damaged to the fixtures and fittings of a room and any missing items have now been recorded and return the form to the HB Allen Centre 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 to be environmentally responsible in the consumption of energy and use of water.

D.8.7. Televisions

A television or receiver may not be brought into College.

D.8.8. Food storage

All rooms have access to a fridge, it is your responsibility to keep it clean and hygienic and in particular to empty it out at the end of your stay. Refrigerators requiring cleaning will be charged for.

D.8.9. Cleaning

Cleaning of shared kitchens, common areas and shared bathrooms will be carried out daily (Mon – Fri). However, Junior Members wishing should none he less ensure that they keep the kitchens clean and tidy between visits for the benefit of other residents. It is your responsibility to wash, dry and put away all your plates and cooking utensils. Individual rooms are the responsibility of the Junior Members and College cleaners will not enter occupied rooms. It is therefore the responsibility of the Junior Members to clean their room regularly, to ensure that it is fit to be handed over when the Junior Member leaves. It is important that your accommodation is

cleaned throughout your stay to avoid cleaning charges at the end of your tenancy. Cleaning equipment (such as vacuum cleaners, chemicals, cloths etc) will be provided and Junior Members are not allowed to bring their own cleaning materials. Full instruction and training on how to use the cleaning equipment will be provided by the Housekeeping department. When requested you must allow the Housekeeping Managers access to your room on a monthly basis for checks, you will be given one weeks' notice in advance of any visit. Junior members will be advised of any shortcomings identified and given a reasonable period of time for these to be addressed. In cases where the Junior Members fail to remedy matters within the stated time, the College reserves the right to undertake the necessary cleaning and charge the cost to them.

Refuse is collected daily from outside bedrooms and kitchen areas. Keble Recycling 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

The H B Allen Launderette is located in the basement, and has 6 washing machines and 6 dryers. Charges are currently £3.00 per wash, drying is free of charge. Washing powder tablets may be purchased from the Lodge, current price is 50p for two tablets.

Instructions for use are posted in the 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 Building Manager's discretion.

D.8.11. Access to Study Bedrooms

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, Housekeeping Supervisors, Housekeeping Manager, H B Allen Centre 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,

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

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 payment by Friday of First Week, and at the end of Trinity Term for settlement by 10th August.

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

- the accommodation charge for the term in accordance with the Tenancy Agreement.
- the cost of food and other items debited from the preceding term.
- £35 as a deposit for the key-fob or access card.
- 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 2018-19.

D.8.12.4. Payment can be made via the on line payment system using either a debit or credit card. We DO NOT accept credit cards. Payment may also be made by cheque (payable to 'Keble College') supported by a note or copy of the account statement for identification purposes. Payment can also be made by transfer directly to the College Bank account as detailed on the bills you receive.

D.9. Mail, Parcels, Deliveries, 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 located in the Jackson Building: the address is H B Allen Centre, 25 Banbury Road, Oxford, OX26NN. Parcels and all registered and recorded mail will be held in the Porter's Lodge and the addressee notified via email. The College cannot accept responsibility for any mail or parcels received.

You should check your pigeon-hole regularly. Although every effort is made to keep the area 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

Keble H B Allen Centre Handbook and Regulations for Junior Members 2018-2019
Part D – College Accommodation and Facilities

External stamped mail can be left with the Porter at the Lodge, this is collected every weekday at approximately 2pm. Junior Members may purchase stamps from the lodge.

There is a University messenger service for internal mail to other Oxford University Colleges or University Departments, the internal mailbox is located in the lodge.

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.9.1.4. No grocery deliveries will be accepted at the porters lodge.

D.9.2. Internet access

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.9.3. University Card

The University card is used for the purchase of breakfast, lunch and informal dinners within the main site dining Hall and for items bought in the café. 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 main site, 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 Library, the Computer Room 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 Graduate Accommodation

D.10.1. 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 H B Allen Centre 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.10.2. 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 a number of rooms offered to returning graduates and these are allocated by the MCR in a room ballot held on Sunday 1st 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.11. Occupancy

D.11.1. Living Out of College

D.11.1.1. 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.11.1.2. 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 endeavor to accommodate you, albeit the room cannot be guaranteed. Please contact the H B Allen Centre Manager to arrange this.

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 on the main site in L6 may be booked by junior members on any given day

Bookings may not be made more than 3 weeks in advance for home students and six weeks for overseas students

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 2018-19: Single £55 Double/twin £77

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.

All rooms must be cleared at the end of the license agreement.

D.15.2. Departure date

All Junior Members are required to vacate their rooms on the last day of their tenancy 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. Vacation Arrangements

D.15.3.1. 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.15.3.2. Arrangements for meals in vacation are emailed to all students.

D.15.3.3. During the vacations all public rooms, except the Quiet Middle Common Room within H B Allen and the main site Middle Common Room, will be reserved for the use of conferences.

D.15.3.4. Any Junior Member remaining in College accommodation on Christmas Eve, Christmas Day and Boxing Day must inform the H B Allen Centre Manager that they are in residence in case of fire or emergency.

D.15.5. Storage

There is no storage available at the H B Allen Centre. Anyone needing to store belongings will need to do so through an outside provider. Any belongings left in accommodation after a lease has finished will be deemed thrown away, a charge maybe levied for removal.

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

For all emergencies telephone the Porters Lodge on 01865 282300.

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

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

D.17.1. Mickie Lane gates are opened at 6 a.m. and are generally closed from 11 p.m. When locked, access may be gained via the salto lock mechanism using the key-fob or access card. A similar mechanism operates on all external gates/doors to the Centre.

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 main site or H B Allen Centre.

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 on main site or on Mickie lane within the H B Allen Centre. 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 graduates, 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 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.19.2. Traffic Access on Mickie Lane

D.19.2.1. Loading and Unloading within the curtilage on access days

Within the H B Allen Centre a one-way system operates. Please ensure that you enter from Woodstock Road and leave through the gate onto Banbury Road.

Parking within the curtilage is strictly limited to 90 minutes. No return is permitted.

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.

D.19.2.2. 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.19.2.3. Several trucks are available for transporting belongings. Junior members who borrow the College trucks are reminded that they must be returned to the storage area on Mickie Lane 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 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 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 are allowed within the H B Allen curtilage.

Within the main College site croquet can be played on Pusey Quad. 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 the permitted lawn. The permitted times are: (a) Sitting and Strolling: noon to dusk; (b) croquet: 4pm to dusk (Monday to Friday); noon to dusk (Saturday to Sunday). The permitted lawns are: Pusey Quad, which may be used for croquet from Sunday 0th Week Trinity until Sunday 0th 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 be 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

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. On the main College site 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 main 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

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 in specified areas.

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

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 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

- **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 (not quiet room):** 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):** Available 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

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

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

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

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

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/

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 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 £7.50. 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 9th 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 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 main College Bar, 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. Middle Common Rooms

There are three Middle Common Rooms; two are in the H B Allen Centre, one is located on Pusey Quad on the main College site. All are available to graduate members throughout the academic year, and accessed by card/fob or University Library Card.

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.25. The College Bar

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.26. Good Neighbour Policy

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.

TENANCY AGREEMENT

ACCOMMODATION SUMMARY

Landlord	The Warden Fellows and Scholars of Keble College in the University of Oxford
Tenant	
Building	H B Allen Centre, 25 Banbury Road, Oxford, OX2 6NN
Flat (if applicable)	
Accommodation	Room:
Period	From 1 st October 2018 to and including 30 th June 2019. The Period may be extended by the Tenant for any number of days up to and including 30 th September 2019 upon the Tenant's giving of not less than seven months' notice in writing to the Landlord, or such lesser notice as the Landlord may in its absolute discretion choose to accept.
Rent	£2,028.00 per quarter during the Period, and £22.22 per day for any extension of the Period or any incomplete month at the start or end of it.
Rent Payment Dates	Rent is payable by cheque, debit card online or standing order quarterly in advance by no later than the 15 th day of the first month in each quarter.
Booking Fee	Booking fee of £500.00 is payable by 31 st July 2018.

All sums are inclusive of VAT (where applicable).

Notice to Tenant:

This document sets out in full the Terms and Conditions governing this Agreement.

Accompanying this document is a one-page form that includes the Accommodation Summary as set out above, and a place for you to sign to signify that you have read and understood all the Terms and Conditions and are entering into the Agreement. By signing this Agreement you are entering various legal obligations to the Landlord. You are strongly advised to read this Agreement in its entirety before entering it. Your attention is drawn in particular to the following paragraphs:

- 4 Tenant's obligation to pay rent, deposit and outgoings
- 5 Tenant's obligations for repair, maintenance and security
- 6 Restrictions on Tenant's use of the Accommodation and other obligations on the Tenant
- 7 Tenant's responsibility for the Contents
- 8 Termination of the Tenancy due to Tenant breaches and payment of compensation by the Tenant
- 16 Landlord's right to move the Tenant to suitable alternative accommodation
- 17 When can the Landlord withhold all or part of the deposit?

TENANCY TERMS AND CONDITIONS

1 Definitions

Parties:

	Landlord	The Warden Fellows and Scholars of Keble College in the University of Oxford
	Tenant	The person specified in the Accommodation Summary
1.1	Accommodation	The room occupied pursuant to this Tenancy Agreement as identified in the Accommodation Summary or any other room to which the Tenant transfers
1.2	Block	The Building and (if applicable)the Flat as identified in the Accommodation Summary or any other building and flat to which the tenant transfers
1.3	Period	The period during which the Tenant shall have the right to occupy the Accommodation as specified in the Accommodation Summary
1.4	Rent	The rent payable as specified in the Accommodation Summary
1.5	Date of Contract	The date which is the later of: (a) the date the Tenant completes the confirmation procedure; and (b) the date the Landlord receives the first payment of the Rent and the Deposit (if relevant)
1.6	Deposit	If relevant, the sum described in the Accommodation Summary
1.7	Booking Fee	The sum (if any) described in the Accommodation Summary paid by the Tenant and received by the Landlord to reserve the Accommodation prior to this Agreement becoming binding on the Date of Contract. Any Booking Fee is non-refundable but shall be set against the Rent.
1.8	Accommodation Summary	The written summary of the key details of the Accommodation as set out in the Domestic Handbook.
1.9	Fixtures	All landlord's fixtures and fittings in the Accommodation or the Block
1.10	Contents	The belongings listed in the inventory annexed to this agreement.

2 Letting

2.1 The Landlord lets and the Tenant takes a tenancy (“**Tenancy**”) of the Accommodation **WITH** the Fixtures in the Accommodation **TO HOLD** for the Period.

2.2 The Tenant shall be entitled to use in common with others so entitled such communal areas in the Block as shall be applicable to the type of Accommodation as designated by the Landlord or as specified in the Accommodation Summary.

3 Agreement to perform obligations

The Landlord and the Tenant agree with each other to perform their respective obligations in this Tenancy Agreement.

Any obligation on the Tenant not to do an act or thing includes an obligation not to permit or suffer a third party to do such act or thing.

4 Tenant’s obligations to pay rent, deposit and outgoings

4.1 The Tenant must pay the Rent in full in advance on the Rent Payment Dates specified in the Accommodation Summary.

4.2 The Tenant must pay the Deposit (if relevant) to the Landlord.

The Tenant shall be responsible for obtaining and paying for any television licence required for any television in the Accommodation.

Normal residential use of electricity, gas, water and sewerage utility services is included within the Rent. The Landlord reserves the right to recharge the Tenant for non-residential, unreasonable or excessive use of such services.

The Tenant should be exempt from council tax by virtue of being a student but if the Tenant’s occupation does attract council tax payment of council tax will be the Tenant’s responsibility.

5 Tenant’s obligations for repair, maintenance and security

5.1 The Tenant must:

use the Accommodation and any common areas in the Block in a careful and reasonable manner;

not through the Tenant’s own act or neglect or that of any guest of the Tenant allow the Accommodation or the Block to be damaged or to deteriorate;

keep the interior of the Accommodation and the Fixtures in good and clean condition;

not change the locks to the Accommodation or give the keys to any person other than to the Landlord.

5.2 In addition the Tenant must:

at the end of the Tenancy take all belongings from the Accommodation and make sure that it is empty and clean and tidy with all rubbish removed. The Tenant must also pay the reasonable cost of repair of any damage caused during the removal;

pay the Landlord’s reasonable removal and/or storage charges where the Tenant leaves their belongings in the Accommodation after the end of the Tenancy.

The Landlord can remove and store the Tenant's belongings left in the Accommodation at the end of the Tenancy. If the Tenant has told the Landlord in writing of a forwarding address, the Landlord must write to the Tenant at that address telling him of the storage. If the Tenant does not collect the items within one month, the Landlord may dispose of them. The Tenant will be liable for the reasonable costs of disposal. The Landlord may take the costs from any sale proceeds or the Deposit and the Tenant must pay any shortfall.

return the keys to the Accommodation to the Landlord at the end of the Tenancy. The Tenant must also pay for any reasonable charges which the Landlord incurs in securing the Accommodation against re-entry where the Tenant does not return the keys;

avoid doing anything which damages or obstructs the water pipes, tanks, drains, gutters and other parts of the Block's plumbing and drainage system;

place all rubbish in the receptacles provided:

in the Accommodation; or

in the communal areas of the Block;

if absent from the Accommodation lock external doors and windows (where fitted with window locks);

make good at the Tenant's cost all damage and breakages to the Accommodation the Block or the Fixtures because of:

improper or careless use of the Fixtures;

the negligence or wilful act of the Tenant

the negligence or wilful act of anyone at the Accommodation or the Block with the Tenant's permission, where the Tenant has failed to take reasonable steps to prevent or minimise such damage e.g. by failing to notify the porters promptly;

this clause 0 is applicable to the extent the Accommodation is in shared occupation and to the extent any communal areas in the Block are in shared use. Unless there is sufficient evidence to the contrary the expenses referred in clause 0 above shall be apportioned as if:

the Tenant caused all damage to the Accommodation; and

all Tenants entitled to use the communal parts of the Block caused any damage to the communal parts of the Block.

tell the Landlord at once as soon as the Tenant becomes aware of any defects in or repairs needed to any part of the Accommodation for which the Landlord is responsible;

comply within a reasonable time with any notice from the Landlord advising the Tenant of the need to attend to any items of repair or maintenance for which the Tenant is responsible;

keep the inside of the windows clean;

allow the Landlord, contractors or others whom the Landlord authorises to enter the Accommodation at all reasonable times for the purposes of:

inspecting or carrying out works to the Accommodation or adjoining parts of the Block;

cleaning the Accommodation and Block;

accompanying prospective occupiers or tenants wishing to view the Accommodation.

The Landlord or the other persons referred to above can only enter the Accommodation if they give reasonable notice (at least 24 hours' notice in writing). However, in an emergency they do not have to give any notice.

- 5.3 The Tenant does not have to repair damage to the Accommodation where the Landlord can claim the cost of repairs under any insurance for the Accommodation which the Landlord maintains. However, this exception will not apply if the Landlord cannot obtain the insurance proceeds because of the Tenant's acts or default or those of anyone at the Accommodation with the Tenant's permission. In addition, the Tenant does not have to make good any disrepair caused by fair wear and tear.

6 Restrictions on Tenant's use of the Accommodation and other obligations on the Tenant

- 6.1 The Tenant must not:

interfere with or make any alteration or addition to the appearance, structure, exterior or interior of the Block or the Accommodation, the layout of the Accommodation or to any of the Fixtures;

deface the Accommodation or allow anyone else to do so;

create a nuisance, disturbance or annoyance to the Landlord, other occupiers of properties in the Block or occupiers of adjoining or neighbouring properties or allow any guest or visitor to do the same. This includes noise;

assign, transfer, charge, underlet, declare a trust of, part with possession or share occupation of the Accommodation or any part of it other than allowing guests to stay on a short term basis provided that any guest is registered on arrival at the Porter's Lodge;

during the Period leave the Accommodation empty for more than seven consecutive days without notifying the Landlord in writing in advance;

smoke in the Accommodation or the Block;

glue stick nail screw or otherwise fix anything whatsoever to the Accommodation or the Block (including but not limited to the use of blue tack and white tack) other than on display boards provided for the purpose by the Landlord;

bring to or keep pets or other animals on the Accommodation and the Block except if the Tenant has a disability (as defined in the Equality Act 2010) and requires the assistance of a guide dog or other assistance dog;

erect any television aerial;

carry on any profession trade or business in the Accommodation;

play any musical instrument, radio or other sound producing equipment at a level that is audible outside of the Accommodation or play (or allow to be played) any musical instrument outside the period of 13:00 hours to 23:00 hours during weekdays and 09:30 hours to 23:00 hours at weekends;

leave any belongings or place any items:

in the communal areas of the Block;

outside of the confines and windows of the Accommodation;

dry any washing in the Accommodation or anywhere in the Block other than in a dryer provided for the purpose by the Landlord

do anything or allow anyone to do anything which may cancel or affect:

the Landlord's insurance policy for the Accommodation and the Contents;

any insurance policy which covers the Block;

remove from the Accommodation any of the Fixtures or the Contents;

keep any dangerous or inflammable goods or materials in or on the Accommodation apart from those needed for general household use;

by the Tenant's actions or omissions breach any planning permission for the Accommodation or any statutory requirements for the Accommodation.

omit to pass to the Landlord immediately on receipt any notice, order, direction or other matter whatever affecting or likely to affect the Accommodation;

arrange any deliveries to the Accommodation or Block which contain perishable items.

The Tenant must comply with such regulations or instructions as the Landlord may from time to time issue in order to preserve the Block, its facilities and the quality of life of its residents and to secure civilised behaviour among the residents. The Landlord will discuss any new regulations or instructions with the Tenant or the Tenant's representatives, including the relevant officers of the Common Room of which the Tenant is a member, before they are introduced and will take reasonable account of the Tenant's views on any proposed changes.

7 Tenant's responsibility for the Contents

7.1 The Tenant must:

take care of the Contents and keep them clean and in good repair and condition;

replace or make good (or at the choice of the Landlord pay compensation for) breakages or damage to the Contents.

The Tenant is not responsible for any damage or breakages to or deterioration in the Contents caused by fair wear and tear.

8 Termination of the Tenancy due to Tenant breaches and payment of compensation by the Tenant

The Tenancy may be terminated immediately by the Landlord at any time by written notice in the event of a serious breach by the Tenant or if the Tenant completes, degrades (suspends) or withdraws from their course or for any other reason ceases to be an enrolled student of the University of Oxford.

The Landlord may terminate the Tenancy on the grounds of non-payment of some or all of the Rent by giving no less than 28 days' notice in writing to the Tenant. By exercising its right to terminate the Tenancy for non-payment of Rent, the Landlord is not prevented from exercising any other right or remedy available to it.

Where the Tenant breaches this Tenancy but the breach is not a serious breach within the terms of clause 8.1 the Landlord may give the Tenant no less than 14 days' notice in writing requiring the Tenant to remedy the breach. If the Tenant does not remedy the breach within the notice period then the Landlord may serve a further notice of no less than 14 days terminating the this Tenancy.

The Tenant agrees to:

compensate the Landlord for any loss suffered because of the Tenant's breach of any obligation in this Tenancy;

pay, unless a court orders otherwise, the Landlord's reasonable legal costs and expenses (including Value Added Tax) incurred in enforcing the terms of this Tenancy.

9 The Landlord's obligations to the Tenant

9.1 The Landlord agrees that the Tenant may, subject to the other terms of this Tenancy Agreement, quietly hold and enjoy the Accommodation without interruption or disturbance by the Landlord.

9.2 The Landlord will maintain and repair the structure of the Building to comply with the obligations as set out in sections 11 to 16 of the Landlord and Tenant Act 1985 (as amended by the Housing Act 1988).

10 Notices

10.1 The Landlord must serve any notice on the Tenant at the Accommodation and the Tenant must serve any notice on the Landlord at:

The Bursar, Keble College Oxford, OX1 3PG and bursar@keble.ox.ac.uk

or such other address of which the Landlord may inform the Tenant in writing from time to time.

11 Tenant's obligation to pay Value Added Tax

11.1 An obligation to pay money pursuant to the Tenancy includes an obligation to pay Value Added Tax chargeable in respect of that payment. All sums made payable by this Tenancy are inclusive of Value Added Tax where applicable.

12 Liability where the Landlord or Tenant is more than one person

If the Landlord or the Tenant consists of more than one person, the obligations which such persons undertake can be enforced against them all jointly or against each individually. In the case of sharing the Accommodation, each tenant is wholly responsible for all rents due: that is, if one or more persons fail to pay their proportion the other occupiers must pay the difference.

13 Landlord's delay will not prevent it from exercising its rights

The failure or delay of the Landlord to exercise or enforce any right under this Tenancy shall not operate as a waiver of that right or preclude the exercise or enforcement of it at any time or times thereafter.

14 No third party shall have rights under this Tenancy

14.1 The parties do not intend that the terms of this Tenancy will be enforceable because of the Contracts (Rights of Third Parties) Act 1999.

English law governs this agreement and English courts have exclusive jurisdiction over it

This Tenancy and any dispute or claim arising out of or in connection with it, its subject matter or formation will be governed by and construed in accordance with the law of England and Wales and shall be subject to the exclusive jurisdiction of the courts of England and Wales.

This Tenancy has been entered into on the Date of Contract.

Landlord's right to move the Tenant to suitable alternative accommodation

During the tenancy the Landlord may move the Tenant to alternative accommodation of an equivalent standard and convenience having where possible given the Tenant at least four weeks' notice in writing in advance.

The Landlord will only exercise the right at 16.1 in the following circumstances:

- the Accommodation needs to be vacated for major repair or redecoration;
- the welfare of the Tenant or of occupants of neighbouring accommodation makes it necessary;
- the Accommodation is in a block that has been designated for occupancy by non-students during the months of July, August and September;
- an unforeseen circumstance has arisen that, in the reasonable opinion of the Landlord, makes it necessary to exercise this right.

In exercising this right the Landlord shall take all reasonable measures to ensure that the inconvenience to the Tenant is kept to a minimum.

When can the Landlord withhold all or part of the deposit?

14.2 If the Tenant has paid a Deposit to the Landlord as security for the performance of the Tenant's obligations in this Tenancy, the Landlord may use the Deposit to compensate himself for the reasonable costs of the Tenant's breach of those obligations. This includes a failure by the Tenant to pay the Rent on time.

14.3 The Landlord is:

entitled to interest earned on the Deposit;

to repay the Deposit to the Tenant no later than 28 days after the end of the Tenancy subject to:

the Landlord having the right to deduct from the Deposit:

any arrears of Rent;

any other outgoings which the Tenant ought to have paid for the Accommodation under clause 4 and for which the Landlord as the owner of the Accommodation is liable where the Tenant has failed to pay;

the reasonable damages and costs which the Landlord has or will incur because of the breach by the Tenant of any of their obligations in clauses 5, 6, 7 or 8;

the Tenant having supplied to the Landlord a contact address for the Tenant after leaving the Accommodation.

Use of the Tenant's personal data by the Landlord

The Landlord will need to process the Tenant's personal data for the purposes of complying with its obligations and exercising its rights under this agreement and in accordance with applicable data protection laws. Further information about the Landlord's processing of the Tenant's data, who it may be shared with, the period for which it is stored and the rights that the Tenant has in respect of the Tenant's personal data is available in the Landlord's Privacy Policy <http://www.keble.ox.ac.uk/students/college-handbook/part-g-college-and-university-policies-and-codes-of-practice>. The policy does not form part of this Tenancy Agreement.

Such data may comprise for example (1) information provided by the Tenant about any disability the Tenant has for the purposes of reasonable adjustments to the services provided to the tenant and (2) information about the commission or alleged commission of criminal offences by the Tenant. Further information about the processing of such data and the limited circumstances in which it may be shared is set out in the Landlord's Privacy Policy.

**TENANCY AGREEMENT
ACCOMMODATION SUMMARY**

Landlord	The Warden Fellows and Scholars of Keble College in the University of Oxford
Tenant	
Building	H B Allen Centre, 25 Banbury Road, Oxford, OX2 6NN
Flat (if applicable)	
Accommodation	Room:
Period	From 1 st October 2018 to and including 30 th June 2019. The Period may be extended by the Tenant for any number of days up to and including 30 th September 2019 upon the Tenant's giving of not less than seven months' notice in writing to the Landlord, or such lesser notice as the Landlord may in its absolute discretion choose to accept.
Rent	£2,028.00 per quarter during the Period, and £22.22 per day for any extension of the Period or any incomplete month at the start or end of it.
Rent Payment Dates	Rent is payable by cheque, debit card online or standing order quarterly in advance by no later than the 15 th day of the first month in each quarter.
Booking Fee	Booking fee of £500.00 is payable by 31 st July 2018.

All sums are inclusive of VAT (where applicable).

Notice to Tenant: This tenancy agreement is subject to and incorporates in full the standard Terms and Conditions, a copy of which has been provided to you on or before the date of this tenancy agreement. By signing this tenancy agreement you signify that you have read and understood all the Terms and Conditions and are entering into this tenancy agreement, which involves various legal obligations to the Landlord, in full knowledge and acceptance of the Terms and Conditions.

Signed by the Landlord:  on

Signed by the Tenant: on

By signing this document, both parties agree to be bound by the terms of the Tenancy Agreement.

