

Hartley Hall of Residence Rules

We understand the importance of having fun is part of university life, however there are a set of rules and regulations which we would like our tenants to stick by, in order to secure a quiet, clean and safe accommodation for all.

Rent

- You must pay your rent on the agreed instalment dates. If you fail to pay you will be charged £25 for every 2 weeks you are late with payment.
- If you move out early, you will still have to pay the rent.

Utility Bills

- If you have a television, it is your responsibility to buy a television license. The TV Licensing authority may prosecute and issue a fine of up to £1000 if you have a TV without a licence.

Respect for others

- You must keep the noise level down, so that it doesn't disturb other people's studies, sleep and comfort in the accommodation. This includes TVs, stereos, CD players, musical instruments, singing, shouting etc. Reduce the level of noise immediately, if asked to do so.
- You must behave with respect and consideration towards other residents, staff and neighbours. This includes no foul language to be used towards any other person.
- You must not use the possessions of any other resident, without their permission.
- We do not tolerate any form of bullying towards anyone, whether it is based on someone's faith, gender, race, disability etc.
- Keep your room in a clean state, and carry out your share of cleaning in the communal areas eg. the kitchen, lounge etc. You must make sure that you keep your items in the designated storage areas provided for you in the kitchen.
- You must ask permission from the manager if you would like to hold a party, one week in advance.
- You must not smoke in any part of the residence.

Respect for your accommodation

- You may not use your room for any business purpose or illegal activity.
- Pets are not allowed in your accommodation. Only guide dogs are allowed.
- Don't tamper with any electrical equipment, gas installations/appliances or any fire-fighting equipment (without good reason).
- Do not bring weapons of any kind, such as knives, airguns or swords.
- Report any damage to your accommodation promptly.
- You must pay for any damages that you cause, either through negligence, deliberate act or accident. You will also be charged for any damages that may be caused within an area over which you have sole or joint control, if the person who has caused the damage cannot be identified.
- You must not install services, or make any alterations/repairs to your room, without getting permission from the manager. You must not engage any third party or contractor to do this either.
- Chip pans are a serious fire risk and so are banned in University accommodation. If you want to deep-fry food then you have to use an electric fryer with a thermostatic control.
- If you would like to post notices, you may only do that on the notice boards, after you have obtained permission from the manager.
- You may not swap/change rooms with any other resident without the permission of the manager.
- Students can apply to stay at the residence during the summer vacation.
- You may not sub-let or allow any other person to live in your room, without the permission of the manager.

Bikes

- If you have a bike you agree to use only the designated storage areas.
Bikes may not be brought into the rooms.

Guests

- You must ask permission from the manager for guests to come but they will not be allowed to sleep in your room.

- You are responsible for your guests whilst they are on site. This includes being responsible and for paying any damage they may cause.

Drugs and Alcohol

- Drugs and alcohol are not permitted in any part of the accommodation, whether in your room or the kitchen etc.
- Any illegal drug activities will be reported to the police.

Abandoned property

- You may not leave any of your belongings anywhere in the premises when you leave at the end of the academic year.
- Rooms will be inspected before your departure, in which the room must be clean, and not damaged. You will be held responsible for any damage caused in your room, and could be sent an invoice for the cost of repairs.

Access to your accommodation

- We will give you at least 24 hours notice before we enter your accommodation when needing to repair or carry out a routine maintenance. However in case of emergencies, such as a flood or fire, we may access your accommodation without giving you any notice.

Keys and Locks

- If you fail to return your room keys before you leave at the end of the year, you will be charged £30.
- If you lose or break your room keys, you will be charged £30 to replace your keys.

All above rules will be part of the tenancy contract.

SIGNED by the tenant(s):

Tenant 1:

Print name: _____

Signed: _____

Tenant 2:

Print name: _____

Signed: _____