

Rules & Regulations

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.**

TV Licence

- 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 **at all times**, 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.
- **Parties are not allowed.**
- 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.
- You must keep your room in a clean state, and carry out your share of cleaning in the communal areas (the kitchen, lounge, laundry, etc.).
- You must keep your items in the designated storage areas provided for you in the kitchen.
- You must not smoke in any part of the residence.

Respect for your accommodation:

- Pets are not allowed in our accommodation.
- Please confine any posters or similar displays to the notice board area provided. They should not be fixed to other areas of walls, ceilings or doors because this can cause damage to the fabric of the room and create a fire hazard.

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- Not to tamper with any electrical equipment, gas appliances / installations or any fire-fighting equipment (unless in an emergency).
- You should not bring weapons of any kind, such as knives, airguns or swords.
- 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.
- Chip pans are a serious fire risk and so are banned in our accommodation. If you want to deep-fry food, then you have to use an electric fryer with a thermostatic control.
- You are not allowed to post any notices round the building without obtaining written 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 should not sub-let or allow any other person to live in your room, without the permission of the manager.

Keys and Locks:

- If you fail to return your room keys before you leave at the end of the year, you will be charged £50.
- If you lose or break your room keys, you will be charged £50 to replace your key(s).
- Security precautions must be followed and doors to halls must be kept shut at all times. Fobs/keys must be used by the specific tenant to whom they are issued and/or keys should not be given out to other parties.

Guests/ Visitors:

You are responsible for your guests whilst they are on site. This includes being responsible and for paying any damage they may cause. Any visitor may be asked to leave Hartley Hall of Residence premises immediately by a Staff member for any of the following reasons:

1. Where there has been verbal or physical abuse or aggressive behaviour towards another tenant or member of staff because of their differences such as – age, gender, race, sexual orientation, marital status, religious beliefs, political beliefs or disability.
2. Where there is physical damage or any other acts of vandalism to the premises.

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3. Excessive or persistent noise.
4. Drunk and/or disorderly behaviour including overstaying their welcome and refusing to leave when asked to do so.
5. Inappropriate dress which might cause offence.
6. Failure to accept and comply with any reasonable request by a member of the warden team.
7. Where their acts may endanger others' safety and security.
8. Failure to comply with any fire regulations that may endanger Hartley Hall of Residence and/or others' safety.
9. Failure to comply with any of Hartley Hall of Residence Fire evacuation / Health and Safety policies and procedures which may lead to injury or accident.
10. Where there is any suspicion of anything illegal being carried out by the visitor, then the matter will be put into the hands of the local Police.
11. You must seek permission from the manager for guests to come but they will not be allowed to sleep in your room.

Leaving the property on your departure date and abandoned property:

You must:

- A) Leave the Accommodation by 10:30am on the departure date or the date of earlier termination; and
- B) Hand over the key and the fob to the office. You will be charged if the key and/or the fob is/are damaged.
- C) Leave the Accommodation in a reasonable state, which as a minimum includes but is not limited to it being clean, free from your and anyone else's possessions and rubbish.
- D) You should not leave any of your belongings anywhere in the premises when you leave at the end of your tenancy unless permitted otherwise.
- E) Rooms (including the shared kitchen and other shared spaces, if applicable) 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 must pay for the cost of repairs. The following actions will be taken:

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- a. Any items left will be treated as abandoned and will be disposed of appropriately. A charge may be applied on you if needs arises;
- b. Any documents found will be destroyed immediately;
- c. You need to redirect your mail/ deliveries before your departure date.
- d. We are not responsible for any mail (including any delivery) received after your departure;

The above rules forms part of your tenancy agreement.