

Rules & Regulations

We understand the importance of having fun is part of university/ college 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 tenants, staff and neighbours. This includes no foul / abusive language to be used towards any other person.
- You must not use the possessions of any other resident, without their permission.
- 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.
- We do not tolerate any form of bullying towards anyone, whether it is based on someone's age, gender, race, sexual orientation, marital status, religious beliefs, culture, political beliefs or disability.

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.
- You should not bring weapons of any kind, such as knives, airguns or swords.
- You are not allowed to post any notices round the building without obtaining written permission from the Lettings Manager.
- You may not swap/change rooms with any other resident without the written permission of the Lettings Manager.
- You should not sub-let or allow any other person to live in your room. You can apply to stay at the residence during the summer vacation.

Guests:

Hartley Hall of Residence (HHR) recognises the importance of its tenants being able to receive guest(s). However, guest(s) must adhere to the general expectations by behaving courteously, legally and with consideration and respect towards others at all times whilst they are in the premises.

Guests are allowed during reasonable hours of any day of the week between **08:00am – 10:00pm**. Children visiting must be subject to supervision at all times inside the building or in the surrounding gardens. At no point will HHR staff will be responsible for visiting children.

HHR have a responsibility of ensuring its tenants and their guest(s) comply with this policy to ensure the safeguarding and well-being of everyone at all times. The tenants must adhere to the list below (which is not limited to):

- A. Being responsible and paying for any damage guest(s) may cause.
- B. Tenant(s) are not allowed to give their keys to their guest(s) and guest(s) are not allowed to stay in the Residence without the tenant(s) being present. **Guest(s) are not allowed to stay overnight in the Residence at any given time.**
- C. HHR recognises that parents' / family member(s) / friend(s) may wish to accompany the tenant on their arrival day, to help them settle into their new accommodation. This will be allowed provided the tenant accompanies them at all times. All future visits of the opposite gender must be held in the communal room located on the ground floor **at all times**. Guest(s) of the tenant's gender is/are given permission to enter the tenant's room directly. However, guest(s) of the opposite gender are prohibited to enter the tenant's room except for the first day as mentioned above.

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- D. Any weapons or items of any description that are illegal brought to the residence by the tenant or their guest(s) will be prosecuted. A zero tolerance policy is enforced and anyone found to be in possession of any weapon(s) (including but not limited to) firearms, air-weapons, bows, knives, swords, martial arts weapons, paint-ball guns and replica, ceremonial and toy weapons will have legal action been taken upon them.
- E. Not allowing the Residence to be used for any criminal, immoral or illegal purpose including, but not limited to, selling, supplying or using legal or illegal substances, storing or handling goods/ stolen goods or prostitution. Breach of this clause is very serious and will face legal consequences. Where there is any suspicion of anything illegal being carried out by the tenant and/or the guest(s), then the matter will be put into the hands of the Police.
- F. Not allowing persistent use of Residence facilities by non-residents (e.g. it is not intended that your guest(s) visit daily and use the Residence facilities for washing and cooking).
- G. Behaving with respect and consideration towards tenant's neighbours, our staff, our contractors and any other invited guest(s). This includes not removing any articles from the room, Residence or Residence Grounds belonging to our staff or our contractors, not damaging the belongings of others, not taking or using other residents' possessions without permission and respecting the privacy of others.
- H. Guest(s) 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 any harassment or threatening to harass or verbal or physical abuse or aggressive or drunken behaviour, use of foul or abusive language towards other tenant(s) or member of staff because of their differences such as – age, gender, race, sexual orientation, marital status, religious beliefs, culture, political beliefs, or disability.
 2. Not doing anything which interferes with the peace, comfort, or convenience of the tenant's neighbours inside and outside the Residence.
 3. Where there is physical damage or any other acts of vandalism to the premises or excessive or persistent noise or where guest's acts may endanger others' safety and security.
 4. Drunk and/or disorderly behaviour of the tenant and/or guest(s) including guest(s) overstaying their welcome and refusing to leave when asked to do so.
 5. Inappropriate clothing which may cause offence to others.
 6. Failure to accept and comply with any reasonable request by a member of the HHR Staff.



7. Failure to comply with any fire regulations that may endanger Hartley Hall of Residence and/or others' safety.
8. Failure to comply with Hartley Hall of Residence's Health and Safety Policy Statement and procedures which may lead to injury or accident.

Any concern over the behaviour of visitor(s) should be discussed with the Lettings Manager in the first instance.

The above rules form part of your tenancy agreement.