

Mary Morris International Residence Ltd

TERMS & CONDITIONS OF ACCOMMODATION

YOUR RESPONSIBILITIES (The ‘Tenant’)

Rent & Deposit

1. You will pay the rent on the agreed installment dates stipulated on your booking form.
2. You agree that if you move out early you are still liable to pay the rent for the full contract period, unless a suitable replacement can be found.
3. You agree that if your rent is more than 10 days late an administration charge of £20 may be made, followed by any additional charges accrued to pursue outstanding debts.
4. You will also pay a returnable deposit of £200 to be allocated accommodation. Any damages, fines or outstanding rent will be deducted from the deposit and the balance returned to you.

Respect for others

1. You agree to keep noise at a level that does not interfere with the study, sleep or comfort of other residents, staff & neighbours. This includes TV’s, Stereos, CD players, Musical instruments, singing, shouting, computer equipment etc. You must reduce the noise immediately if requested to do by a warden or by another resident. No noise should be heard outside your room after 11pm at night (unless you have written permission for a party and are following the guidelines stated in that permission)
2. You agree to behave with respect and consideration towards other residents, staff and your neighbours. This includes not injuring, or damaging the property of others, not using foul and abusive language, not using other residents’ possessions without permission and respecting the privacy of others.
3. You agree to keep your room in a clean state and carry out your share of cleaning in any communal areas for which you are responsible e.g. the kitchen and bathroom in the shared flats
4. You agree that if the communal areas for which you are responsible are not kept clean, the Warden, Accommodation Manager or Cleaning Supervisor may issue a warning and request that the areas be cleaned properly. Repeated warnings may result in you paying for a contract cleaning company to clean the areas.
5. You agree not to hold any parties without the permission of the General Manager and Warden.
6. You agree not to smoke in any part of the building in your residence except within your own room. In your room you and your guests are allowed to smoke tobacco within your room only and must keep the door closed. You are required to ensure that University staff and contractors visiting your room (during inspections, cleaning and maintenance activity etc.) are not exposed to smoke when they enter your room. You must stop smoking during staff and contractors visits and open your window if requested to do so.

Respect for your accommodation & living environment

1. You agree not to have any pets.
2. You agree to ensure the building and your room/flat is left secure. For example, you must not prop open external doors and you should lock your door, and close the windows when you are out.
3. You agree not to tamper with any electrical equipment, gas installations/appliances or let off any fire fighting equipment (unless due cause to do so).
4. Due to fire risk you are not allowed to have portable electric or gas heaters or any sort of portable cooking equipment, fairy lights, candles, incense sticks, oil lamps, or anything else with a flame. Chip pans are banned from all Mary Morris International accommodation.
5. You agree not to keep in Mary Morris International accommodation anything that could harm you or someone else, for example air guns or any other form of weapon, chemicals or fireworks.
6. You may NOT decorate your room or any communal area without written permission from the General Manager.

Other

1. You agree not to give keys to your flat/room to any other person
2. You agree that if you have a vehicle on the accommodation site, you will park it in the designated bays and display a parking permit. You also agree to drive responsibly and with due care and attention. Major repairs to cars or motorcycles must not take place on Mary Morris International premises.
3. If you have a bike, you agree to use only the designated areas.
4. If you have television or watch television through a computer, you accept responsibility for buying a television licence. The TV licensing authority may prosecute and issue a fine of up to £1000 if a resident has a TV but no licence. (The TV Licensing Authority is an external body and not part of Mary Morris International)
5. You agree to report any damage to your accommodation promptly, using the reporting procedure set out in the Resident Handbook CD
6. You agree that if you break the rules set out here, or fail to respond to a reasonable instruction from a member of staff or Warden/Sub-Warden you may be subject to Mary Morris International disciplinary procedures.
7. You agree not to sub-let your room/flat without written permission from the Accommodation Office and/or the General Manager.
8. You agree that your guests can only stay in your room/flat for seven consecutive nights, twice per 40 week contract. These arrangements can only be changed with the permission of the Accommodation Manager (permission will not be reasonably withheld). You agree also to make sure your flat mates, or those sharing any communal space with you, have no objections. Mary Morris main residence also has the availability of a Guest Room for longer periods of stay.
9. You agree to be responsible for your guests whilst they are in or on the residence site. This includes being responsible for any damage that they may cause.

10. You agree not to use your room, or any part of the residence, for any business purposes or illegal activity, including any activity relating to illegal drugs.
11. You agree to pay for any damages that have been caused by you, either through negligence, deliberate act or accident. You also agree to pay for any damages that may be caused within an area over which you have sole or joint control (i.e. shared kitchen or bathroom), if the person who has caused the damage cannot be identified. You have the right to appeal against charges made in relation to damage by putting it in writing for the attention of the General Manager.
12. You agree to move out of the residence if you stop being a student and if required to do so. If you refuse to leave, we will obtain a court order for eviction.

Our Responsibilities (Mary Morris International Residence Ltd – ‘The Landlord’)

Standard of Accommodation

1. We will provide accommodation that is maintained to a reasonable standard and complies with Health & Safety Laws
2. We will ensure the furniture provided as of a reasonable standard
3. We will ensure the communal areas of the residence e.g. stairwells, common rooms, entrance ways are cleaned on a regular basis in accordance with guidelines stated in the residents handbook/CD
4. We will carry out repairs within reasonable time limits.

Protection from harassment

1. You are entitled to live in the accommodation free from any interference or harassment from staff or other residents. Complaints will always be dealt with in accordance with our complaints procedure and should harassment continue we will involve the relevant authorities including further education establishments.

Other

1. We will ensure that staff and contractors give 24 hours notice whenever we need access to your room/flat except in cases of emergencies, if we have reason to believe an illegal activity is taking place or if a residents request for maintenance has been submitted to the Accommodation office.
2. We will insure the building against fire & natural disasters. If you are unable to live in the property due to accidental fire any advanced rent paid will be returned. We would look to resolve any dispute in this particular case by mediation.
3. Rarely, we may require you change room due to refurbishment or circumstances beyond our control. Where this occurs we would provide you with a comparable room at the same rent.