

**ST ANTONY'S COLLEGE OXFORD
REGULATIONS APPLYING TO ACCOMMODATION AGREEMENTS**

Charges

1. Rent is payable from the commencement of your accommodation agreement ("your agreement"). There is no reduction for late arrival.
2. The setting of the following academic year's accommodation rates, in consultation with the GCR, takes place each year during Hilary Term and rates may be revised as a result of such reviews and will be published by eighth week. The new rent is payable effective from 1 August following this review.
3. There is no reduction in rent during periods of absence

Occupation

4. We cannot guarantee that your accommodation will be available before the commencement date of your agreement
5. Accommodation is not normally sub-let. However sub-letting may be agreed, only to another Member of St Antony's College, and only with the prior permission of the Domestic Bursar. The person to whom the accommodation is originally let remains responsible for paying the rent and all other charges during any period of approved sub-letting.
6. Accommodation may be vacated prior to the end of the license period, provided
 - 6.1 the room is re-let to a replacement student or college member reasonably satisfactory to the College and
 - 6.2 you give the Accommodation Co-ordinator eight weeks' advance notice in writing; and
 - 6.3 (once occupation has commenced) provided the duration of your stay is for at least 13 weeks.

If less than eight weeks notice is given of your intention to vacate you will continue to be charged the full rental until the accommodation has been re-let, up to a maximum of eight weeks from the time that you vacate the accommodation

Maintenance and repair

7. The Housekeeping service provided may be changed after consultation with the GCR.
8. An inventory of furnishings and appliances is provided in each room or flat. The Housekeeper will usually call on all new occupants within 3 days of their arrival to check the inventory and to resolve any problems or queries, including the recording of damage or defects observed on taking up occupation. Incoming occupants must inform the Domestic Bursar in writing of any defects or dilapidation, or missing items from the inventory within 48 hours of taking up occupation. Otherwise, they will be responsible for replacing or repairing such items.

Reporting Defects

9. Brief details of any plumbing, electrical, building defect etc, including the name and room number of the reporting person, should be entered in the **MAINTENANCE BOOK** retained in the **LODGE**, or by using the on-line reporting form at <http://intranet.sant.ox.ac.uk/maintenance/request> as soon as it occurs.
10. Emergencies should be reported by telephone to the **LODGE (2)84700**.
11. The Housekeeper is to be notified of any damage to furniture, bedding or carpets.
12. Prompt reporting may prevent charges being raised when you finally vacate your accommodation.

Security/keys

13. To deter would-be thieves, the doors of your accommodation should remain locked at all times. If you lose or mislay your key, the Lodge will provide you with a duplicate for a charge of £10. This will increase to £50 if the loss necessitates changing the lock. In an emergency, the Duty Lodge Porter will loan you a key. This must be returned to the Lodge no later than 12 noon the following day. When you finally vacate please return all keys, clearly labelled, to the Lodge. £50 will be deducted from your College deposit if you fail to return your keys on departure.

Overnight guests

14. The Housekeeper is able to loan a limited number of additional mattresses if you have short-stay overnight guests.

Fire Safety

15. Immediately on taking up residence make certain that you are familiar with all means of escape in the event of fire; that you know the location of fire alarm call points, where these are provided, and the location of fire extinguishers and how to use them. You should read the Fire Notices displayed in all accommodation for your own safety. No naked flames e.g. candles are permitted in College accommodation at any time, under any circumstances.
16. Please note that the College has a strict Non Smoking policy, and persons who are unable or unwilling to adhere to this policy should not apply for College Accommodation

Checking out Procedure

17. You are expected to leave your accommodation ready for the next occupant. Failure to do so will lead to charges against your deposit. In Flats, particular attention must be paid to the cleaning of the bathroom, WC, refrigerator (which must be emptied of food, defrosted and washed) and cooking utensils. The oven, grill and boiling rings of the cooker must all be thoroughly cleaned. All furniture must be moved back to its original position. All breakages must be reported to the Housekeeper, before the hand-over date. When you are leaving please contact the Housekeeper and she will make an appointment to go over the accommodation and check the inventory.