



The  
University  
Of  
Sheffield.

## Accommodation & Commercial Services

### **CONDITIONS OF RESERVATION** **University Accommodation Summer 2022**

Students who accept a Summer Reservation over the summer vacation within University Accommodation are bound by the Conditions of Reservation during the length of their stay and must read these conditions and abide by them.

#### **Period of Accommodation and Payments**

1. The period of use of the Accommodation shall be as set out in the offer made to you following your application
2. The fee for the Accommodation for the Period shall be calculated at a daily rate for the full summer vacation period. The Accommodation Fee is inclusive of heating, lighting, hot water, gas, electricity and internet access. There will be no cleaning provision during the Summer Vacation period.
3. All Accommodation is provided on a room only basis. No bedding, towels or kitchen utensils, are provided as part of the Accommodation Fee.
4. The Accommodation is for use by you on a single occupancy basis and you may not transfer or swap with any other person. You may vacate the Accommodation earlier than the end of the Period if you wish but you will not be entitled to a refund of any part of the Accommodation Fee.
5. The Accommodation is available as a holiday letting only and you are therefore not entitled to any protection under any Landlord and Tenant legislation.
6. CANCELLATION OF BOOKING will only be accepted by the University if made more than 14 days prior to the date of arrival and a refund of 50% of the total rent will be arranged, Cancellations made within the period of 14 days prior to the date of arrival or failure to collect the keys, there will be no refund of the accommodation
7. PAYMENTS: After being offered a room for summer accommodation, you must pay the Accommodation Fee in full to reserve the room. The room offer will be withdrawn if payment is not made at time of booking. If the payment is not received prior to arrival the keys to the Accommodation will not be released to you until the full Accommodation Fee for the Period has been made.



8. Keys for the Accommodation may **be collected from 2.00pm** on day of arrival and **returned by 10am** on day of departure. You will be notified prior to arrival the Customer Services Reception that you will need to collect and return your keys to.
9. If keys are not returned by 10.00am you will be liable for the additional day's charge until they are returned, plus a £25 administration charge.
10. We reserve the right to charge for lost keys/fobs and resulting replacement locks if keys are lost or not returned.

## **Repair and Maintenance**

11. You are responsible for all damage or disrepair caused to the Accommodation, the Residence building or any items provided in the Accommodation. You must not carry out or attempt to carry out any repairs but must notify Accommodation and Commercial Services of any items of disrepair. Items provided must not be removed from the rooms where they are located. On arrival at your accommodation you must notify Accommodation and Commercial Service immediately of any disrepair or damage you discover.
12. You are also responsible for the behaviour of any visitor you have invited into the Accommodation, and this includes responsibility for any damage they may cause.
13. Where Accommodation and Commercial Services cannot ascertain who caused any damage, disrepair or removal referred to above, they will be entitled to apportion responsibility for it in such proportions as it reasonably sees fit and to charge those persons accordingly.
14. Where we have to clean or decorate the Accommodation before it is fit to re-let again, as a result of your failure to keep the Accommodation clean and tidy and free from damage, you will be charged for the cost we incur of cleaning, decorating and/or repairing the Accommodation as necessary to make it fit to re-let.
15. Unless we have been at fault, we do not accept liability for any injury to any person at the Accommodation however caused, nor for any loss, theft or damage to any property at the Accommodation. You are strongly advised to arrange insurance for yourself and your property for the duration of your stay, to keep all doors and windows locked at all times and to be conscious of the need to prevent entry into the building by unauthorised persons. Losses caused by your failure to secure the Accommodation will be charged for.
16. Any damage to the Accommodation or to any property or contents in the Accommodation caused as a result of unlawful entry or attempted unlawful entry must be reported to the Police and to Accommodation & Commercial Services immediately. A 24 hour emergency telephone number for Accommodation Services will be provided to you on collection of the keys.
17. We reserve the right to enter the Accommodation to carry out necessary maintenance works, cleaning or inspection as required. We will give you reasonable notice before we do so, except in cases of emergency when we may gain access without notice.



## **Fire Safety**

18. On arrival at the property, you must familiarise yourself with the location of fire appliances and fire escape routes. It is a criminal offence to interfere with any arrangements made to protect your safety or the safety of others under the Health and Safety Act 1974, and other relevant fire safety legislation. Fire protection equipment is not to be tampered with (this is a criminal offence) and anyone doing so will be reported to the Police and Fire Service.
19. The resident must not use or bring into the building any form of heating equipment or upholstered furniture other than that provided.
20. Smoking including e-cigarettes and vaporisers are not permitted in the Accommodation or in any other accommodation owned or managed by the University including any common areas, e.g. kitchen, dining room, bathroom, entrance halls, corridors, stairs or landings.
21. Dangerous or combustible materials or substances must not be stored in the building.
22. The resident must not use candles, oil burners, portable cooking appliances, chip pans or other methods of deep fat frying or any other items which may be or become a fire hazard in the Accommodation.
23. All electrical equipment brought into the building must be in a safe working condition and must be used in a sensible manner without overloading the electrical supply.

## **Use of the Accommodation**

24. You must not use the Accommodation or any shared facilities for any purpose, which causes nuisance or annoyance to any other resident or any adjoining or neighbouring occupiers.
25. Bicycles are not allowed inside the Accommodation or the Residence building. Bicycle storage facilities are available for some Accommodation on a first come first served basis. Please enquire at Accommodation & Commercial Services, The Edge reception for further details.
26. Large items are not allowed inside the Accommodation or the Residence building which may cause an obstruction and prevent easy passage through entrance halls, corridors, stairs and landings.
27. Pets (except for assistance dogs) are not allowed in any University owned or partnership accommodation.
28. Vehicles are parked at the owner's risk but you are advised not to bring a car to The University of Sheffield. Students must display a category 'R' parking permit if parking in an R permit car park. If you require a permit please visit <http://www.sheffield.ac.uk/parkingservices/type> for further details.
29. You must not make any noise that is audible outside the Accommodation or the Residence building (as applicable) at any time and in particular during the period from 11.00pm until 7.00am each day. If you fail to comply with this requirement this will be regarded as a



serious breach of contract and we will be entitled to terminate your right to use the Accommodation on notice to you in writing.

30. You give us your authority to use your personal data for all lawful purposes in connection with this Agreement (including authority to provide relevant personal data to third parties for the purposes of debt recovery and credit referencing, crime prevention, insurance, measuring your satisfaction through third party surveys) and to help us to ensure an appropriate mix of students in the Residence building or where there is a serious risk of harm to you or to others or to the University's or others' property.

**Accommodation Office**

**Accommodation and Commercial Services April 2022**