THIS AGREEMENT is made the [insert date ___________________] BETWEEN:
Hughes Hall, Cambridge ("The Owner") and
[Insert student name ____________________________] (" The Licensee").

WHEREAS the Licensee is a student pursuing a recognised course of full time study with the Owner, a college of the University of Cambridge.

NOW IT IS AGREED as follows:

1. Definition and Interpretation:
For all purposes in this agreement the terms defined in this clause have the meanings specified.
1.1 "The Furniture and Furnishings"
"The Furniture and Furnishings" means the Owner’s furniture and furnishings used by the Licensee from time to time in the Room, in accordance with the latest inventory signed by the Owner and the Licensee.
1.2 "The House"
"The House" means the Owner's property or managed property known as:

ROOM:

1.3 "The Licence"
"The Licence" means the licence to occupy conferred by this agreement.
1.4 "The Room"
"The Room" means the room or rooms in the College buildings or College owned or managed houses that are from time to time allotted to the Licensee by the Owner.

2. Nature of this Agreement:
2.1 This agreement is not intended to confer exclusive possession on the Licensee nor to create the relationship of landlord and tenant between the parties. The Licensee shall not be entitled to a tenancy, or to any statutory protection under the Housing Act 1988 or to any other statutory security of tenure during or upon the determination of the Licence.
2.2 The College complies with the Accreditation Network UK (ANUK) Code of Practice in terms of the letting and management of College accommodation. A copy of the Code of Practice is available to view in the Domestic Bursar’s Office, if required.

3. Licence to Occupy:
The Owner permits the Licensee to occupy the Room, occupation being solely by the Licensee personally, and to use the Furniture and Furnishings, an inventory of which will be prepared by the Owner and signed by him and the Licensee on each occasion the Licensee is required to move into
another room for any period specified by the Owner and at the prevailing rent for the room in question. The Regulations relating to the occupation set out in Schedule 1 shall apply.

4. Occupancy Dates:
The authorised period of occupation is from \{insert time/date\}_______________________
to 11:00 hours 30th June 2015 inclusive, (or on the published end date of your course, if earlier).
If your course end date is later than the above you will be asked to sign an extension to the licence during June 2015. (See paragraph 12.4 of this agreement)

5. Consideration:
The Licensee shall pay to the Owner:
5.1 a licence fee as set out in the Schedule of Room Charges payable termly in advance within 7 days of the date of invoice in respect of the occupation of the Room, and
5.2 a deposit of £250 which will be added to the Licensee's bill and payable within 7 days of the date of the invoice which the Owner must return within 30 days on vacation of the Room by the Licensee at the determination of this agreement subject to:
(i) deduction of an amount to compensate the Owner for any damages or losses occurring through breach of this agreement.
(ii) the right to set off any amounts then due from the Licensee to the Owner.

6. Keys:
6.1 The Owner will issue to the Licensee one set of keys only (where required) for the Room and the house.
6.2 If the Licensee loses a key, the Owner will replace it at a cost to the Licensee of £25.
6.3 The Owner shall retain his own set of keys and he, and any persons authorised by him, may exercise the right to use these keys and obtain entry to the Room at any time in the case of an emergency or at 24 hours' notice for routine maintenance

7. Access and Use of Facilities:
The Licensee shall have the right to use the front door, entrance hall, staircase and landings of the house and to use the kitchen on the floor for cooking, eating and the storage of food and to use the lavatory and bathroom and other shared parts of the house in common with other licensees of the Owner.

8. Amicable Sharing:
The Licensee must use his/her best endeavours to share the House amicably and peaceably with the other licensees that the Owner from time to time permits to use the House, must not interfere with or otherwise obstruct such shared occupation in any way whatsoever, and must not cause a nuisance or annoyance to the Owner or the occupiers of any neighbouring property.

9. Keeping the Room Clean:
The Licensee must keep the interior of the Room and all other shared parts of the House used by the Licensee including the lavatory and bathroom in good, clean and tidy condition and shall not cause or permit any damage to the Room or the House.
10. Furniture and Furnishings:
10.1 The Licensee must keep the Furniture and Furnishings in good order and condition and must not remove any of them from the Room. The Licensee must make good any damage to the Furniture and Furnishings caused by him/her and replace with articles of a similar kind and value any items broken or damaged by him/her, as reasonably requested by the Owner.

11. Rubbish:
The Licensee must ensure that all rubbish is disposed of daily. For College rooms the waste must be placed in the rubbish bin provided. For College houses the communal dustbin must be placed outside the property for emptying by the Council on the designated emptying day. Details are displayed in each College House.

12. Determination:
The Licence may be determined:
12.1 by the Owner giving to the Licensee not less than four weeks’ notice in writing served at any time, indicating the Owner’s wish to determine the Licence;
12.2 in respect of the relocation of the Licensee out of the House, by the Owner giving written notice directing the Licensee to use another room in a House or property of the Owner in the City of Cambridge subject to the Licensee having 24 hours to remove his personal effects to the substituted room:
12.3 by the Owner if the Licensee is in breach of any condition of this agreement but without prejudice to any other remedies of the Owner in respect of the breach.
12.4 by the Owner if the Licensee ceases to be a student at the University of Cambridge.
12.5 if the Owner requires the Licensee to relocate within the House and the Licensee fails to do so within the required time limit.

13. Relocation within the House:
The Owner shall be entitled to require the Licensee to relocate from an existing room within the House to a substituted room within the House at any time upon giving 24 hours’ notice to the Licensee.

14. Vacation of the Room:
14.1 Upon determination of the Licence, the Licensee shall immediately cease to be entitled to use the Room and the House and must vacate the Room, leaving it and the furniture and furnishings clean and tidy and in such condition as complies with the Licensee's obligations hereunder, and return the keys to the Owner immediately.

14.2 The Licensee is responsible for ensuring that he/she leaves his/her bedroom in a clean and tidy state at the end of the License period. All personal possessions (including bedding and items from the kitchen and bathrooms) should be removed. Anything the Licensee does not wish to take with him/her should either be donated to a Charity Shop or disposed of correctly. If items are left behind by the Licensee, or the rooms left in a dirty state, the College reserves the right to levy a charge against the Caution Money paid by each Licensee. A list of these charges is available on the College website.
15. Acknowledgements:

15.1 This agreement embodies the entire understanding of the parties relating to the Room and the House and to all the matters dealt with by any of the provisions of this agreement.

15.2 In particular, and without prejudice to the generality of the foregoing, the Licensee acknowledges that he/she has received a copy of this agreement before signing it and has had the opportunity of taking legal advice on it and has read and understood it, and acknowledges that the Room and all parts of the House will be shared with the Owner and other persons to whom the Owner grants a licence and that he/she will not have exclusive possession of the Room or any part of the House under any circumstances.

15.3 The Licensee shall inspect the Room and House Furniture and Furnishings, gas and electricity appliances to satisfy himself that they are in good condition and working order. Any defects must be reported to the College by the next working day after this licence has been signed.

15.4 The Licensee acknowledges that Household, Maintenance Repairs and other works are necessarily carried out during term time and that, while he/she accepts that the Owner will make every effort to minimise any inconvenience, any such inconvenience is accepted as part of the agreement.

15.5 The licensee acknowledges that the insurance of his/her personal possessions is his/her own responsibility and that the College will not accept responsibility for loss of, or damage to, any of his/her property in the House or any other college premises and that he/she is personally responsible for licensing any television equipment and for the payment of any telephone bills.

WEEKLY RENT:– £

IN WITNESS whereof the parties have signed this Agreement the day and year first before written.

Signed on behalf of the Owner Signed by the Licensee

PLEASE NOTE:

This license is offered for the continuous occupation of a College room, for the duration of the academic year.

Students may not opt out of their license once it has been agreed, signed for, and a deposit paid. A student remains liable for the room rent for the duration of the license, whether in residence or not.

Students who expect to work away from Cambridge during their studies should not reserve College accommodation unless they are happy to pay for the period(s) when they are absent from Cambridge.
SCHEDULE 1
REGULATIONS RELATING TO THE OCCUPATION

Furniture:

All necessary room furniture is provided. FUTONS, sofas and other large items of furniture are not permitted. Most kitchens are equipped with a hob, oven, refrigerator and kettle. Irons are provided in some buildings and in the houses. Bedrooms in Margaret Wileman Building and Wollaston Lodge are equipped with a refrigerator. All students must provide their own towels and their own saucepans, utensils and crockery. Items of room furniture belonging to the College must not be removed from student rooms or public rooms without first obtaining the permission of the Domestic Bursar.

Electrical Equipment:

Overloading the electrical system is dangerous and could cause a fire. The use of multi-plug adaptors or extension leads is prohibited. Similarly, the use of additional heating appliances in student rooms is prohibited. To comply with legislation, any personal item of electrical equipment brought into the College must be certified as safe by a competent electrician and must be marked with the European Standard safety mark; the College will remove any item not properly marked. Students must not tamper with boilers or any items of electrical equipment belonging to the College.

Cooking:

Cooking, including the use of toasters, in the Room is prohibited.

Computer:

A computer terminal connected to the College system may be installed in each student room. The Licensee may connect his own computer to the system but must check with the Computer Technician first. A Facility Charge is made in each instance.

Heaters and Combustible Materials:

The use of any type of heater or lamp burning paraffin or other types of oil or fuel or Calor Gas in College buildings is prohibited. Similarly, the burning of candles and incense in rooms is prohibited.

Televisions in bedrooms:

The use of private television sets in bedrooms is allowed provided that the appropriate licence is held by the occupant. It is each student’s responsibility to obtain a TV licence for any television receiver brought into College, including using a computer (or other electronic device) to watch broadcast programmes. Your home licence will not cover you and there is no College-wide cover. TV
licensing authorities make checks on a regular basis and you are personally liable for any fines imposed.

Further information can be found at:

www.tvlicensing.co.uk/check-if-you-need-one/for-your-home/students-aud1/

**Smoking:**

It is against the law to smoke in any part of any College building.

**Fire Detection Systems, Smoke Alarms and Fire Extinguishers:**

Fire Detection equipment and smoke alarms are fitted to comply with legislative requirements. These must not be tampered with and any defect is to be reported to the Clerk of Works as soon as possible. Similarly, fire extinguishers are provided for emergency use; any improper use will be dealt with as a serious disciplinary matter.

**Bicycles:**

Bicycles must not be brought or kept indoors.

**Pets:**

No animals are allowed into the College buildings, with the exception of Guide Dogs or other registered Assistance Dogs.
Dear Resident,

Please take time to study the instructions below which form part of our duty to keep all of our residents and visitors as safe as we possibly can during your time with us.

For each item please tick / Initial to tell us you understand the requirement and agree to the Instruction.

<table>
<thead>
<tr>
<th>Safety Requirements</th>
<th>Tick if you understand and agree.</th>
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<tbody>
<tr>
<td>I WILL NOT: leave cooking unattended.</td>
<td></td>
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<tr>
<td>I WILL NOT: leave the premises with items such as cookers/washing machines switched on or running.</td>
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<tr>
<td>I WILL NOT: leave the premises with items left on charge such as mobile phones and laptops.</td>
<td></td>
</tr>
<tr>
<td>I WILL NOT: leave laptops on beds and soft furnishings, when either using or charging.</td>
<td></td>
</tr>
<tr>
<td>I WILL NOT: block or obscure exit routes at any time with items such as laundry, boxes, luggage, and bikes.</td>
<td></td>
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<tr>
<td>I WILL NOT: use the fire equipment as door stops.</td>
<td></td>
</tr>
<tr>
<td>I WILL NOT: cover or remove fire equipment from locations as provided.</td>
<td></td>
</tr>
<tr>
<td>I WILL NOT: wedge or hold the FIRE doors open.</td>
<td></td>
</tr>
<tr>
<td>I WILL NOT: leave grooming items such as hair tongs and straighteners plugged in when not in use.</td>
<td></td>
</tr>
<tr>
<td>I WILL NEVER: leave grooming items such as hair tongs and straighteners on soft furnishings whether using or not in use.</td>
<td></td>
</tr>
<tr>
<td>I WILL NOT: overload or interlink electrical extension leads.</td>
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<tr>
<td>I WILL NOT: use electrical items that are of non UK (current standard) origin.</td>
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</tbody>
</table>
I WILL NOT: attempt to make electrical connections using adaptors / multiple adaptors.

I WILL NOT: leave irons plugged in when not in use.

I WILL ALWAYS: wait for irons to cool before storing.

I WILL NOT: cover or tamper with fire detection or fighting devices.

I WILL NOT: use candles or naked flames in any room.

I WILL: Keep all combustible materials such as grocery packaging away from heat and ignition sources in all areas and specifically kitchen areas.

I WILL: If the fire equipment (Extinguishers & Blankets) are moved or set off, report to the Domestic Bursar/Porter/Duty Person immediately.

I WILL: consider the possible serious impact on others if the above is not adhered to.

I WILL: consider how YOU will respond in the event of a fire / emergency.

I WILL: consider the fire action to be taken in the event of a fire / emergency.

I WILL: ask the Domestic Bursar/Porter/Duty Person if I am uncertain about any of the requirements detailed above, or require any further help or assistance.

NO SMOKING applies to all properties and areas
(Designated signed areas ONLY).

I have read and understood the above requirements.

Signature.............................................

Printed Surname.....................................

Date..........................