



If you expect to be absent from your Room for seven days or more, you are required to notify the Village Team. Please note that in the event of any absence of seven days or longer, we are required to enter your room to flush the water outlets in your Room. If you and all those who share your Flat Common Areas are absent from your rooms for the same seven-day period or longer, we are also required to enter your Flat to flush the water outlets in the Flat Common Areas.

If you are reported as being absent for more than 72 hours, and we have no records of your whereabouts, the Village Team may report you as a missing person to the police. If you are under 18 years of age, we will also contact the person who is defined to be your nominated Emergency Contact and/or your Guarantor.

### 3. Access to Rooms

By signing a Licence or Assured Shorthold Tenancy Agreement, you agree to give the Village Team access on the following basis:

In an emergency (including to conduct urgent repairs and maintenance that are an imminent threat to life or property)	Without notice
To conduct repairs and maintenance which you have requested in the Flat Common Areas	Without notice
To conduct repairs and maintenance which you have requested in the Room/Flat (as applicable)	48 hours (unless you give us explicit consent to attend without further notice when submitting a maintenance request)
To conduct general repairs and maintenance	48 hours
To inspect the Flat Common Areas	Without notice
To inspect the Room/Flat	48 hours
To show the Room/Flat to prospective residents and/or on University Open Days	48 hours
To access, clean, and/or conduct general repairs and maintenance as required to a vacant room in your Flat	As much notice as reasonably practicable
To access and clean the Flat Common Areas in anticipation of a vacant room in your Flat becoming occupied	As much notice as reasonably practicable

Where notice is required to be given pursuant to the above, the Village Team will not be able to specify the exact time or day that access will be required, but rather a time period in which the entry may take place.

### 4. Aesthetic Appearance

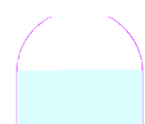
The Village is part of both the University life and the local community. You are required to maintain your Room in a neat and clean state of condition/appearance. If applicable, you must, in conjunction with other residents, ensure that Flat Common Areas are maintained to the same standard.

Do not place foil, cardboard, flags or other unsightly material or objects in or on any windows in the Village or alter any window coverings in the Village.

Keep balconies, decks, patios, and Flat Common Areas neat and orderly at all times and clear of personal belongings.

Furniture designed for indoor use is not permitted outside (including on any balcony, decks, patios, or Property Common Areas).

If in the opinion of the Village Team any item adversely affects the appearance of the Village, the resident(s) concerned will be asked to remove it. If you are asked by the Village Team to remove any item, you must do so within the timeframe set by the Village Team.



- b) Maintain your Room in a hygienic manner; and
- c) Clean internal windows in your Room but only to the extent that the windows and walls fall below your height.

If you have a Room with access to Flat Common Areas, you are also expected to:

- a) Participate equally with other residents in keeping the Flat Common Areas clean;

damages or withhold an amount from your Deposit to cover the reasonable cost of repairing or replacing damaged or missing items.

For the avoidance of doubt and unless a shorter timescale has been agreed, you should report all concerns within 72 hours of receiving your Room key, fob and/or key card. You will be taken to have been satisfied with the condition of your Room/Flat and confirmed that your Room/Flat was in a good and undamaged condition at the Commencement Date if the Village Team has not been notified of any problems within that period.

## 12. Conduct Issues

You and your guests are to show respect for order, property, morality, and rights as members of the Village community.

You are responsible for your guests and will be held accountable for any breach of the Rules, or misconduct by your guests.

## 13. Cooking

Cooking is only permitted in kitchens in Flats or in Flat Common Areas where available. You must not leave any hot oil or cooking unattended.

Cooking equipment of any kind, including items such as hot plates, rice cookers, electric woks, kettles, toasters and frying pans are not permitted in Rooms.

Barbeque grills and charcoal fluid are a fire hazard and are not permitted inside buildings in the Village or outside on balconies, patios, decks, Property Common Areas, or grounds without the approval of the Village Team, which can be withheld at its absolute discretion.

When using cooking equipment, you

The possession, cultivation, usage, or selling of any psychoactive substances, non-

buildings. Whenever the Village Team encounter these obstructions, or are informed of their presence, they will proceed to remove them without prior warning.

### 23. Exit Signs

Exit signs have been located throughout the Village for the personal safety of you, your guests, visitors,

## 32. Indoor Plants

Indoor plants are permitted in your Room/Flat, but please be mindful of the needs of co-residents.

Residents must not water plants in the showers or sinks as this can create plumbing problems. All indoor plants must be placed on trays or other receptacles to avoid staining carpets.

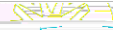


### 38. Lighting

Any light (such as a freestanding lamp) provided by you in addition to existing lighting must not exceed 60 watts per item.

You

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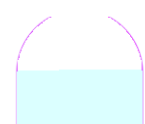
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You must, at all times, show proper regard for others. Radios, télévisions, stereos, musical instruments, and other audio equipment should be adjusted so as

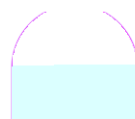
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You must ensure that your guest (including persons who are in the Village at your invitation or in your company) complies with the Rules and any reasonable directions given by the Village Team and does not do anything which you are prohibited from doing under the Rules or your Licence or Assured Shorthold Tenancy Agreement. Breaches of the Rules by your guest will be recorded as a violation of your Licence or Assured Shorthold Tenancy Agreement.

You and your guest must be compliant with the 'Village Visitor and Guest Policy' (where this exists in your Village).

## 48. Parties and Special Events

If you have a party or other event, you are expected to clean up immediately following the event, including spills, stains, removal of rubbish, restoring furniture to its proper configuration, vacuuming and cleaning surfaces. You should be mindful that liquids left on any surface overnight may cause extensive damage which may be chargeable.

Parties are not permitted in Rooms. A party request must be submitted to and authorised by the Village Team prior to any party or event held in either Flat Common Areas or Property Common Areas.

## 49. Pest Control

Good housekeeping is important to avoid pests. Please ensure that food is not left out or uncovered, and that food waste is properly disposed of (including removal of fallen food from flooring) Failure to do so can attract insects and other pests.

The Village Team employs a pest control company to conduct routine treatments. This company will only use chemicals that are permitted by law, and which comply wportant

Team. The Village Team does not encourage the use of the Village's recreational facilities by guests on a regular basis and

Any unauthorised person whose behaviour is unacceptable, or who is behaving in a suspicious manner will be asked by the Village Team to leave the Village, and if they do not do so they will be trespassing.

If you have been asked to leave the Village and refuse to do so after having your Licence or Assured Shorthold Tenancy Agreement terminated, you will be trespassing.

The Village Team reserves the right to report all trespassers to the police and exclude persons from all Campus Living Villages sites indefinitely.

## 62. Utilities

The Village Team monitors utility usage throughout the Village on a continual basis and maintains practices in an attempt to keep utility charges to an absolute minimum. In order to ensure that utility charges remain low, the Village Team requests that you keep your utility usage to a minimum. Your Room/Flat lights and other electrical equipment should be turned off when not needed.

Use of showers and other water outlets should be for a reasonable duration.

Subject to the Licence or Assured Shorthold Tenancy Agreement, if we find that usage increases considerably throughout the year, we reserves the right to review utility charges.

## 63. Vacuuming

Vacuum cleaners are either provided in your Flat or are available to loan for free from the Village Team at reception. Please respect other residents by returning loaned vacuum cleaners in a timely manner.

If you have a vacuum cleaner provided in your Flat, you must check it regularly and empty it after each use.

If you notice that a vacuum cleaner is in need of repair, please advise the Village Reception or submit a maintenance request in the resident portal.

## 64. Village Greens/Courtyards

The Village greens/courtyards are for your use and enjoyment, as well as other residents in the Village. Ball games (such as rugby, football, and cricket) can be disturbing to other residents and are prohibited. If you are directed to cease playing these types of games by the Village Team, you must do so immediately.

## 65. Visitors

A visitor is defined as either a guest (a person staying overnight with a resident in accordance with the [Rule 47](#)), or a person(s) meeting with a resident in the Village for a brief period of time.

To ensure compliance with fire and safety regulations, and in consideration of the rights of other residents of the Flat of which your Room shares Flat Common Areas, the following procedures must be followed:

- a) Your visitor must be met by you on arrival;
- b) Your visitor must be registered via the resident portal prior to their arrival;
- c) Your visitor must present photographic identification (e.g., passport, driving licence, national or international identity card, University Student identification card) to the Village Team upon arrival, and take a guest pass (where available);
- d) Your visitor must be accompanied at all times by you, and must never be given a swipe card, fob, or room key;
- e) Your visitor will not be allowed access to the accommodation outside of office hours if not pre-approved;
- f) All residents of the flat of which your Room shares Flat Common Areas must be aware of your visitor entering the Flat Common Areas, and have their given approval to this; and
- g) The Village Team reserve the right to refuse your visitor access to the Village.

A visitor must leave the Village immediately if requested to do so by the Village Team whether or not the above procedure has been followed.

You must ensure that your visitor (including persons who are in the Village at your invitation or in your company) complies with the Rules and any reasonable directions given by the Village Team and does not do anything which you are prohibited from doing under the Rules or your Licence or Assured Shorthold Tenancy Agreement.

Breaches of the Rules by your visitor will be recorded as a violation of your Licence or Assured Shorthold Tenancy Agreement.

