Short Term Accommodation Terms and Conditions

1. Payment must be made in advance to secure the accommodation.
2. No refunds will be made for cancellations/delayed arrivals/early departures.
3. All rooms are for single occupancy unless stated otherwise.
4. The University reserves the right to make changes to, withdraw or transfer the accommodation or services booked, if necessitated for organisational reasons.
5. Loughborough University accommodation is all NON SMOKING.
6. The room will be ready for occupation from 2.00pm on the day of arrival.
7. Keys can be collected between 9.00am – 5.00pm from either the Student Accommodation Centre or advised Hall Reception. If you are arriving weekends or after 5.00pm, the keys can be collected from the main Security Gatehouse on Epinal Way (open 24 hours).
8. Basic cooking equipment is provided in some self catered visitor accommodation. On the instruction of the Health & Safety Officer and, in line with University Policy, you are required to read and abide with the Hall User Guide.
9. On arrival at the accommodation, residents must familiarise themselves with the fire escape routes (fire notices displayed in room and corridor).
10. Do not interfere with any of the Fire Equipment. It is a criminal offence to do so and a charge may be incurred.
11. As per University Policy, in the event of a fire do not use fire extinguishers unless you have been trained to do so.
12. When the fire alarm sounds – A CONTINUOUS SIREN - please evacuate to the Fire Assembly Point. Do not re-enter the building until informed to do so.
13. In the event of a Fire Alarm DO NOT USE ANY LIFTS SITUATED IN THE BUILDING.
14. The University does not accept responsibility for loss or damage to property brought on to University premises.
15. The person booking the accommodation will be responsible to the University for the cost of making good any damage to furniture or other University property. As designated by the Hall Manager.
16. Lost or unreturned keys will be charged for.
17. Bicycles are not allowed inside any University accommodation.
18. No pets or children under the age of 18 are allowed in any University accommodation.
19. You are requested not to play or allow to be played any musical instruments or amplified equipment between the hours of 11.00pm and 7.30am or to cause annoyance to others.
20. The Student Accommodation Centre reserves the right to terminate this agreement with immediate effect if the resident is deemed to be in breach of the University disciplinary regulations and ordinances. http://www.lboro.ac.uk/admin/ar/policy/behaviour/discipline/index.htm
21. Any issues concerning your accommodation should be reported to the Hall Manager during the hours of 8.30am and 3.30pm. In the event of a query outside office hours, please refer to the notice on the Hall Manager’s office reception door. In the event of an emergency outside of office hours, please contact the Security Office on 01509 222141.
22. Reasonable access must be allowed to enable University employees and contractors, including Hall Managers, Facilities Management and Security to carry out cleaning, maintenance or security duties.
23. **Rooms must be vacated by 10.00am** on the day of your departure and keys returned to the Student Accommodation Centre or Hall Office. If out of office hours, left at the main Security Gatehouse on Epinal Way. Please ensure that your room is left in a clean and tidy condition.
24. Acceptance of the key is regarded as acceptance of these Terms and Conditions.