

## UNIVERSITY LODGE

### Short Term Accommodation Terms and Conditions

1. This accommodation is for students and visitors to the University.
2. Payment must be made in advance to secure your accommodation - we are unable to provide invoices; the confirmation email is proof of payment.
3. No refunds can be made for cancellations/delayed arrivals/early departures.
4. All rooms are for single occupancy unless stated otherwise.
5. The University reserves the right to make changes to withdraw or transfer the accommodation or services booked, if necessitated for organisational reasons.
6. Loughborough University accommodation is **NO SMOKING**.
7. Your room will be ready for occupation from 14:00 on the day of arrival.
8. Keys/card can be collected from the **Telford Hall Reception** between: 14:00 – 18:00, MONDAY - FRIDAY. Outside office hours or Weekend arrivals Keys/card will be taken to the Main Security Gate house.
9. **WHEN VACATING** - PLEASE RETURN KEYS to the **KEY BOX WITHIN THE MAIN ENTRANCE of the UNIVERSITY LODGE** alternatively to the **HALL RECEPTION**.
10. Basic equipment is provided in the kitchen for your use. On the instruction of the Health & Safety, in line with University Policy, you are required to abide with the Living at Lboro [Living at Lboro | Accommodation | Loughborough University](#)
11. Communal areas are cleaned daily (Monday – Friday). For longer stay guests - bedrooms are cleaned and bed linen and towels are changed on a weekly basis, bins can be emptied each day (cleaning will be reduced during weekends and University closure days).
12. On arrival at the University Lodge, residents must familiarise themselves with the fire escape routes (fire notices displayed in room and corridor).
13. Do not interfere with any of the Fire Equipment. It is a criminal offence to do so and a charge may be incurred.
14. As per University Policy, in the event of a fire do not use fire extinguishers unless you have been trained to do so.
15. When the fire alarm sounds – A CONTINUOUS SIREN - please evacuate the accommodation to the Fire Assembly Point. Do not re-enter the building until informed to do so.
16. The University does not accept responsibility for loss or damage to property brought on to University premises, this accommodation is covered by our Endsleigh Halls Insurance policy.
17. 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.
18. **Lost or non-returned keys/card will be charged.**
19. Bicycles are not allowed inside any University accommodation. (Bike shed available)
20. No children under the age of 18 or pets are allowed in any University accommodation.
21. You are requested not to play or allow to be played any musical instruments or amplified equipment between the hours of 23:00 and 07:30 or to cause annoyance to others.
22. Any issues concerning your room should be reported to the Hall Manager at the TELFORD RECEPTION - open 08:00 – 18:00, Monday to Friday Tel: (0)1509 223827.
23. In the event of an **emergency**, please contact the Security Office on (0)1509 222141.
24. Reasonable access must be allowed to enable University employees and contractors, including Hall Manager Team, Facilities Management and Security to carry out cleaning, maintenance, or security duties.
25. **Rooms must be vacated by 10:00** on the day of your departure (the keys/card must be returned as per point 8 above). Please ensure that the room is left in a clean and tidy condition and the door locked.
26. Acceptance of the key is regarded as acceptance of these Terms and Conditions.
27. The Student Accommodation Centre reserves the right to terminate this agreement with immediate effect, if the resident is deemed to be in breach of these Terms and Conditions or University disciplinary regulations and ordinances.