

Particulars

- 1.1 **Date:** October 2014
- 1.2 **Accommodation:** Room No «BedRoomName» at (“the Room”) together with all necessary rights of access and together with cooking facilities provided for the use of the occupier of the Room with occupiers of other rooms in the building and together with the use of any toilet and bathroom facilities provided for use of the occupier of the Room and the occupiers of other rooms in the building
- 1.3 **The Licensee:** «PersonName» «PersonSurname»
- 1.4 **The Licensor:** The President and Fellows of Murray Edwards College, founded as New Hall, in the University of Cambridge (“the College”)
- 1.5 **Duration of the Licence:** From the first day of the Michaelmas Term of the University of Cambridge Term for the Academic Year in which this Agreement is dated to the last day of the Easter Term of that Academic Year (**subject as mentioned below**)
- 1.6 **Licence Charges:** The sums payable for the Room for the Academic Year in which this Agreement is dated as set out on the College’s website and any charges incurred (“Additional Charges”) in accordance with the Schedule of Additional Charges

2 Agreement

- 2.1 This Licence Agreement is made between the Licensor and the Licensee by which the Licensor permits the Licensee to occupy the Accommodation for the Duration of the Licence upon the terms and conditions set out and recorded in this Agreement
- 2.2 The Licence Charges other than Additional Charges are payable in advance, falling due on the first day of Term and payable within 14 days of receipt of the termly bill, otherwise late payment charges may be incurred as published on the College’s website
- 2.3 The Licensee agrees to comply with the obligations set out in clause 3 below and the Licensor with the obligations set out in clause 4
- 2.4 The whole terms and conditions of this Agreement including the requirement to pay Licence Charges are material obligations and breach of any of them or the causing of any nuisance by the Licensee at or near the Accommodation or the Licensee’s conviction of any offence at or near the Accommodation may result in the Licensor terminating the Licence to occupy the Accommodation
- 2.5 This Agreement is personal to the Licensee nor may the Licensee share the occupation of the Accommodation, nor allow any other person to occupy the Accommodation whether in addition to or in substitution for the Licensee except in the case of designated shared rooms which shall only be shared with the other Licensee
- 2.6 The Licence is conditional upon the Licensee remaining in residence as a student of the College and of the University of Cambridge. The Licence will automatically terminate if the Licensee goes out of residence temporarily or permanently
- 2.7 The Licensee must give a minimum of 4 weeks’ notice to terminate the Licence and the end of the notice period must coincide with the end of a University of Cambridge term (other than at the end of the Easter term when the Licence terminates automatically). Licence Charges will apply during the notice period and for a minimum of 4 weeks if shorter notice is given.
- 2.8 The Licensor’s address for the service of notices is the Bursar’s Office, Murray Edwards College, Huntingdon Road, Cambridge CB3 0DF

3 Licensee's obligations

- 3.1 To vacate and make available for use by the Licensor for others the Accommodation outside the period or periods specified in the Duration of the Licence and to remove all personal possessions from the Accommodation accordingly
- 3.2 Not to keep in the Accommodation any animal (including birds and reptiles)
- 3.3 Not to park a car or motor cycle on site unless in accordance with University Regulations and College Regulations
- 3.4 To pay to the Licensor all money payable under this Agreement promptly as such payments fall due
- 3.5 To allow the Licensor or the Licensor's authorised agent at all reasonable times the access to which they are entitled for the purpose of cleaning, maintaining, repairing or decorating the Accommodation and any part of the building of which it forms part and for inspection relating to such matters and for inspection to verify compliance by the Licensee with the terms of this Agreement. The Licensor will give the Licensee reasonable prior notice before entering the Accommodation (except in the case of emergency)
- 3.6 Not to use the Accommodation or allow it to be used for any profession trade or business or any illegal or immoral purpose nor in any way (including by virtue of excessive noise) which may be a nuisance damage or annoyance to the Licensor or to the occupiers in the vicinity and not to damage or leave the Accommodation or the furniture, fixtures and fittings provided therein in a dirty or untidy state. Not to redecorate the accommodation nor use curtains or bed other than those provided by the licensor, not to put anything on the walls, not to use blue tack, sellotape or nails
- 3.7 To observe fire and security and other regulations made from time to time by the Licensor for the sake of safety and good order in and about the vicinity of the Accommodation and the building of which it forms part
- 3.8 To comply and ensure compliance by all visitors to the Accommodation at all times with all relevant regulations and rules promulgated by the University of Cambridge and by the Licensor in the Information for Undergraduates booklet save in each case to the extent that they are inconsistent with the terms of this Agreement
- 3.9 To leave the accommodation in a fit state after vacating. If this is not the case, charges will be imposed in accordance with the Additional Charges Schedule attached, or any amendments to the same as may be agreed by the College's Liaison Committees.
- 3.10 At the end of the Duration of the Licence or on its earlier termination to vacate the Accommodation and remove all personal possessions from the College
- 3.11 Not to make any copy of the keys to the room or to the building

4 Licensor's obligations

- 4.1 So far as practicable to keep clean and reasonably lighted, the passages, landings, staircases, communal living rooms, and all shared toilet, shower and bathroom facilities and kitchen areas in the building
- 4.2 To clean weekly the floor, basin and shower room (where applicable) and empty the rubbish bin daily in the licensed Accommodation
- 4.3 To keep the furniture, fixtures and fittings in the Accommodation in reasonable repair
- 4.4 To deliver the licensed Accommodation in a clean condition at the commencement of the Licence
- 4.5 To repair as quickly as possible faults or failures in the supply of services to the Accommodation and shared facilities of the College, but there shall be no case for the Licensees to claim for a reduction in Licence Charges unless it can be shown that the Licensor has been negligent

**UNDERGRADUATE LICENCE AGREEMENT
39 WEEK RENTAL**

- 4.6 So far as practicable to ensure that the Licensee may quietly occupy the Accommodation free from nuisance or disturbance caused by other Licensees, occupiers or visitors to the College
- 4.7 Any Licence Charge paid in advance will be returned if the room is rendered uninhabitable through circumstances outside the control of the Licensee

SIGNED by the duly authorised person)
on behalf of the **LICENSOR**)

SIGNED by the **LICENSEE**)

Schedule of Additional Charges

Extra cleaning of a bedroom and en-suite bathroom if not left in a reasonable state at vacating - £15 per hour per member of staff

Removal of excess rubbish after vacating - £5 per black sack

Cleaning of bedroom carpet - £25

Replacement of desk lamp - £10

Replacement of mattress cover - £10

Replacement of pillow - £15

Replacement of duvet - £20

Replacement of mattress - £80

Replacement of bed base - depending on type of base, ranging from £120 for a metal base to £250 for a solid wooden base

Maintenance repairs caused by misuse or intentional damage - from £15 an hour per member of staff, plus the cost of replacement parts

Replacement of furniture, fixture and fittings for bedroom, bathrooms and kitchens required from misuse or intentional damage will be charged on the basis of new for old, with costs as provided by the Accommodation Manager.

Please note that charges are related to actual costs and do not include any disciplinary penalty. Licensees will be notified by email before any charges are made. Photographs will be taken where possible to highlight what is charged for. Please contact the Rooms Tutor if you believe you have been charged in error.