

## Rooms

Rooms are provided in College or the College Annexe in Rectory Road for all undergraduates throughout their course. Undergraduates who wish to make their own arrangements for private accommodation should first obtain the Domestic Bursar's permission. The College is working towards a policy of housing all graduate students in fee-paying status. At present it hopes to be able to offer accommodation to all graduates in their first year and a proportion of those in their second year who require it. By accepting the offer of a room, graduates commit to remain in residence from Michaelmas to the end of the Long Vacation in early September.

The College does not find accommodation for Junior Members who will be living out. The University Accommodation Office (<http://www.admin.ox.ac.uk/accommodation/>) has a list of available lodgings. Graduates interested in applying for rooms in the University's block of residential graduate accommodation (whether or not they are reading undergraduate degrees) should enquire about eligibility at the same website.

Rooms are occupied by members of the College on the explicit condition that the College has access to them at all reasonable times. It is the College's policy to respect the privacy of its members.

## Room Charges

Undergraduate rent and service charge will be payable from the day that the room key is issued (or the day you inform the College that you will be arriving, whichever comes first) until the day the room key is returned to the Lodge. Graduate rent and service charge is payable from 1 Oct whether the resident arrives on that date or after. Graduate students arriving before that date will be charged the appropriate extra rent and service charge. For more information, please see the Fees and Charges Brochure.

## Protocol for Residency

Rooms are generally assigned in College or the College Annexe for the whole or the remainder of the three terms of the academic year. Junior Members will be charged on this basis, unless they are permitted by the Domestic Bursar to move out of College. Room charges will not be waived for students who are absent for short periods during term time for whatever reason. All undergraduates must clear their rooms **completely** when they leave for vacation.

Undergraduate rooms in the College are used at various times in the vacations for candidates, Open Day visitors, Gaudy guests and conference delegates. **Any undergraduate with an academic or other good reason to stay up during vacations must obtain permission through the vacation residence process and understand that they may be required to move to another room in the College Annexe for the duration of their stay.** Such Junior Members may be entitled to an allowance towards the cost of accommodation in the vacation.

Graduate rooms are offered on the understanding that graduates will occupy them for the entire academic year including vacations with no refund for the first 39 weeks of residence. Graduates who have completed their course or have other good reason to leave their accommodation during the long vacation may do so with one month's notice to the Accommodation Manager.

Rooms are checked against an agreed inventory at the beginning and end of each term. Junior Members will be charged for any damage to furniture and fittings and for any substantial cleaning or tidying which may be necessary when they go down at the end of term. Such charges will be deducted from the deposit levied at the start of Michaelmas Term.

## ACCOMMODATION

Undue wear and tear and damage to College rooms, whether deliberate or merely the result of negligence, may result in fines or even eviction.

Residents are not permitted to fix anything to walls. Your bedroom comes equipped with a noticeboard for that purpose. Blu-tack and other adhesive materials such as Sellotape must not be used, as they invariably damage the paintwork when left in place for any length of time. Any damage so caused will result in a charge to cover the cost of redecoration. Pets are not allowed in College.

Junior Members are expected to be cooperative in allowing scouts access to their rooms and in keeping rooms tidy enough to permit cleaning. For security and safety reasons, scouts are asked to establish daily that all is well with the occupants of rooms for which they are responsible. Accommodation charges include a service charge for heating, electricity, hot water and insurance of personal possessions in your room. Individual consumption will be monitored and an extra charge for excessive use will be incurred if considered merited.

### **Storage**

Storage space is very limited in College. Overseas students are permitted to leave belongings in assigned storage spaces during the vacations by arrangement with the Domestic Bursar. All such belongings should be securely sealed in suitcases or sturdy boxes and properly labelled with the Junior Member's name, date of leaving, and expected date of return. Loose belongings and those in carrier bags will be disposed of. Home and EU students should recognise that given the limited space it is not feasible to extend the same service to them. All overseas students must remove their belongings from the assigned storage spaces as soon as possible at the start of each term. Any student who leaves belongings in College storage will be liable to be charged rent for the space used.

### **Television Licences**

Junior Members who wish to watch live television shows in their rooms should ensure that they have their own valid TV licences. The JCR licence does not cover the use of private sets in other rooms in the College. As of 1 September 2016, you need to be covered by a TV Licence to download or watch BBC programmes on demand - including catch up TV - on BBC iPlayer. This applies to all devices, including a smart TV, desktop computer or laptop, mobile phone, tablet, digital box or games console. Even if you access BBC iPlayer through another provider, such as Sky, Virgin, Freeview or BT, you must have a licence. As before, you still need a TV Licence to watch or record any live TV on any channel, no matter what device you use.

### **Vacation Residence**

**UNDERGRADUATES (EXCEPT FOR THOSE LIVING IN PRIVATE RENTED ACCOMMODATION) WISHING TO REMAIN IN COLLEGE PAST 8<sup>TH</sup> WEEK MUST COMPLETE A VACATION RESIDENCE ONLINE FORM EACH TERM.**

Link to the online form will be emailed out to students each term for this purpose. Any undergraduate with an academic or other good reason to stay up during vacations must obtain permission to do so (as stated on the online). Penalty charges will be imposed on those who request permission to stay in college after the specified deadline. The College will be open for undergraduate residence only at certain periods of any vacation, normally the weeks immediately before and after each term. On occasions, permission may be granted subject to the student moving to a room which is not required for conferences.

Rooms will be available for Junior Members living in College who are taking Public Examinations during vacation. Such members will be entitled to a vacation grant.

## ACCOMMODATION

### Visiting Hours and Guests

For fire safety reasons all guests must be signed in/out using the online system:

<https://intranet.oriel.ox.ac.uk/signout>. Students may not provide accommodation for more than three nights in College or College houses for any person, whether in their rooms or elsewhere (apart from guest rooms), except with permission of the Dean during Deans' hours.

Unaccompanied guests, other than those occupying guest rooms, will not be admitted at any time; disruptive guests will be asked to leave. Students are reminded that they must not give their key or access card to anyone, including guests. Guest rooms, if available, may be reserved through the Porters for a maximum of three consecutive nights. Students must accompany their guests while they are on College premises, and are responsible for the behaviour of their guests at all times – including reminding their guests to respect the College rules - and for ensuring that guest room charges are paid promptly if they are not to be battelled to the host.

### Cooking

In accordance with a City bylaw, food may not be cooked in College rooms. There are a number of small kitchens located in some of the staircases which may be used for making snack meals. All users are responsible for cleaning up after themselves and keeping the kitchens in a tidy and hygienic state. Failure to comply with this rule will lead to disciplinary measures. Cooked meals may be brought into the College.

### Fire Precautions

The following restrictions are imposed on the instructions of the City Fire Officer:

The use of candles, oil lamps in rooms is strictly forbidden. No alteration may be made to existing electrical wiring or fittings. It is the responsibility of the student to make sure their electrical appliances are in a safe working order. It is the responsibility of the person(s) organising an event, to ensure that any electrical equipment used in college rooms or Quads that isn't college equipment, has been adequately PAT tested, or to check with the hire company that this will be the case. There are considerable dangers in using certain equipment, some of which might be lethal. No cooking equipment other than electric toasters may be kept or used in rooms. Never leave a toaster, a kettle or an iron unattended, and guard against burnt toast triggering the fire alarm system. Irons must be used with an ironing board.

Fuses and fuse boxes must not be interfered with. In the event of power or lighting failure, the trip switches, where these are fitted in rooms or staircases, should be reported on the maintenance request form, online. If this happens at the weekend please report to the lodge. All other cases and emergencies should be referred to the Porter's Lodge.

Fire extinguishers (and fire ropes where fitted) must not be touched except in cases of fire. Severe penalties will result from tampering with these.

The doors at the entrance to staircases, kitchens, and houses are an essential part of the fire precaution system and must not be hooked or jammed open.

Fire evacuation practices will be conducted on a termly basis. At these and other times when fire alarms sound, members are expected to heed the same and evacuate their premises to a designated safe assembly point. Failure to do so could endanger lives in the event of a real fire emergency and will invite very severe penalties.

Weekly fire alarm tests are carried out on Friday afternoons. A notice is placed at the Porter's Lodge advising which areas are involved. All alarms are tested at least once a month. Where the triggering of false fire alarms is shown to be due to negligence, the person or persons responsible will be liable for disciplinary action.

### Fridges

There will be an annual charge of £42 for fridges in students' rooms, all fridges must be removed at the end of the year, otherwise there will a disposal charge of £115 taken from the room deposit.

## ACCOMMODATION

### Council Tax Exemption

Students living in private accommodation in Oxford can find the Enrolment certificate (used for council tax exemption) on 'Student Self Service'.

### College Domestic Staff - Scouts

Junior Members should show courtesy to Scouts at all times. Junior Members who consider that they have cause for complaint against a member of staff must in no circumstances whatever make their complaint directly to the person concerned; instead, they should inform the Domestic Bursar.

### Meals

All meals are taken in Hall.

- A cooked or continental breakfast is available from 8.15am until 8.45am on weekdays.
- Lunch is served from 12.30pm until 1.30pm from Monday to Friday.
- Brunch is served on Saturdays and Sundays from 11.00am until 1.00pm.
- Two types of dinners are served: informal dinner from 6.00pm until 6.45pm and formal dinner at 7.15pm – Sunday to Friday evenings

Second Hall is formal and Junior Members should be smartly dressed and must wear gowns. At Second Hall on Wednesdays and Sundays, men should wear suits (including guests); women should adopt equivalent dress codes. Guests need not wear gowns to dinner. Junior Members are expected to be considerate in their behaviour at Formal Hall which is a College occasion at which academic and other guests are brought to High Table. For Crew Dates, Boat Club Dinners and other such social functions in Hall to take place, permission from the Dean and a good level of collective conduct is required. Junior members will be held responsible for the behaviour of their guests in College.

The College operates a computer booking system for lunches, dinners and brunches, which is located at:

<https://meals.oriel.ox.ac.uk>

Please contact the College Butler for any queries concerning meals in Hall via

[butler@oriel.ox.ac.uk](mailto:butler@oriel.ox.ac.uk)

Junior Members wishing to book a place in Hall must register their intention to do so by **2.00pm THE DAY BEFORE** a booking is required (2.00pm on the Friday for Sunday brunch and dinner). Arrangements are in place to allow members to join a queue to secure places at popular sittings, and to allow them to trade dinner places amongst themselves if they are unable to take up a place they have booked.

Other than when the College is closed, lunch and dinner are usually available to graduates during the vacations from Monday to Friday. Graduate Students may dine at High Table once a term on any night except guest nights (guest nights are normally Wednesdays and Sundays) and graduate scholars may dine at High Table once a week. Neither category may bring guests to High Table. Please make your booking through the SCR Butler ([butler@oriel.ox.ac.uk](mailto:butler@oriel.ox.ac.uk)). There is normally a limit of five graduates each evening.