

### **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. All those accepting an accommodation offer will be subject to terms and conditions as detailed in the Colleges License to Occupy.

For College members who wish to live out The University [Accommodation Office](#) has a list of available lodgings. Members are advised to review the student handbook to confirm eligibility.

### **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. Charges are listed on the [College website](#).

### **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](#).

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.

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

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

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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.

### **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**

The need for television licensing may be at first confusing. Members should refer to the TV [licensing website](#).

### **Vacation Residence**

Those needing to apply for vacation residence will be considered in line with the Colleges accommodation policy. Link to the online form will be emailed out to students each term for this purpose.

### **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

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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.

### **Council Tax Exemption**

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

### **Meals**

All meals are taken in Hall. Service details can be found on the [College website](#).

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)