

UNDERGRADUATE [*licence length*] DAY LICENCE

THIS LICENCE is made on: [day] September 2023

1. The College: The Master and Fellows of Pembroke College, University of Cambridge
2. The Licensee: **[Last_Name, First_Name__Prim, Middle_names]**
3. The College permits the Licensee to occupy the following premises:

[Room]

or such other room as the College may from time to time allocate for the Licensee's occupation.

4. The Undergraduate Licence permits the Licensee to occupy the above room between the following dates, known as 'Licence Periods', all of which are inclusive:

Michaelmas Term: 30 September (mid-day) 2023 – [day] December (10:00) 2023

Lent Term: 13 January (mid-day) 2024 - [day] March (10:00) 2024

Easter Term: [day] April (mid-day) 2024 - [day] June 2024

5. The accommodation charge shall be **£[rent]/week (Rent band [rent band])**. Rent will be charged for the above periods.
 - i) The accommodation charge includes a charge for contents insurance, electricity, Ethernet and a contribution towards the costs of background heating, cooking, hot water and Portable Appliance Testing.
 - ii) Where permission has been given to be in residence outside the Licence Period vacation rent of **£[nightly rent]/night** is payable for every day the Licensee remains in residence beyond the given Licence Period.
6. By taking possession of the keys to the room listed above the Licensee agrees to abide by all Terms And Conditions for Occupation of Accommodation which follow And agrees to pay the accommodation charges by the due date specified on the College bill.

SIGNED for and on behalf of Pembroke College

Andrew Cates

Bursar

Terms and Conditions for the Occupation of College owned Accommodation: Undergraduate

1. The Licence

- 1.1 These Terms and Conditions apply to the occupation of rooms by Junior Members of the College. Lettings are on the basis of a Licence, signed on behalf of the College before the commencement of occupation, and which the Licensee is deemed to have entered into when they take possession of the keys to the room listed on the Licence agreement.
- 1.2 The College reserves the right to vary the premises allocated from time to time during the course of the Licence and, if appropriate, to vary the accommodation charge. In both cases due notice would be given.
- 1.3 The use of the premises provided is for the Licensee's own single occupation only.
- 1.4 This Licence shall at all times be construed as a personal Licence with the Licensee and shall not be transferred assigned or sublet nor shall occupation of the Premises be shared.
- 1.5 The Licence also permits the Licensee to use any furniture, fittings and equipment in the rooms provided, and to use all communal facilities.
- 1.6 The Licensee acknowledges that the College is entitled to enter the Premises at any time and for any reason whatsoever during the Licence Period, and the Licensee agrees that he or she will not obstruct or interfere with the College's rights of possession and control of the Premises or with the rights of any third parties to use the Premises. The College reserves the right to use the Premises at all times outside the Licence Period, when the Licensee is not in residence, and to retain any sums arising in consequence of such use.
- 1.7 This Licence is restricted to the Premises.
- 1.8 The Licensee acknowledges and agrees that this Licence does not confer any tenancy upon it and that possession and control of the Premises is retained by the College subject to the conditions of this licence.

2. Licensee's Obligations

The Licensee covenants and agrees:

- 2.1 Not to remove or damage any furniture, fittings, furnishings or equipment belonging to the College.
- 2.2 Not to carry out any decoration, maintenance or alterations to the Premises or other structures or buildings. Pictures may not be hung from walls except where a picture rail exists. Nothing may be pinned or fixed directly to the walls.
- 2.3 It is prohibited to display Flags, Posters, Banners and items of this nature in or on the windows or exterior of student accommodation where they can be seen from the street or can be seen from inside College grounds, or to otherwise change the appearance of College Buildings.
- 2.4 To observe fire and safety regulations and not to tamper with fire fighting equipment.
- 2.5 Not to install electrical apparatus containing heating elements (fires, cookers) but kettles can be used, nor to use electrical apparatus which consumes over 1000 watts and which does not automatically switch off. All electrical apparatus must conform to the appropriate British Standard or equivalent and must pass the College's safety test.
- 2.6 Not to change locks or to copy the keys to the Premises.
- 2.7 To remove all goods and other items belonging to the Licensee and leave the Premises in a clean, tidy and safe condition on vacating the Premises for the Long Vacation. First year undergraduate students and second year undergraduate students living in a room in Foundress Court must **fully clear their rooms** on departure at the end of each term. All other students may leave, at their own risk, their belongings (but not perishable food or liquids) in their rooms over the Christmas and Easter vacations, unless the College notifies otherwise before the end of term. Rooms should be left tidy and in a reasonable state, accessible for cleaning and maintenance.
- 2.8 Not to cause or permit the use of the Premises in such a way as to cause damage to it or the contents or to cause annoyance or danger to other persons nor to overload or misuse any services supplying the Premises.
- 2.9 Not to keep a pet or other animal in the room, except a guide or assistance dog.
- 2.10 Where there is a telephone socket on the Premises to be responsible for all connection and disconnection arrangements, and all financial liabilities arising there from.
- 2.11 To obtain a [TV licence](#) to download or watch BBC programmes on demand, including catch up TV, on BBC iPlayer (this applies to any device and provider you use). You will also need a TV Licence to watch or record programmes on any channel as they are being shown on TV or live on an online TV service
- 2.12 Not to keep on College Property any firearm or airgun, and no ammunition, fireworks, explosives, weapons or other hazardous materials, or candles or other appliances using a naked flame.
- 2.13 To move to alternative College premises if required.

- 2.14 To pay to the College the Accommodation Charge and any additional charges by the date specified within the College Bill.
- 2.15 To collect, each Licence period, the key to the Premises upon arrival from the Porter's Lodge and swipe to record this.
- 2.16 To return, at the end of each licence period, the key to the Premises on departure to the Porter's Lodge and swipe to record this.
- 2.17 To be responsible for any damage to the Furniture and Effects during the Licensee's occupation.
- 2.18 To immediately upon the occurrence of any damage to the Premises or Furniture and Effects in any way attributable to the Licensee or any guest of the licensee make good the same, or pay the College.
- 2.19 To keep the Premises at all times in a clean and tidy condition and to keep the Premises secure, including windows properly fastened.
- 2.20 Not to do anything nor permit anything to be done to invalidate any insurance of the Premises affected by the Licensors, and not to do anything by which additional insurance premiums may become payable.
- 2.21 Not to use or permit the Premise to be used for any illegal purposes and in particular (but without prejudice to the generality of this sub clause) not to allow drugs of any type to be taken kept or used on the Premises except such which may be authorised or prescribed by a duly qualified medical practitioner.
- 2.22 To observe these obligations, and any other regulations pertaining to accommodation as specified in the [Student Accommodation Handbook](#) and the [College Regulations](#).
- 2.23 To be responsible for all reasonable costs incurred by the College as a result of a breach of these obligations.
- 2.24 The Licensee is responsible for his/her personal possessions in the room or on other College premises, and no liability is accepted by the College. The Licensors shall not be responsible for any accidents or damage affecting the Licensee's goods and the Licensee is strongly advised to take out an insurance policy to cover loss or theft.

3. Termination

- 3.1 The Licence is for fixed periods as laid down on the signature form and cannot be terminated early except under the conditions specified in 3.2 - 3.4. The Licence expires at the end of the periods without further notice being given.
- 3.2 The Licence may be terminated by completion of a surrender agreement upon the Licensee ceasing to study in the College or ceasing to be treated as continuing in residence, whether by reason of withdrawal, postponement, suspension, exclusion or otherwise. For this purpose, a person is studying in the College if they are engaged in a course in the University, or some other course of study approved by the College, and has a Tutor and Director of Studies.
- 3.3 This Licence will terminate on such notice as is fair and proportionate in all the circumstances of the case if, in consequence of the College disciplinary procedures, it is determined that the student has committed an offence against the discipline of the College justifying its termination.
- 3.4 The right to occupy College accommodation under this Licence may be terminated with 4 weeks' notice in writing if the Licensee is in debt to the College and, in accordance with the Standing Orders of the College, it is determined that there are no mitigating circumstances to justify the continued residence of the Licensee until the debt is paid or if the Licensee is in material breach of any of the terms and conditions set in this document.
- 3.5 If the licensee wishes to terminate the agreement (and move out of College-owned accommodation for the remainder of the academic year) before the end of the period then 4 weeks' notice, in writing, must be given to the College Registrar.

August 2023