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Domestic arrangements for residents at Green Templeton College

2018/19 edition

1. INFORMATION RELATING TO LICENCES TO OCCUPY

i) Rates & Charges 2018/19

The terms on which you will be entitled to occupy College accommodation are set out in your Licence Agreement and in the Accommodation Acceptance Form which you must sign before the keys to your accommodation are handed over to you. This section outlines some of the more important terms of which you should acquaint yourself but does not override anything in the licence Agreement or Accommodation Acceptance Form if there is anything in this section which is inconsistent with those terms.

Your licence is offered from the date specified in your Accommodation Acceptance Form **until end of July 2019** at a licence fee specified in that Form

Your accommodation charge is payable, by Direct Debit unless we otherwise agree, in accordance with your Licence Agreement.

The College require you to have a UK bank account from which payments by Direct Debit can be made and into which the Deposit will be paid after the Licence Agreement ends.. Students without a UK bank account must open one within two weeks from the date on which the Licence Agreement starts.

Please note that arrival prior to the start of your Licence may not be possible; a list of suggested accommodation is available from the Accommodation Manager.

Accommodation may be available after the end of your licence in July; please contact the **Accommodation Manager** for further information.

ii) Schedule of payments

The College must be in receipt of cleared funds for the first months' licence fee by the time your licence starts otherwise your keys will not be issued.

Subsequent payments must be made on or before the first day of the month in advance; failure to do so will incur **interest at the rate of 2% above base rate for late payment**.

Any queries regarding payment should be addressed to Kathleen Scroggins in Finance in the first instance. gtcbattels@gtc.ox.ac.uk

Expenses covered by licence fee. Expenses covered by licence fee include electricity, water, and heating.

Heating is via radiators in all rooms in shared houses, is controlled and managed by the College and is usually available from October to May.

The provision of **bed linen and duvets/pillows/towels is not included in the licence fee but you will be given an option to purchase them**. The College does not launder bed linen or towels so you may want to bring 2 sets of single bed linen/towels.

v) Vacating the accommodation

- 1) When you vacate after your Licence Agreement ends, you will be charged at twice the normal rate until the keys are returned to the Porters' Lodge.
- 2) The terms on which you may vacate the accommodation early of your own volition are set out in Clause 5.2 the Licence Agreement. In particular, note that they require you to be up to date with your payments, to leave the accommodation vacant and to have found a replacement occupier acceptable to the College
- 3) ; The terms on which you may remain in the accommodation after 31 July are set out in Clause 2.3 of the Licence Agreement, in particular, you must have given the College at least four weeks prior written notice. Remaining in occupation without having given sufficient notice will incur a licence fee of twice the normal rate until the four weeks period has expired, when it will revert to the normal rate. Occupation after 31 July is permissible for a maximum of six weeks.
- 4) If you cease to be a member of Green Templeton College, for any reason the

licence will terminate forthwith and you will be liable to pay the balance of the licence fee until the date on which the Licence would have normally expired (31 July);

- 5) If you are required as part of your course to be absent from Oxford for a period of at least one month (e.g. clinical students on electives, social workers on placements, and research students on field work) you must give the College at least one month's prior notice. After the expiry of that notice, you may then vacate your room, paying no licence fee if it is left completely vacant and will be eligible to occupy on your return either the same room (if reasonably possible) or other college accommodation available at the time; if you do not leave the accommodation completely vacant but otherwise comply with the conditions applicable when the licence terminates, then a licence fee of 50% of the normal rate will be charged for a maximum of 10 weeks and thereafter at the normal rate.

2. HEALTH & SAFETY.

i) Fire Safety.

An automated fire detection and alarm system is installed throughout all shared GTC buildings and is monitored 24 hours a day by the University Security Service (USS).

Please familiarise yourself with the layout of the building and the various fire safety measures installed there, including

- fire doors (which should be kept closed),
- fire information notices (available on each floor within the building)
- fire extinguishers (installed in each corridor) and
- the location of the various emergency call points (red boxes on the walls) which will activate the alarm if the glass is broken.

Please be aware that tampering with such safety features constitutes a criminal offence and the College reserves the right to involve the local Police if such evidence becomes apparent. **Initially, however, the college may take disciplinary action via the Junior Dean, Dean or University Proctors if necessary.**

In the event of the alarm being activated (other than for testing purposes), you must immediately vacate the building and assemble at the front of the building or the point mentioned on the blue and white signs near alarm panels and break glasses.

If you are aware that there is a fire within the building, you should contact the Fire Service by ringing 999 or 112 from outside the building and advising them that there is a confirmed fire at the property.

If you are not aware of a fire within the building, please leave immediately and assemble outside the building and wait for USS to arrive.

Please do not leave the area as Fire Service or USS staff may wish to speak to residents when they arrive.

Please note that once the alarm has been activated, you must not re-enter the building unless told to do so by either the Fire Service or USS; although the alarm has been silenced, it may not be safe for you to return inside.

All residents should be aware that failure to evacuate the building, or disregarding the instructions of either the Fire Service or USS personnel, will be viewed as a disciplinary offence which will be referred to the College Dean; USS may also contact the University Proctors.

All residents should also be aware that the Fire Service in Oxford may charge for unnecessary call-outs.

All residents are advised that they can contact the Porters' Lodge in the event of a fire or similar emergency on site or the House Supervisor off site as they will be able to provide most immediate support if required.

Please be considerate of both your safety and that of others within the building:

- Ensure that all fire doors and those fitted with closure devices are kept closed,
- Ensure that extraction systems are switched on when using kitchen and bathroom facilities (to reduce the risk of false alarm activation),
- Ensure that cooking appliances are only used within designated kitchens,
- Ensure that items are not left unattended when cooking in the kitchens,
- Ensure that neither you nor your guests smoke or use candles, joss-sticks, oil burners or similar items within the building.
- Aerosol sprays are used with caution (the system does not detect any difference between smoke and fine spray/mist).
- The student also agrees to ensure the room is safe for College employees to enter. This includes making sure floor areas are clear from hazards such as electric cables, shoes and clothing.

The fire alarm, emergency light installations and fire extinguishers will be tested on a weekly basis on site and at least every 6 months off site; all residents will be warned in advance of any testing.

Fire Drills

It is a legal requirement that the College carry out regular fire drills across its estate. In residential accommodation, these are carried out once per term by the Lodge

Staff in conjunction with the Junior Deans.

Residents will be notified that a fire drill is taking place at some stage within a given time period but you will not be notified of the precise time or date when it will occur.

In order for the drill to be recorded as successful, all residents and their guests must vacate the building within 3 minutes of the alarm sounding.

Failure to do this, even if only by one person, will result in the drill being repeated later in the term.

All residents are responsible for ensuring that fire exit doors, exit routes, corridors landings and staircases (Common Spaces in your licence agreement) are kept free of debris, personal belongings and any other item which might restrict people exiting the building in an emergency; items found obstructing such locations will be removed without notice, a receipt issued if the owner is known and the item returned to the tenant at the end of their licence.

Kitchen Safety.

- Ensure that all fire doors and those fitted with closure devices are kept closed.
- Ensure that extraction systems are switched on when using kitchen and facilities (to reduce the risk of false alarm activation).
- Ensure that cooking appliances are only used within designated kitchens.
- The use of toasters is prohibited in all parts of the College except communal kitchens.
- Ensure that items are not left unattended when cooking in the kitchens.
- Ensure that any cooking appliances provided by the College are used correctly and the instruction guidebooks are followed.
- Kettles provided should only be used to boil cold water.
- Care should be taken to ensure that kettles contain sufficient water when in use to ensure that they do not boil dry and become a possible fire hazard.
- Care should be taken to ensure that rice cookers contain sufficient water when in use to ensure that they do not boil dry and become a possible fire hazard.
- Care should be taken to ensure that microwave ovens are not operated when empty (this will damage the cooking element within the oven and increase the risk of fire and other damage to the oven). The instruction book provided with the oven should be read and followed at all times; if you have any queries, please speak to the Domestic Bursar.

ii) COLLEGE ELECTRICAL REGULATIONS.

You have a responsibility to yourselves and others to use electrical appliances safely.

Please read this document carefully and follow the advice throughout your

stay.

1. Under the Electricity at Work Regulations Act, 1989, there is an obligation on the College to control all electrical appliances connected to its electrical system. These regulations apply to all College residential and office accommodation.
2. The electricity supply is 230/240 volts, 50Hz
 - a. Appliances used in the UK must carry the appropriate British Standard number, Kite mark, and/or CE European mark.

See <http://www.worldstandards.eu/electricity/plug-voltage-by-country/>. You may need a transformer to step down the UK voltage to your international appliance. It is recommended that you use equipment with UK plugs rather than using foreign adapters.

3. The plug must be the safety sleeve type and carry BS number 1363. Plugs must be fitted with a 13-amp fuse, maximum.
 - a. Low power appliances below 750 watts (i.e. radios, lamps, stereos, etc.) should be fitted with a 3-amp fuse.
 - b. Manufacturers' instructions regarding fuse size should be adhered to where appropriate.
 - c. Outer sheaths of cables must be kept in good condition and not worn, perished, split, stretched or twisted.
 - d. Cables must be securely fixed into plugs and appliances.
 - e. It is strictly forbidden to interfere with electrical fittings, or with plugs and cables connected to electrical equipment provided by the College. Any defects in College equipment should be reported immediately to the Domestic Bursar. It is forbidden to connect any appliances to a lighting circuit.
4. The use of 2 or 3-way (cube) adaptors in a socket outlet is not permitted under any circumstances. Short, multi-plug trailing sockets fitted with an appropriate fuse may be used.
5. In addition to the items listed under "ITEMS WHICH SHOULD NOT BE BROUGHT INTO COLLEGE RESIDENTIAL PROPERTY (page 10/11)", it is prohibited to use freestanding electric heaters or play musical instruments (without headphones) in College accommodation.
6. Residents are required by law to obtain a current license for private televisions.
7. Electrical appliances should not be left plugged into the wall with the power turned on when they are not in use – this particularly applies to phone and IT chargers which can become very hot when not in use.
8. Those in doubt about a particular piece of electrical equipment should contact the Domestic Bursar.
9. Maintenance and Cleaning Staff are instructed to report equipment that

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appears to be non-compliant with the above regulations.

- a. Equipment found to be non-compliant will be removed by the College, a receipt issued and the item will be returned to the tenant at the end of the licence.
- b. THE COLLEGE'S DECISION ON THE USE OF ANY APPLIANCE IS FINAL.

10. The College reserves the right to amend these regulations at any time without further notice.

iii) Emergency Assistance and First Aid

Emergency Assistance

The Control Desk of University Security Services offers 24 hour support in the event of an emergency; they can be contacted on (2)72944 and have contact details for various College Services Managers if necessary.

All residents are advised that they can contact the Porters' Lodge in the event of a fire or similar emergency as they will be able to provide most immediate support if required.

First Aid.

A first aid box is available in the Porters' Lodge and in the kitchen in each house off site. First aid assistance is available during office hours; please contact the College Lodge on (2) 74770 at 43 Woodstock Road.

In a medical emergency, paramedic assistance can be obtained by phoning 999 or 112. You will need to ask for "Ambulance assistance" and be prepared to give a precise address of the building where the incident has happened – this can be obtained from the blue & white fire safety notices in each building.

Reporting of accidents and other safety related incidents. All accidents and safety related incidents must be reported as soon as possible to the Porters' Lodge using the contact details at the top of this document.

It may be necessary to complete some paperwork so please include any information about how you can be contacted after the event (including e-mail address or mobile phone numbers).

vi) Cycle safety

The following advice is issued by the University's Sustainable Transport Services Manager:

Getting on your bike in Oxford is a very good idea (it's often the fastest way of getting round the city and research has shown that the more people cycle, the safer it becomes) but if you're not used to cycling in traffic there are some important things you need to know to keep yourself safe. Please find below a

few helpful hints and tips:

Before coming to Oxford:

Make sure you bring the right equipment with you before you arrive in Oxford - the absolute minimums are a mechanically sound bike that fits you, front and rear lights, rear reflector and a good quality lock. Most experienced Oxford cyclists also decide, after a few near misses, to wear a helmet (if you do decide to wear one make sure it is fitted correctly) and something high-viz and reflective, particularly at night. Improve your urban cycling skills - practice a figure of 8 one-handed; go on a defensive urban cycling course (for details see <http://www.ctc.org.uk/>)

When you arrive in Oxford:

Register your bike - cycle registration packs are available from the Porters' Lodge and from the University Security Services (01865 272944).

Whilst on your bike:

Ride in a good visible position – if you're going to remember one thing, this is it. A good visible position means riding at least a car door distance from parked cars, not weaving into gaps (you disappear), getting good eye contact with other road users (it humanises them and you know if they have seen you). At junctions, either make sure you can get to the front of the traffic and be visible, or remain in your place in the queue in the centre of the lane. Get into the habit of only over-taking on the right hand side. One of the most common causes of accidents is being cut up by left turning vehicles.

Make sure you are mentally prepared – never cycle after drinking (the same rules and limits apply for people in charge of bikes and cars); brush up on the Highway Code (again, the laws about how and where you can ride a bike are more like the laws for cars than people often think).

<http://www.direct.gov.uk/en/TravelAndTransport/Highwaycode/Cyclists/index.htm>

When things go wrong:

If you are involved in an accident, make sure that you get professional help either at the John Radcliffe Hospital (01865 741166) or from your College nurse or doctor.

To report a stolen bike contact the local Police station (101) and also, if your bike is registered, the University Security Services (01865 272944).

Get your bike checked and repaired cheaply at one of the many bike shops in town such as <http://bsbcoop.org/>

Water monitoring The College subcontracts its water monitoring responsibilities to Eton Environmental Services and their engineers regularly visit all College buildings to ensure that the College complies with its statutory obligations; this includes taking samples and testing water supplies in bathrooms and kitchens in all

College buildings.

Everything possible has been done to ensure your safety during your stay at Green Templeton College. If you have any concerns which you think have been overlooked, please do not hesitate to contact the Domestic Bursar.

3) SECURITY AND WELFARE.

i) Keys

If you do lose your key, a replacement is available from the Porters' Lodge (2)74770 on the following basis:

1. You must offer your University Card as evidence of identification. If you are unable to do this as your wallet/purse has been stolen, you should provide evidence of a Crime Report Sheet which the local Police will issue to you when you report your loss.
2. If you are unable to comply with BOTH of these requirements, the Porters' Lodge has been advised NOT to issue keys. In the absence of appropriate identification and agreement to replacement key costs, the Porters' Lodge, may seek authorisation to issue keys from the senior member of staff on emergency call.
3. You must contact the Porters' Lodge by midday the following day to confirm the loss and any potential risk that the property may be exposed to.
4. You may be charged the cost of the replacement keys and/or locks.
5. It is not possible to issue second sets of keys to your accommodation (unless you live in partnered accommodation. You should not try to obtain copies from sources other than the College. In the event that you are found to have illicit copies of College keys, you may be required to pay the costs for re-securing the areas affected by such copies.

ii) Noise and anti-social behaviour

All residents are reminded that in opting to live in College Accommodation, they are choosing to live as part of a community. Please consider other residents when playing music or hosting visitors late at night.

It is expected that all residents should be particularly considerate of others between 11pm and 7am.

If you experience problems with excessive or unwanted noise or anti-social behaviour, please contact the Junior Dean in the first instance. The College and University has a disciplinary process that the Junior Dean can explain in the first instance.

iii) Overnight guests.

Residents are permitted one occasional overnight guest in their house, not more than three times per week subject to the following conditions:

1. there is no variation in the terms of the licence agreement, in particular those relating to sub-letting, sharing, double occupancy and the like, or those relating to the provision of additional furniture; and
2. additional bed, sleeping facilities or additional furniture are introduced subject to the agreement of the Domestic Bursar; and
3. no such guest uses the house unless the occupier is present personally; and
4. there is no breach of other provisions of the Licence Agreement, including in particular those relating to nuisance/annoyance/inconvenience caused to others; and
5. it is clearly understood by all that any breach of these conditions will also constitute a breach of a term of the Licence Agreement which may give rise to a ground for terminating the Licence Agreement.

If any resident wished to accommodate a guest for more than three nights in any week, permission must be sought from the Accommodation Manager.

4) FACILITIES

i) Provision with residential spaces

Each Study bedroom will contain at least (where space allows):

- Single bed & mattress,
- Bedside cabinet and lamp,
- One wardrobe,
- Desk
- chest of drawers & lamp,
- noticeboards & bookshelves.

Each kitchen/communal area will be equipped with:

- Oven/grill & hob,
- Fridge/freezer,
- Microwave oven,
- Iron & ironing board,
- Kettle.

Laundry areas are located in the basements at St Margaret's Road houses and Lord Napier House and on the college main site. Cards for the washing and drying machines are available from the Porters' Lodge. Houses in Observatory Street have their own washing machines. Rewley Abbey Court has a coin operated laundry room by the Common Room.

All cold water drawn from taps within the building is derived from the mains supply and is suitable for drinking.

Residents are requested to make use of the tumble drying facility in the laundry area and the clothes lines which are available in the back garden of most houses. Wet clothes should not be left to dry in the house as this causes problems with damp, condensation and mould.

A dining table and dining chairs and sofas/easy chairs are also provided for communal use (where you have a common room).

Please note that the use of blu-tak, sellotape, etc is not permitted. Drawing pins should be used to secure items to the pinboards provided..

ii) Items which should not be brought into residences.

The following items are not permitted in College residential property:

- Refrigerators*/microwave ovens/toasters/sandwich toasters/deep fat fryers/chip pans/rice cookers/slow cookers/toasters & other cooking appliances;
- Electric fires/heaters,
- Electric Blankets (hot water bottles are acceptable),
- Fairy lights with filament bulbs (LED bulbs are allowed),
- Candles, oil burners, joss-sticks or other naked flames,
- Sunbeds,
- Bicycles,
- Pets,
- Fireworks,
- Highly flammable liquids and sprays
- Private furniture **
- Two or three way multi-way cube adaptors and DIY sockets.

* The only exception to this statement relates to students who require refrigerated storage for medication.

** College furniture is built to high standards of fire resistance but other furniture you may acquire might not be; the College does not permit tenants to remove College furniture from their accommodation without the express permission of the Domestic Bursar.

*/** Such cases will be dealt with on an individual basis by the Domestic Bursar to whom requests should be made in writing.

iii) Cleaning arrangements and refuse.

Cleaning

The College has scouts who clean communal areas and student rooms in shared houses.

You are requested to maintain all facilities in a reasonable state of cleanliness in between times; this includes removing rubbish from kitchen and other bins within your room on a regular basis & placing it in the bin provided outside of the house.

Please note that scouts have been employed to look after the communal areas within the building and will carry out basic cleaning tasks in study bedrooms where surfaces are left clear and tidy; they are not employed to make beds, wash up dishes or tidy surfaces.

In order that you gain maximum benefit from their work, please ensure that all surfaces in the kitchen, bathroom and your study bedrooms are left in a tidy condition prior to their arrival. You are expected to leave the accommodation in the same clean and tidy condition when your licence ends as it was when you arrived; failure to do so may incur additional charges for cleaning which may be deducted from your deposit.

All residents should be aware that cleaning staff are instructed to inform the Housekeeper if they are unable to gain access to study bedrooms for any reason for more than three consecutive days.

You are expected to leave the accommodation in the same clean and tidy condition when your licence ends as it was when you arrived; failure to do so may incur additional charges for cleaning which may be deducted from your deposit.

End of licence cleaning

GTC will cover 1 hour of “end of licence” cleaning per room and any additional charges will be passed on to tenants.

Refuse

Information about refuse disposal varies slightly from residential building to residential building – you will be issued with information appropriate to our accommodation when you arrive and move into your room.

Sanitary disposal bins.

All communal bathrooms are equipped with a sanitary disposal bin and residents are requested to make use of these bins and not flush sanitary dressings and the like down the toilets as this may block the drains and inconvenience everyone in the building; a bin will be provided in every bathroom and it is not possible to remove them under any circumstances.

Please note that the bins should ONLY be used for sanitary dressing such as tampons and towels; ordinary toilet paper can be flushed down the toilet (not wet wipes).

The bins are emptied on a four weekly basis by contractors.

If you have any queries or concerns about the service you are receiving, please do not hesitate to contact the Housekeeper via the above contact details.

iv) Post

All personal mail should be addressed to:

Your name, Green Templeton College, 43 Woodstock Road, Oxford, OX2 6HG

Unless the College is provided with a forwarding address and self-adhesive labels, all post will be “returned to sender” once you have left the building at the end of your licence.

v) IT Arrangements

Each house will have points for University network access; the College IT Services Manager issues separate guidance notes relating to IT Provision within the building and should be contacted if you have any queries regarding IT provision.

vi) Telephones.

Telephone landlines are not supplied. We recommend you use Skype or a mobile phone.

vii) Televisions

The College does not supply televisions and any resident providing their own must ensure that the correct licence is purchased before using one. Residents are warned that the fine imposed by the licensing authorities for not having the correct license is currently £1000 and that the licensing authorities have the right to come & inspect without warning, and do so from time to time. Television licenses can be purchased from any Post Office; one is located in the newsagents' on Woodstock Road opposite the Language Centre. Please note that such licenses are portable and can be relocated within the UK if you intend to stay on in other accommodation after the end of your stay.
<http://www.tvlicensing.co.uk/>

viii) Car Parking & cycle storage

There is no parking at the college main site or Lord Napier House for residents. There is off-street car parking at 5, 33, 34, 38 and 39 St Margaret's Road for residents of those houses. Parking costs £25 per month and you'll need a permit from the Porters' Lodge

ix) The reporting of defects and maintenance

You will be contacted by the Accommodation Manager within one week of taking up residence to agree the inventory of your accommodation.

If you have any queries about the contents of your accommodation, either prior to this meeting, or once you have settled in, please contact the Accommodation Manager via the contact details at the top of this document in the first instance.

All repairs must be reported to gctmaintenance@gtc.ox.ac.uk

You should expect an acknowledgment e-mail by return and then the faults will be either fixed by GTC maintenance staff or contractors where appropriate. We reserve the right to enter the property to make repairs and will give notice wherever possible. The college will try to give you 7 days' notice of planned maintenance work requiring access to your room.

In the event of an emergency (such as a gas or water leak), we will need instant access to your room. Emergency repairs such as water leaks, gas leaks, loss of electricity or heating will be prioritized with a response within 4 hours. Non-emergency repairs should be responded to within 3 working days. No notice will be given if you have reported a maintenance issue.

People entering your room (for reasons as detailed above) can include cleaners, maintenance staff, Accommodation Manager, Housekeeper, Domestic Bursar, Bursar and Porter's.

x) Shipping arrangements.

If students wish to ship items of personal belonging to Oxford in advance, please mark parcels clearly as follows:

**FAO [the name of the student]
Green Templeton College
43 Woodstock Road,
Oxford.
OX2 6HG**

Please bear in mind the college has no storage space but can accept general mail before you arrive.

Useful contacts:

[Porters' Lodge](mailto:lodge@gtc.ox.ac.uk)
lodge@gtc.ox.ac.uk 01865 274770

<http://www.gtc.ox.ac.uk/people/staff-departments.html>

Domestic Bursar
domestic.bursar@gtc.ox.ac.uk

Nick Martin Accommodation Manager
nick.martin@gtc.ox.ac.uk 01865 274795

Katie Keogh Housekeeper
Katie.keogh@gtc.ox.ac.uk 01865 284558

All maintenance and fault reports to gtcmaintenance@gtc.ox.ac.uk