

## Short Stay Accommodation terms and conditions

### Definitions

DMU/The University	De Montfort University and the staff acting on its behalf
Booking Period	the dates specified in the short stay confirmation email
You	Person making the booking
Room	means a part of the Halls of Residence which is occupied as an individual private study bedroom
Hall of Residence	means the residences available for occupation specific dates as per the short stay confirmation email
Booking payment	Amount charged for the entire requested stay

1. The booking is for 1 standard room for sole occupancy within the specified hall
2. The rate for the room is £25 per night
3. The Booking Period is as specified in the short stay confirmation email sent by DMU to You and will be for a minimum of 2 consecutive nights and a maximum of 5 consecutive nights
4. You must pay the total cost of the stay in order to confirm the booking and prior to arrival
5. You are able to cancel your booking at any time prior to the date of commencement and receive a full refund provided you notify the Accommodation Office by email [accommodation@dmu.ac.uk](mailto:accommodation@dmu.ac.uk)
6. If You cancel the booking on the day you are due to arrive we will deduct the equivalent of 1 nights stay from your refund
7. Keys/Fobs are available after 11am on the date specified. If You intend to arrive after 5pm You must make specific arrangements with the Halls Management Team e: [halls@dmu.ac.uk](mailto:halls@dmu.ac.uk)
8. You must depart by 10am on the end date and return all keys to the Hall Management staff. You will be invoiced for any keys/fobs that are not returned by the required time/date and any costs incurred by DMU for changing the locks.
9. Standard facilities for use for all bookings include the use of a cooker, fridge, freezer, microwave & kettle. Irons, ironing boards and vacuum cleaners are available on request.
10. Additional costs for laundry and internet apply which are provided by third parties.
11. All accommodation is non smoking
12. Bed linen and towels are provided by DMU
13. Meals are not included in the price
14. DMU do not provide crockery, cutlery or cooking implements
15. You are responsible for maintaining a reasonable standard of cleanliness in the rooms and communal areas including kitchens
16. You must ensure waste is disposed of into appropriate general waste or recycling receptacles.

17. DMU will provide a cleaning service to include the kitchen (not washing up) showers and toilets.
18. You are liable for any damage caused to University property during your occupancy and will be invoiced for any costs incurred by the University in rectifying the damage.
19. You are responsible for your guests and will be charged for any damages caused by them. Guests are not permitted to stay overnight in the hall and must leave by midnight
20. You must report any damages to DMU immediately
21. DMU reserve the right to terminate your booking with immediate effect if You, or your guests cause any anti social behaviour or nuisance to other residents/staff. DMU shall have no liability for abortive costs incurred by you as a result of such termination.
22. On the expiry of the Booking Period DMU shall in its discretion carry out a full inspection of the Room. In the event that any damage is discovered DMU will provide You with an invoice containing the amount required to repair any damage caused or replace any damaged items and You shall pay such amount to DMU within 30 days of such invoice
23. The University does not accept responsibility for any items lost, stolen or mislaid on the premises.
24. The University's employees or agents shall not be liable for any damage or loss to property, valuables or money of whatever description unless such loss or damage is caused by the negligent act of one of DMU's agents or employees.
25. Any item left on the University's premises after the expiry of the Booking Period shall be disposed of if in the reasonable opinion of DMU it is of little or no value.
26. Any item left on the University's premises after the expiry of the Booking Period which appears to be of value will be stored in the University's Hall Manager's safe/office and kept for a period of 14 days for You to collect following which it will be disposed of. If You require the item to be returned to You, You will be responsible for the associated costs of doing so.
27. You must comply with all Health and Safety signage and instructions for the duration of the Booking Period
28. The University reserves the right:
  - i. for authorised personnel to enter the Room on reasonable notice to inspect its condition, to clean the Room on a regular basis (if applicable) or for other appropriate purposes which in the reasonable opinion of the University require entry to the Room;
  - ii. for authorised personnel to enter the Room to carry out such repair works as the University thinks necessary or has been requested by the residents;
  - iii. for authorised personnel to enter the Room immediately on health and safety grounds;
  - iv. to prohibit visitors at any time if necessary in the interests of security and/or the health and safety of other residents and/or staff and for such other purposes as the University reasonably decides requires the prohibition of visitors.