

LSE Residences Regulations

1. INTRODUCTION

- 1.1 These are the LSE Residences' Regulations referred to in the Licence Agreement between the Resident and the School and to which a Resident is bound as part of their Licence Agreement.
- 1.2 Every Resident (as defined in Clause 33.4) must at all times comply with the House Rules relating to their specific Accommodation; the latest House Rules are available for residents in the Accommodation to which they relate. It is the responsibility of the Resident to ensure that they are familiar with the latest House Rules relating to their Accommodation.

2. THE ACCOMMODATION

- 2.1 The Accommodation is part of the School's property and is administered by the School's appointed officers.
- 2.2 While the Warden is generally responsible for handling all Resident matters in the Accommodation, there may be instances where the Warden will refer to the School. Where this occurs, the Warden will notify the Resident accordingly.
- 2.3 The School's Residential Services Office is responsible for the administration of the Licence Agreement.

3. RESIDENTS

- 3.1 Residents must be full-time registered students of the LSE (or the dependent partner or child of a full-time registered student) in the case of any Premises which may be designated for occupation by couples or children.

4. TAKING UP RESIDENCE

Residents who are unable to take occupation of the Premises on the Check-in Date should notify the Residential Services Office in writing in advance. For the avoidance of doubt, in the event that a Resident is unable to check in on the Check-In Date as agreed and therefore has a late check-in, the Resident accepts that there will be no reduction in the Fees payable and the Resident will make full payment of their Fees by dates specified in Schedule 1 of the Licence Agreement.

5. REALLOCATION OF PREMISES

- 5.1 There may be circumstances whereby Residents will be required to move to alternative Premises. In such an event, the School reserves the right to require any Resident to move to alternative Premises within the Accommodation at any time during the Licence Period.
- 5.2 Where possible re-allocations shall be within the Agreed Room Type. However the School reserves the right to change the Agreed Room Type and in these circumstances the Fees may be:

- 5.2.1 reduced (if the standard fee for the new room type is less than the Fees);
 - 5.2.2 increased (where the change in Agreed Room Type is at the request of and confirmed with the Resident).
- 5.3 Residents shall not move from the allocated Premises without obtaining prior written permission of the Front of House Manager.
- 6. **USE OF ACCOMMODATION**
 - 6.1 The Premises and the Accommodation may only be used for domestic residential purposes and is not to be used for any trade, business or profession.
 - 6.2 The School operates a zero tolerance policy with regard to drugs and firearms which will be enforced without regard for personal views or opinions. All drugs, controlled substances, firearms, explosives, knives, fireworks, chemical, projectile devices and other dangerous substances, articles and weapons are banned from being carried, stored, used or sold/exchanged in any Accommodation. In all cases discovered, the police will be notified and all relevant information passed to the School authorities. Any Resident found in contravention of this Regulation will be subject to disciplinary action by the Warden or other member of staff who has a role in escalated disciplinary procedures.
 - 6.3 Residents must not hang or allow to be hung any clothes or other articles from any part of the Accommodation.
 - 6.4 Residents must comply with all regulations imposed by the School in relation to the Accommodation.
 - 6.5 Residents must not create any blockages or other obstruction in the showers, baths, sinks, lavatories and cisterns in the Accommodation.
- 7. **LICENCE FEES**
 - 7.1 Residents will receive an account for their Licence Fees as well as an account for the fees for the Common Room Society (set out in clause 26 below). This will be created on the date of arrival at the Accommodation.
 - 7.2 Late settlement of any debt, without prior agreement of the School's Residences Fees Team will be a breach of the conditions of the Licence Agreement.
 - 7.3 Residents who are unable to pay their accounts on the Payment Dates must submit a written explanation to the Front of House Manager of the Accommodation at least one week before the Payment Date; save in exceptional circumstances. The School reserves the right to determine whether exceptional circumstances apply. A surcharge will be made for late payments.
 - 7.4 Any application for an extension of any deadline for the payment of Fees must be made in writing to the School's Residences Fees Team before payment is due. Any agreements amending the date on which the Fees are due will only be valid if made in writing by the Residences Fees Team.

- 7.5 If Fees and / or other debts incurred in respect of the Accommodation are not paid in accordance with the Licence Agreement the matter will be referred to the appropriate School authorities who will consider what action to take in light of all the circumstances. Such action may include a request to the School to revoke privileges, such as invitations to attend graduation events, membership of alumni groups, offers of accommodation for subsequent years, etc.

8. DEPOSIT

- 8.1 We will deduct the Deposit from your Licence Fee as follows:

8.1.1 If you have (or are deemed to have) elected to pay the Licence Fee in full by one single payment, we will deduct the Deposit from that payment, or;

8.1.2 If you have elected to pay the Licence Fee in termly instalments, we will deduct the Deposit from your final instalment.

- 8.2 The School will be entitled to draw on the Deposit at any time in order to:-

8.2.1 pay any sum payable by the Resident under the terms of the Licence Agreement which remains unpaid for 7 days after the same becomes due and / or;

8.2.2 compensate the School in respect of any other non-compliance by the Resident of obligations under the Licence Agreement.

- 8.3 Provided the Resident has vacated the Premises the School shall return the Deposit to the Resident (less any sums which may be due from the Resident in accordance with the terms of the Licence Agreement) within eight weeks of the expiry of the Licence Period (or the date the Resident yielded up the Premises if later).

- 8.4 In the event that the sums due to the School at the expiry of the Licence Period exceed the amount of the Deposit the resident will pay to the School such excess within 14 days of written demand.

- 8.5 The Resident is not entitled to any interest in respect of the Deposit.

9. PREMISES

- 9.1 Each Resident shall check an inventory of contents and condition of the Premises and shall check jointly with any other Resident of the Accommodation the inventory for the Common Areas. Any discrepancy must be reported within 7 days of the Resident's arrival at the Premises.

- 9.2 Residents must maintain all the contents, fixtures and fittings in a good and clean condition, including the interior of windows throughout the Licence Period and at the end of the Licence Period must yield up the Premises and its contents in a good and clean condition.

- 9.3 Residents may be charged the cost of cleaning, repairs or replacement if the Resident fails to maintain the Premises or the Accommodation in accordance with the terms of the Licence Agreement. Charges may be levied on an individual or joint basis (at the School's discretion).

- 9.4 If any Resident fails to vacate the Accommodation at the end of the Licence Period or (if relevant) during the Breaks the School may levy an additional daily charge (as determined by the School) on the Resident.

10. **COMMON AREAS**

- 10.1 Residents shall be jointly responsible for the Common Areas and may be required to contribute to costs incurred in the cleaning, repair and maintenance of the Common Areas.
- 10.2 Residents must not damage the Common Areas or remove any items from them. Individuals identified by the School as being responsible for damage caused shall be required to pay the full cost of repairs or maintenance themselves.

11. **PROHIBITED AREAS**

Residents are prohibited from entering any areas of the Accommodation marked 'Private', 'Staff Only' or 'No Entry', or where Residents have been advised that entry is prohibited. Prohibited areas may be designated at any time by the School's Front of House Manager or by the Warden.

12. **FIRE SAFETY**

- 12.1 Residents must not move, tamper with or in any way interfere with fire or other safety equipment anywhere within the Accommodation. This includes blocking of fire exits and propping open of fire doors.
- 12.2 Residents must comply with all fire rules and regulations imposed by the School or any relevant authority.
- 12.3 Costs incurred by the School as a result of any breach of paragraph 12.1 or paragraph 12.2 will be passed to the residents of the Accommodation. Individuals identified by the School as being responsible for such costs will be required to pay the full cost themselves.
- 12.4 **The Head of Residential Life may terminate the Licence Agreement with immediate effect if the Resident breaches any of these fire safety regulations.** Please see the House Rules for further information.

13. **HEALTH AND SAFETY**

- 13.1 It is the responsibility of all Residents to report promptly any fault or damage detected in the Accommodation which might constitute a hazard to the health or safety to the office/reception of the Accommodation.

- 13.2 Any incident or situation where:-

13.2.1 the emergency services (police, fire or ambulance) are called to the Accommodation, or;

13.2.2 first aid is administered;

must be immediately reported to the office/reception of the Accommodation.

14. **WINDOWS**

- 14.1 Resident must not remove or tamper with any window restrictions. If any restrictors/locks in the Premises are damaged the Resident will be charged the full cost of replacement and any damage to the window. If any restrictors/locks in the Common Areas are damaged the residents shall be jointly responsible for the costs. Individuals identified by the School as being responsible for damage caused shall be required to pay the full cost of repairs or maintenance themselves.
- 14.2 Residents must never throw anything out of the windows.

15. **REGISTRATION WITH A DOCTOR**

All Residents must register under the National Health Service with a doctor who can attend the Accommodation. Any case of illness, disease or accident which might necessitate medical intervention or which causes the Resident to be bedridden should be reported at once to the office/reception of the Accommodation.

16. **ACCESS TO ROOMS**

- 16.1 The School reserves the right for authorised members of staff or its nominated representatives for all purposes, including but not limited to:-
- 16.1.1 inspect the Premises and the Accommodation to ensure compliance with the Licence Agreement;
 - 16.1.2 inspect the conditions of the furniture, fittings and decorations;
 - 16.1.3 effect any repairs that may be necessary and undertake any work involving structure or other facilities of the Accommodation;
 - 16.1.4 clean the Premises.
- 16.2 Residents are required to maintain the Premises as a safe environment for all authorised people entering and working on the Premises (for example by ensuring that cables to personal electrical equipment are safe).
- 16.3 Residents will forthwith comply with any direction or requirement of the Warden which is given to ensure compliance with the Licence Agreement.
- 16.4 In all cases where entry is made into empty Premises, the Resident shall be informed at the earliest opportunity.
17. **DECORATION/ ALTERATION**
- 17.1 The Resident is not permitted to carry out any decoration or alteration or make any alteration to the Premises or the Accommodation.
- 17.2 Anything that might damage walls, wardrobes, doors and other surfaces when affixing posters, photographs etc. are not permitted. All adhesive materials must be removed from the walls and other surfaces before the Resident departs for a vacation and at the end of the Licence Period. Failure to comply with this requirement will result in a cleaning charge.

- 17.3 Posters may not be displayed in public areas within the Residence unless they have been approved by the Warden and/or Front of House Manager of the Accommodation.

18. **NEXT OF KIN**

Residents are asked to inform the Student Services Centre of any change of name and address of their next of kin or named representative, so that they may be contacted in case of emergency. This can be done by updating the details in LSE for You.

19. **PETS**

No pets or other animals, reptiles or birds shall be kept in any part of the Accommodation.

20. **SMOKING**

- 20.1 There is a no-smoking policy in operation across all School buildings, including all Accommodation, in line with English law. Smoking is banned in all areas, including individual Premises, common areas or pavements immediately outside all Accommodation.

- 20.2 **Smoking is considered a breach of these regulations that might result in a health and safety or fire hazard. The School may terminate the Licence Agreement if the Resident breaches any of these smoking regulations.**

21. **ELECTRICAL ITEMS**

- 21.1 Residents shall inform the School's Front of House Manager of any and all electrical items or equipment brought into the Accommodation. Individual House Rules will determine whether certain pieces of equipment may be used.

- 21.2 Notwithstanding paragraph 21.1 Residents shall ensure that all electrical appliances used in the Accommodation are properly tested, maintained, wired and connected. The School reserves the right to test, at the Resident's expense, any electrical item or equipment brought into the Accommodation and to remove any item which is deemed a possible hazard or nuisance to Residents and/or staff (Residents should refer to individual House Rules for further information).

22. **DAMAGE**

Residents shall notify any damage, breakage and deficiency within their Premises or elsewhere in the Accommodation within 24 hours to the office/reception desk of the relevant Accommodation. Residents will be required to pay for damage, breakage and deficiency for which they are held responsible.

23. **KEYS/KEYCARDS**

- 23.1 Residents will be provided with a key/card for access to their own Premises and the main door of the Accommodation. Where applicable they will also be provided with a mail box key.

- 23.2 A charge will be applied for the cost of replacing any key/card which is lost or not returned when the Resident checks out of the Accommodation either at the end of the Licence Period or before.

- 23.3 **Residents must ensure the Premises are locked when they are not there.**

24. **INSURANCE AND SECURITY**

- 24.1 Possessions insurance up to a certain amount and excluding certain items is offered to residents as part of the Licence Agreement. Full details of the insurance policy are available at **lse.ac.uk/currenthallsresidents**

- 24.2 Residents entering or leaving the Accommodation must make sure that the main door is closed firmly behind them.

- 24.3 All liability of the School to Residents for loss or damage to or theft of the Resident's belongings (or those of the Resident's visitors) however arising is excluded.

25. **LOST PROPERTY**

- 25.1 Property which is left anywhere in the Accommodation without prior arrangement with the School's Front of House Manager which is deemed to be perishable or hazardous, will be disposed of immediately. Please note that the decision as to whether or not property is perishable or hazardous lies at the School's sole discretion.

- 25.2 Other items of property which appear to have been abandoned may be stored by the School (but without imposing any obligation on the School to do so) and the Resident will be charged for such storage. One notification will be sent to the Resident providing the item is labeled and the address of the Resident is known and Property not collected from storage by the due date may be disposed of (as the School considers fit). The School will not be under any liability to account for the cost of the item to the Resident.

26. **HALL SOCIETY**

Residents will automatically be members of the Common Room Society (unless a Resident opts-out which should be exercised in writing) for which a charge will be levied each term. The subscription is reviewed annually. Current rates are published on the School's webpages and in each residence.

27. **LEAVING**

If a Resident gives written notification of wishing to leave the Premises, the Residential Services Office may attempt to find a substitute. Residents must follow the procedure for early departure and will be liable for the entire Licence Fee unless and until a replacement Resident is found. A final room inspection will be conducted after the Resident departs the room. On all matters relating to the allocation of places, the Residential Services Office decision shall be final. For the avoidance of doubt decisions of the Residential Services Office shall not constitute grounds for the termination of occupancy by any Resident.

28. **BEHAVIOUR**

- 28.1 LSE Conditions of Registration make clear the standards of behaviour expected, that students should conduct themselves in an "...orderly, responsible, and sober manner and at all times to respect the rights and views of others." Failure to do so is a breach of the Conditions of Registration and an offence under the School's Disciplinary Procedure.
- 28.2 Residents must refrain from any behaviour that would bring the School into disrepute, breach the Conditions of Registration (especially paragraph 18) or cause any discomfort, nuisance or annoyance to the School, neighbours or other occupiers of the Accommodation.
- 28.3 Residents must not make unreasonable noise (as determined by the School) at any times and after 11.00 pm must not make any noise which disturbs other Residents.
- 28.4 Residents must comply with the Code of Conduct at all times. The Code of Conduct sets out a non-exhaustive list of potential actions that may constitute breaches of behaviour and the respective sanctions.

29. **CONSIDERATION**

Residents are required to be mindful and considerate of the needs of other Residents. Excessive noise or any other unreasonable conduct (as determined by the School) will be deemed a breach of the Licence.

30. **GUESTS**

- 30.1 No person, other than the Residents, may reside in the Premises or the Accommodation.
- 30.2 Residents in single rooms may have no more than one guest overnight. In twin or triple rooms there may be no more than one overnight guest per Resident. Residents who intend to have overnight guests must obtain the prior consent of their roommates. No guests may remain more than three consecutive nights without permission from the Warden.
- 30.3 Residents will be held responsible for the conduct of their guests and are liable for any costs arising from the misconduct of their guests (whether accompanied or not by the Resident).
- 30.4 Residents shall forthwith comply with any direction or requirement of the Warden, who shall have the absolute right to require any guest to leave any part of the Accommodation and to bar any person from entering any part of the Accommodation.
- 30.5 Residents in rooms for more than one person must show due and reasonable consideration for their roommate(s); for example, they must not invite guests to their rooms at unreasonable times. (see also paragraph 29 **consideration**).

31. **INFRINGEMENT**

- 31.1 It is a condition of the Licence Agreement that a Resident observes the LSE Residences' Regulations.

31.2 The School may be terminated the Licence Agreement with immediate effect if it is deemed that the Resident has committed a breach of these Regulations. Please refer to the Student Halls Handbook (available at lse.ac.uk/currenthallresidents) for definitions of minor and major breaches.

31.3 The Resident will be consulted where there is a potential or actual breach of these Regulations, providing the Resident with an opportunity to present relevant information and/or evidence. In the instance that it is deemed that there has been a breach, it may be decided that the Resident be subject to the School's Disciplinary Procedure. If the School and/or the Warden judges that a serious breach of these LSE Residences' Regulations has been committed by a Resident the Warden (on the School's behalf) may suspend the rights of the Resident under the Licence Agreement and exclude without notice the Resident's access to the Premises and Accommodation.

32. **APPEALS**

32.1 The Resident shall have a right of appeal to any decision reached in respect of these LSE Residences' Regulations and this shall be heard by the School's Head of Residential Life or their nominee.

32.2 Appeals must be submitted to the School's Head of Residential Life within two weeks of receipt by the Resident of formal notice of a decision or penalty.

33. **DEFINITIONS**

33.1 The words defined in the Licence Agreement have the same meaning in these Residences Regulations.

33.2 "**Check-in Date**" means the date given in your Licence Agreement.

33.3 "**Code of Conduct**" means the LSE Residences Code of Conduct as published from time to time by the School, a copy of which is made available to the Resident for review either in the Accommodation or on the LSE website.

33.4 "**Resident**" means the Student and Dependents or Partners (if any).

33.5 "**Warden**" means the Warden, School Resident or other as appointed by the School.

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