

THE UNIVERSITY OF BIRMINGHAM CATHOLIC CHAPLAINCY

NEWMAN HOUSE
29 HARRISONS ROAD
EDGBASTON
BIRMINGHAM B15 3QR

Manager: 0121 454 4395 (office number) managernewman@gmail.com

TERMS AND CONDITIONS OF OCCUPANCY

Occupancy:

Occupancy is for a minimum of *one Academic Session*, divided into three periods. If you know any reason which may make it difficult for you to remain in residence for all three periods as detailed below, you should speak to the manager. Residents taking up accommodation at the beginning of the Session are liable for fees for all three periods. Occupancy is for one Session at a time, but may be renewed for a further Session upon re-application. The Chaplains reserves the right to reject an application or re-application, and shall not give any reasons for such a rejection. The Chaplains reserves the right to request a resident to vacate their accommodation with 28 days' notice. A resident who wishes to move out must also give 28 days' notice in writing. Residents who choose to move out continue to be liable for residence fees for the remainder of the Session, or until a new resident, approved by the Chaplain, moves into their room on termination of occupancy, no refunds of fees will be made.

Rent:

Rent includes electricity and seasonal heating. Newman House endeavours to provide adequate heating and lighting in the accommodation. But Newman House cannot accept responsibility for the failure of any services in the accommodation which are outside its control. Rent is to be paid for each period by the end of the second week of the relevant University term. Occupancy outside the Session is charged at a daily rent as detailed below.

When leaving Newman House:

You must clear, clean and vacate the accommodation on the day the Accommodation Period ends otherwise Residence Fees will continue to be charged at the full rate until this has been done. You must return the original (not duplicate) keys to the Manager or Chaplains and they must not be handed to another student. If keys are not returned on the day your contract ends, you will be charged £75.00 for the cost of the replacement lock and keys. If keys lost during the year, you will be charged £10.00 for replacement keys to be cut.

Sub-occupancy:

Residents shall **not permit** another person to occupy their room, unless the permission of the Chaplains has been obtained. Such a sub-occupant will be charged the relevant rent, such charge being paid to Newman House and not to the resident.

Absence:

Residents who are absent from Newman House are to inform the chaplains/ manager of their absence. No refunds of fees are made for periods of absence.

Deposit and Damage:

When accepting a place for the following session, a Deposit / Caution Fee of £200 is to be paid. Subject to deductions, the Deposit will be returned when a resident leaves after the room has been inspected by the Manager or one of the Chaplains. It will be forfeited if the prospective resident fails to take up their place after signing the Form of Acceptance, or if the resident fails to remain in residence for the full Session, or to hand in their keys on vacating the accommodation. The cost of repairing damage in a person's room will be borne in full by the resident, including mould on any surface caused by the room not being adequately ventilated, broken windows etc. Costs

incurred in repairing damage in communal areas will be shared by all residents, unless the person(s) causing the damage admit to it; the cost of repairs will then be borne by those admitting liability.

Health and Safety:

In order to ensure your health and safety you should report any defects or repairs needing attention to the Manager as quickly as possible.

You should familiarise yourself with the fire and safety procedures and the appropriate escape route in the event of a fire alarm in Newman House. You must abide by all fire or safety regulations and co-operate with the emergency services, Manager and Chaplains. You must NOT interfere with any fire or safety appliances. You should be aware that interference with or misuse of firefighting equipment or alarm systems is a criminal offence. The Accommodation is **Smoke Free** and designated as **No Smoking**. You or your guests must NOT smoke anywhere within the Accommodation or in the common parts of the Residence.

You are NOT permitted to use any inflammables, incense sticks, any apparatus using halogen bulbs or halogen heaters and chip pans within the Accommodation since these pose a serious fire risk not only to yourself but also to others.

If any fire extinguisher is discharged without proper cause by you or your visitors you will be liable to pay the cost of refilling the fire extinguisher plus an administrative charge not to exceed £50.00.

If any fire alarm is activated without proper cause by you or your visitors you will be liable to pay a charge of £50.00. If fire/smoke/heat detectors are tampered with you will be liable to pay a safety check charge of £50.00.

Insurance:

Residents are advised to take out full insurance cover. The Chaplains and Manager of Newman House, and the Trustees of the Roman Catholic Archdiocese of Birmingham cannot be held responsible for damage to or loss of any person's possessions.

Security:

The security of the building and its contents is the concern of each resident. It may be a condition of an Insurance Policy that rooms be kept locked, and that personal possessions are not left in communal areas. The doors on the top corridor are to be kept locked at all times. Only the main doors may be used for access to the building. Residents are to follow the directions of the Chaplains and Manager concerning security at all times, and to see that guests do the same. *Residents are to carry their House keys with them at all times.*

Household:

Residents are required to clean their own rooms, to supply and launder their own linen and towels. Some crockery is provided, and residents may supplement it with their own. Residents are responsible for the general cleanliness and tidiness of the Common Room/ Kitchen and other communal areas. In the Common Room, bins are to be emptied daily; fridges are to be cleaned weekly. Sellotape is not to be used on any surface. All cooking, including the preparation of drinks, is to be done in the kitchen. Electrical kettles may be used in residents' rooms with the approval of the Chaplains or Manager. ***Electric heaters may only be used with permission from the Manager and a flat charge of £50 will be levied for the Session.*** No electrical appliance is to be left 'on' when a room is unoccupied. Residents are to report any fault or problem with the fabric of the building or its fittings and equipment as soon as is practicable to the Manager, and should not attempt to repair or remedy the problem themselves without the permission of the Chaplains or Manager.

The Accommodation is shared by a group of students, and so the cleaning of the communal areas, including the kitchen, is the joint responsibility of the residents of that Accommodation. It is suggested that a weekly cleaning rota is the best way of ensuring that the Accommodation is kept clean and each student should do their fair share and not expect other students to cover for them.

If your fridge/freezers are not frost free appliances, you must defrost them regularly, preferably at least once every term.

Visitors:

The entertainment of visitors shall not be permitted to disturb other residents. Parties may be organised only with the permission of the Chaplains; seven days' notice shall be given. Such a party is to be held in the Bar Room, and not in the residential part of the building. The organiser is to clean up afterwards; a party is not to continue past midnight. Visitors may stay overnight, if there are rooms available; permission *must* be sought from the Chaplains or Manager. Members of the opposite sex are not to share the same room overnight, unless they are married.

General:

Rental and other fees will be reviewed at the beginning of the Session each year. The Chaplains reserve the right to amend or alter any of the Terms and Conditions of Occupancy. Residents are expected to attend any meetings called by the Chaplains; the information given then and at other times, either verbally or in writing, shall be deemed to be part of the Terms and Conditions of Occupancy. The Chaplains and Manager reserve the right for themselves and any other member of the Chaplaincy Staff, or any other person, with the permissions of the Chaplains or Manager, to enter or search any room for any due cause, to examine its condition, in the interests of safety, health, or maintenance of law and order or to carry out essential repairs or maintenance. The possession, use, provision, or sale of drugs and other illegal substances, or any other form of criminal conduct, in Newman House and its grounds, is prohibited. The Chaplains will take appropriate action in such circumstances. ***Residents will uphold the Catholic ethos of the Chaplaincy.*** Residents who have any sort of health problem, or who are on regular medication, are to make this known to the Chaplains when accepting an offer of accommodation; such information will be kept confidential.

PERIOD OF OCCUPANCY FOR THE ACADEMIC SESSION 18th SEPTEMBER 2022 TO 9th JULY 2023 (OR 3rd September 2023 for 50 week contract).

Divided into three periods of residence (four for postgraduates)

Period beginning	Amount (£)
18 th September 2022	£1,470
8 th January 2023	£1,470
24 th April 2023	£1,470
26 th June 2023 (postgraduates)	£840

Occupancy outside the above dates of the Academic Session will be charged at £105 per week for current residents and £20 per day for visitors.

Please note that all cheques to the Chaplaincy must be made payable to 'The University of Birmingham Catholic Chaplaincy' only, and not to any particular person or other organisation.