Terms and Conditions of Booking
University of Sussex Housing Services - Summer Accommodation

1. Bookings and Charges
   1. Bookings can only be accepted from persons aged 18 and over and who are not in debt to the University.
   2. The minimum booking period for individuals is one week, except under certain promotional events such as Pride weekend. Minimum booking period for groups is 3 nights, and groups must consist of 4 or more people.
   3. Single rooms are for single occupancy only and shared rooms (twins) are for no more than 2 people. Anybody found to be sharing, sub-letting or assigning their room will be asked to leave.
   4. Cancellation: where the Consumer Protection (Distance Selling) Regulations 2005 apply the customer may cancel the booking within 7 working days of the agreement coming into force. The agreement comes into force when payment has been received by the university and confirmed in writing. The right to cancel does not apply within 7 working days of the start of the booking period. You must contact the booking provider if bookings are taken by a 3rd party (e.g. Brighton Pride) where different conditions may apply. Any cancellations must be made 1 week before arrival date to receive a full refund, minus a cancellation charge of £60.
   5. Payment for the period booked must be made in advance, with payment being due 2 weeks in advance of the arrival date. If paying in instalments, any consecutive payments must be made at least 2 weeks in advance of the end of the particular booking period and according to their individual payment schedule. VAT will be charged to all non-University personnel not engaged in academic study at the University as well as graduands post the Graduation Ceremony. If payment is not made by 2 weeks before the arrival date, the University is entitled to cancel the booking.
   6. All visitors who are not Sussex students must make payment via the University of Sussex Online Shop. All charges for current Sussex students will be made to their student accounts, apart from students graduating this summer. Any students graduating this summer must make this clear in their booking and make payment via the University of Sussex Online Shop.
   7. Bookings made by academic units we assume to be underwritten by the school in the event of non-payment by the visitor.
   8. In the event that bookings are not fully paid outstanding amounts owed by non-Sussex students will be subject to debt-collection procedures.
   9. Bookings may be amended however an administration charge of £40 will be applied. If a booking is extended there is no guarantee that the same room will be available for the period required.
   10. Any lost keys will be charged for at the discretion of the Building Manager.

Concerning group bookings:
   1. Groups consist of a booking of 4 or more individuals.
   2. The group organiser will supply the Building Manager/ Housing Office with a list of occupants at least one week in advance of arrival.
   3. Full payment for groups must be made 4 weeks in advance of the arrival date. If payment is not made by 2 weeks before the arrival date, the University is entitled to cancel the booking.

2. Collection of Keys
   1. All rooms are usually available from mid-day (not earlier) on the day of arrival to 10.00am on the day of departure from the porter's office for the residence. There is no exception to departing by 10:00 am and therefore if you depart after 10:00 am you will be charged for another night. If you depart after 10:00 am or after your designated leave date and it conflicts with another booking we will charge you a £40.00 penalty. Outside of these hours keys for on campus and off campus rooms can normally be collected from the 24 hour reception at York House if payment is in order.
   2. Bookings for Stanmer Court can gain access 24 hours via the gate at Falmer Station (press “P” on the intercom to call the porter). If arriving by car, park in the Sports Centre car park and walk through the underpass to the station forecourt.
3. Residence Rules

1. Occupants must keep their room (and jointly with other occupants) the common parts and contents in a clean and tidy condition; failure to do so will result in penalty charges.

2. Occupants must leave the accommodation cleared of their belongings and in a clean and tidy condition when they leave and return all keys to the building porter or York House 24-hour Reception by 10.00am on the day of departure; failure to do so will result in penalty charges.

3. Occupants must not do anything which may cause damage to the electrical installation or equipment in the residence or which may be a fire risk or in any way put the health and safety of others or the University's or other people's property at risk;

4. Occupants must not smoke in the residence.

5. Occupants must not change, damage, affix to or attempt to repair the structure of decorative finish of the accommodation, the common parts or the contents and must not bring additional furniture into the accommodation or common parts;

6. Occupants must not use the accommodation for any other purpose than a study bedroom;

7. Occupants must not cause nuisance to others;

8. Occupants must not bring into the accommodation any animal or vehicle;

9. The occupant is responsible for the conduct of any invited visitors; visitors are required to book their own rooms if they intend to stay overnight.

10. The University cannot accept responsibility for loss or damage to residents' personal possessions or cars.

11. Pets are not allowed within the residence.

12. Under 18s are not allowed in our residences unless arranged in advance in writing with Housing Services, and accompanied by at least one over 18 in each flat occupied. Under 18s are not allowed to share flats with over 18 who are not part of their group. Absolutely no children under the age of 8 are allowed in our accommodation.

Breaking any of these terms can result in penalty charges and being asked to leave the accommodation.