



Excluded Licence Agreement En Suite Room

Name of Licensee:

Age at start of Licence:

I have read and understood the contents of the licence (please take legal advice if contents are not understood before signing.)

Only the guarantor may sign for an under-18-year-old resident.

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1 Welcome to The Bridge

We want you to enjoy living in your accommodation at The Bridge, part of the YMCA Downs Link Group.

We believe it is important that we make it clear from the start of your Licence what you can expect of us and in turn what we will expect from you. This document sets out your rights and responsibilities as the Licensee, and our responsibilities to you as Licensor.

We are committed to ensuring that your accommodation and the services we provide are of high quality. We want you to live in peaceful accommodation, free from anti-social behaviour. We expect you to look after your accommodation and to treat your neighbours with respect and courtesy. You must pay your rent and any other charges on time.

These are reasonable expectations. If we fail to meet our responsibilities under this Licence, we expect you to tell us and give us the opportunity to put things right. If you break your side of the Licence, we will take you through our warning's procedure. Unless the breach is very serious, we will usually give you a chance to put things right. If you fail to take this opportunity, then we will take action that may result in you losing your accommodation. We feel this firm approach is only right to ensure that all our residents can live happily at The Bridge.

2 Particulars of Licence

This document is a legal contract between you and us. It explains the services you can expect from us, and the conditions you must keep to. Please read this agreement carefully before you sign it, and ask the Project Coordinator to explain anything you don't understand. You can also get help from a Citizens Advice Bureau, a solicitor, or an independent advice agency.

This is an excluded licence (under section 3A of the Protection from Eviction Act 1977) between:

Name of the Licensor: YMCA Downs Link Group ('the Licensor') which is a registered provider of social housing under the Housing and Regeneration Act 2008 and is an exempt charity under the Charities Act 1993.

Address of the Licensor: Reed House, 47 Church Road, Hove, East Sussex, BN3 2BE

And Name of Licensee:

Address: Room , The Bridge, YMCA Guildford, Bridge Street, Guildford, Surrey, GU1 4SB.

I have read and understood the contents of the licence (please take legal advice if contents are not understood before signing.)	
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Description of the property: En suite room in the accommodation together with the following shared facilities:

- Bathroom
- Kitchenette
- Café and social area
- Recreation area

Permitted number of occupants: 1

Date of start of licence: The licence begins on **31.08.19** and is a weekly excluded licence. The terms of the Licence are set out in the 'Terms and Conditions'.

Date of termination of licence: The licence ends at midday on 15.08.20.

Rent Payments:

Security Deposit Paid: £840

Deposit paid to The Bridge	Date paid	Method paid
£		

Total Rent: £10,500 /year

Which equates to:

Termly Rent: £3500 / term (equivalent to £210 / week for 50 weeks)

For students receiving Student Finance, total rent can be made in full on or before:

- 13th September 2019 - £10,500
- OR
- In three termly instalments within a week of the dates below:
 - 13th September 2019 - £3500.00
 - 10th January 2020 - £3500.00
 - 1st May 2020 - £3500.00

Licensee has elected to pay:

Amount being paid	Payment Frequency	Signature
£	Termly / Annually (delete as applicable)	

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For students not eligible for Student Finance, monthly agreements made be made with the Student Accommodation Manager.

Amount being paid	Payment Frequency	Signature of over-18 year resident or Guarantor	Student Accommodation Manager Agreement
£ 875.00	1 st of each month		

Failure to pay will result in a reminder email and/or letter being sent to the Licensee. A £20 charge will be added to late accounts. Failure after two weeks will receive a second reminder email and/or letter. After three weeks, a **Notice of Termination of The Licence** will be issued. At this point food will no longer be served to the Licensee. Guarantors for those under 18 years will also receive a copy of each letter. For those over 18 years, Guarantors will receive a copy of the final letter only.

Payment includes accommodation as detailed above along with breakfast and dinner each day.

Any reference to 'rent' in the attached terms and conditions refers to the above total rent payable. Services (where applicable) relate to those provided by YMCA Downs Link Group.

I have not given false or misleading information in order to obtain this Licence and have not failed to disclose any relevant information to the Licensor.

If the Licensor subsequently discovers that false or misleading information has been given to obtain the Licence, I understand that I could lose my accommodation.

<p>I have read and understood the contents of the licence (please take legal advice if contents are not understood before signing.) Only the guarantor may sign for an under-18-year-old resident.</p>	
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3 Guarantors

A Guarantor is a third party, such as a parent or close relative, who agrees to pay the rent if the Licensee fails to pay it. YMCA Downs Link Group can ultimately take legal action to recover any unpaid rent from the Guarantor.

Signed by the Licensor	Signed by under-18-year Licensees	Signed by 18-year and over Licensees	Signed by the Guarantor for ALL Licensees
Print Name: Rebecca Walker Student Accommodation Manager	Print Name:	Print Name:	Print Name:
Date:	Date:	Date:	Date:
			Relationship to Licensee:

Guarantor address:
Guarantor email:
Guarantor telephone:

The licence begins on 31.08.19. The licence ends at midday on 15.08.20.

Warning letters

Please be aware that we will copy any warning letters to guarantors for all students under 18 years of age regarding any breaches of this Licence Agreement.

Please be aware that we will share information regarding your License Agreement with your place of study.

I have read and understood the contents of the licence (please take legal advice if contents are not understood before signing.) Only the guarantor may sign for an under-18-year-old resident.	
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4 About the Licence Agreement

1. By signing this agreement you are agreeing to become our Licensee. This is not a tenancy.
2. This agreement follows the guidance for all Registered Providers of social housing.
3. We can change the terms and conditions of this Licence including any of the special terms and conditions set out in the Particulars of Licence either:
 - By agreement between us and you; or
 - By giving you 28 days written notice of the proposed changes and a statement explaining their effect. We will ask for your comments before we make any changes.

We will make no variation if it would:

- Reduce our responsibilities to keep your accommodation in good repair.
- Reduce your right to be consulted about any changes to the housing management service which are likely to have a significant effect on you.

4. Your responsibilities under this agreement apply to you, your family, your friends and relatives and anyone visiting your accommodation. This includes children.

5. Under this agreement you do not have exclusive possession of your accommodation. However, we will not usually interfere with your occupation of your accommodation unless any of the following apply:

- We need you to move to another room/other accommodation (this includes your room requiring refurbishment.)
- You break any of the conditions in this agreement. If you do we may terminate your Licence.
- We need to carry out redevelopment or major repairs to your accommodation which we cannot do unless you move out. We will offer you a suitable alternative accommodation for the duration of the repairs.
- We need access to your room. We have the right of access to your room at any time. Examples of the sort of situations where we may need to enter your room include carrying out maintenance works and for safety checks. When we do this, we will respect your privacy as much as we can.
- You gave false information to get the Licence.
- You find other accommodation and stop using The Bridge as your main accommodation.
- There is any other reason under Section 7 why we can terminate the Licence.

6. The Contracts (Rights of Third Parties) Act 1999 does not apply to this agreement. This means that other people cannot enforce any rights or obligations under the Licence other than you and us.

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7. Where this agreement refers to Acts of Parliament, those references include any changes or modifications made to those Acts in the future.

5 Our responsibilities

1. We (the Licensor) will make sure the structure and exterior of the accommodation of which your room forms part is kept repaired.

2. We (the Licensor) will make sure all fixtures and fittings for water, gas, electricity, space and water heating are kept repaired and in working order.

3. We (the Licensor) will periodically decorate your room and the interior and exterior of the accommodation.

4. We (the Licensor) will make sure that common entrances, halls, stairways, lifts, passageways and other communal areas are kept (repaired) in a good state of repair. This includes communal cleaning of the common areas.

5. We (the Licensor) will carry out repairs we are responsible for, such as repairing or replacing fixtures and fittings.

6. If we provide furniture this will be listed in an 'Inventory of Furniture'. We will replace any of those items of furniture when, as a result of fair wear and tear, we decide that they have reached the end of their useful life.

7. We will inspect your room every term. Notice will be given for this one week beforehand. Rooms found to be poorly maintained or with the smoke detector covered will receive warning letters, which could lead to a Notification of Termination of Licence.

8. In providing a housing service we will comply with the appropriate regulatory framework and guidance issued by the Social Housing Regulator, but the framework and guidance do not form part of this Licence.

9. We will provide you with information about how to use your accommodation and gain access to our services when you need to.

10. We will provide breakfast and dinner each day. We will endeavor to cater for any dietary needs you make us aware of. Should you be unable to be present at mealtimes you can request a breakfast bag to go, or a late meal to be kept instead of dinner.

6 Your rights

1. You do not have exclusive possession of your room. However, we will not usually interfere with your use of your room except in those circumstances set out in Section 3, clause 5 above.

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2. We may require you to move to another room/other accommodation. If we have to do so, it is our decision. We will give you as much notice as we can of the need for you to move, but sometimes we may need you to move at short notice. Please be aware that due to the 2019/20 refurbishment program, rooms due to be decorated may require a room move. Any move for refurbishment will be to a newly-decorated room unless a warning has been received for the condition of the current room, when a like for like room may be provided. It may not be possible to offer a room on the same floor and we reserve the right to move you to another floor if necessary.

3. This Licence is personal to you and cannot be transferred to any other person.

4. We will consult with you before making any changes in the management of your accommodation that are likely to have a significant effect on you.

5. You have the right to information about our housing management and maintenance policies and procedures, including allocations, repairs, consultations, complaints.

6. You have a Right to Repair. This means that we will attend to defects in your room in a timely manner: For urgent repairs we shall attend within 24-48 hours. For other repairs, we shall attend within a 28-day period. Repairs should be made known to the Student Accommodation Manager.

7. At Christmas, we will ask you whether you will live at The Bridge or away from the property. Those who request to stay need to be aware that the Bridge Kitchen will have an alternative service. The Bridge Kitchen will be closed from 24 December 2019 until 2 Jan 2020. For those staying, we will provide take-away food for supper and a cold breakfast.

7 Your responsibilities

Licensees cannot withhold rent: Please refer to Citizens Advice Bureau or Shelter if further information is required.

Paying your total termly rent

1. You must pay the rent and all other charges for your accommodation every term in advance during the week's grace we have specified. Other charges may include service charges, arrears or damages. The total termly rent to be paid is specified in the 'Particulars of Licence'. You can pay either termly or yearly.

2. You are liable for the total rent whether you use our accommodation or not.

3. We do not allow Housing Benefit to be claimed while the Licensee is living at the address mentioned in Particulars of License.

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4. Where we provide services to your accommodation, details of these are shown in appendix B. The service charge is payable as part of your rent.
5. We will review service charges once a year. Any change in the service charge will be notified to you at the same time as and as part of any change to the total weekly rent. After consultation with you we may add to, change or remove the services we provide.
6. When your Licence ends you must pay us any charges or costs you owe us.
7. If you do not pay your rent, we will terminate your Licence. You will remain liable for the full rent payment specified in this agreement.
8. Interest on the total rent will be charged at 4% per annum above the base rate of the Royal Bank of Scotland plc on a daily basis from the due date until payment if you fail to pay the rent or any other payments due under this licence within fourteen days of the due date (whether formally demanded or not).
9. We may deduct any money you owe us from any money we owe you.
10. Payments made by credit card may incur a charge which will be notified to you at the time of payment.
11. There will be regular inspections of every room to ensure health & safety regulations are being adhered to. If we need to clean your room, there will be an additional charge for this.

b) Using your accommodation

1. You, your family, friends and relatives, any other person visiting your room, must not use your room for any purpose other than as a private accommodation.
2. You must not part with possession of your room, sub-licence or sublet the whole or any part of your room or take in any lodgers or allow anyone else to stay in your room. We do not accept overnight guests.
3. We advise you to take out home contents insurance for your belongings, as we are generally not responsible for any losses you may suffer.
4. If you are going to be away from your accommodation for more than seven days, you must tell us. If you know in advance you will be away for a long period of time, you should discuss this with us.
5. In the event of a fire, your guests are your responsibility. You are required to show them the nearest fire exit during their first visit to the accommodation.
6. Loss of your key and/or fob will be charged at £20 to replace.

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7. You must use your accommodation for residential purposes only and you must not run a business from your accommodation.

8. You must not place or exhibit any notice, advertisement, sign or board on the outside of the property or inside the property so that it is visible from the outside without getting our permission beforehand.

9. You are responsible for the behaviour of your visitors in the building and its surroundings. You must ensure that they do not break the terms of this Licence. If they do, you will be held responsible and could face legal action. Visitors who cannot prove they are over 16 years of age by photo ID will be refused admission.

10. You must not keep any animals in your accommodation.

11. It is your responsibility to purchase a television license, if using equipment for which this is legally required.

12. All residents and guests MUST sign in and out of the building (even for a few minutes) for fire regulations. Failure to adhere to this will result in a warning letter.

13. You must comply with any special terms and conditions set out in the Particulars of Licence and the House Rules, in Appendix A.

c) Anti-social behaviour

1. You and your visitors must not do any of the following:

- Anything which causes or is likely to cause a nuisance or annoyance to anyone in the local area;
- Anything which interferes with the peace, comfort or convenience of other people living in the local area;
- Use your accommodation for any criminal, immoral or illegal purpose including storing, selling, supplying or using any illegal drugs, storing or handling stolen goods, or prostitution;
- Harass or threaten to harass or use or threaten violence towards anyone in the building or the local area;
- Harass or threaten to harass or use or threaten violence towards our staff, agents or contractors or any tenant representatives;
- Use or threaten violence towards any other residents;
- Use record players, radios, tape recorders, televisions, CD players, amplifiers, loudspeakers or musical instruments of any kind in a way that will annoy people, or so they can be heard outside your room or the building;

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- Use any domestic machinery or DIY equipment.
- You are not permitted to keep a weapon in your room or the building. What is or isn't considered a weapon is decided by the Student Accommodation Manager.

2. We may terminate your Licence and evict you if you behave anti-socially or you are convicted of a crime committed in your room or the building or in the local area.

Note: "Harassment" is defined at Section 9 - **Definitions** and includes all those matters set out there.

d) Repairs and maintenance

1. You are responsible for keeping the inside of your room clean and in good condition. En suite shower rooms are not cleaned by housekeeping nor contain sanitary waste bins. Shared bathrooms are cleaned by housekeeping and do contain sanitary waste bins.

2. You should keep any areas shared with other residents clean and tidy and free of rubbish. Rubbish should be taken to the outside bins and may not be left in corridors due to fire risk and obstruction issues.

3. You must promptly report to us any repairs needed.

4. You must not make any changes, additions, alterations or improvements to your room or the building. This includes fitting any aerial or satellite dish.

5. You and any visitors to your room must not damage, or cause damage through neglect or misuse to, any part of your room or the building or to areas shared with other residents or to any of our fixtures and fittings or to any furniture provided by us. If we have to do any work due to damage caused by neglect, misuse or failing to report repairs, we will charge you with the cost and this will be payable by you as extra charges.

6. We have the right of access to your room at any time. Our staff, agents or contractors may need to enter your room to inspect or carry out repairs. If so, we will give you advance notice that we will be calling, unless it is an emergency repair in which case we may have to go into your room without telling you. This might be, for example, where water is overflowing or somebody's life or physical safety is at risk.

7. In an emergency where we have to force an entry we will secure the room and repair any damage as a result of the forced entry. If we have to force entry because of your neglect or misuse of the property or your failure to report repairs, we will charge you with the cost and this will be payable by you as extra charges.

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8. Where we consider that we cannot reasonably carry out necessary works to your room (whether repairs or improvements) with you remaining in the property, we may require you to move to temporary accommodation for as long as it takes to carry out the works. We will tell you when the works are completed at which point you will be required to move back to your room.

e) Health, safety and hygiene

1. You, your family, or visitors to your accommodation, must do the following:

- Keep your accommodation clean and tidy. If we have to do work to bring it back to a reasonable standard, such as removing rubbish, we will charge you for this;
- Keep all shared areas such as entrances, stairways, corridors and landings clean and free from obstructions. You should not leave any personal belongings in these areas. If we have to remove anything in these areas we may charge you with the cost of this work as extra charges;
- Put all refuse in appropriate bin bags and take to the outside bins.
- Keep washing and drying areas and any other shared areas clear of rubbish and obstacles;
- Not use any external areas to store rubbish, scrap metal, or vehicle parts (including tyres);
- Not use any portable oil, paraffin or gas appliances in your room or in the building;
- Not store any flammable materials such as gas, paraffin or oil in your room or in the building;
- Not to burn candles or incense in your room or in the building;
- Not store any vehicles powered by petrol, diesel or paraffin in shared areas such as hallways;
- Not throw anything from the windows of your accommodation or hang bags or containers from the windows;
- Not let anyone who you do not know into the accommodation or jam open any communal or fire safety doors;
- Keep your room secure and do not lend keys to anybody else.
- Not tamper or interfere with any fire safety equipment including alarm panels, smoke/heat alarms, fire extinguishers, alarm call points;

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- Not block the corridors, staircases or lifts;
- Not to cook or have cooking equipment in your room.

f) Ending your Licence

1. If you intend leaving your accommodation permanently you must do the following before moving out:

- Return all keys to us by 12 noon on the day on which the licence ends. If keys are returned after this time you will be charged extra rent. If due to the non-return of keys, we must fit new locks and keys we will charge you with the cost of this work;
 - Pay all outstanding charges and any other charges up to the date of the end of your licence;
 - Leave your accommodation and any furniture provided by us in a clean and tidy condition and free of rubbish. If we have to clear your room, we will charge you with the cost of doing this;
 - Remove all furniture (belonging to you) and other personal belongings from your accommodation. Until you clear your accommodation completely, or it is cleared by us because you fail to do so, you will remain liable to pay us a sum equivalent to your total weekly charge;
 - Leave your accommodation in a clean and good decorative condition. We may charge you with the cost of cleaning the property, or redecorating.
- 2.** If you choose to leave the accommodation before the end of your licence term, you must pay all charges due for the term of the licence.
- 3.** We accept no responsibility for any belongings you leave in your accommodation after your licence has ended. If you do leave any belongings, we will dispose of them and then charge you for doing this.
- 4.** At the end of the licence term your security deposit will be refunded to the account you specify; providing there is no unpaid charges; no damage has been caused to the room; and no additional cleaning is deemed necessary.

g) Security deposit

- 1.** Pay a refundable security deposit, which is stated in Section 1 – Particulars of Licence, under Security Deposit Paid, subject to damage and rent arrears. Damages will be applied at the current cost plus a reasonable charge for labour and / or carriage if applicable. Examples of damage are:
- a. En suite doors replacement - £250
 - b. Deep-cleaning for rooms vacated in poor condition - £250
 - c. Re-decoration. Painting a room - £170

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- d. Replacing furniture – up to £1000.
 - e. Replacing smoke detectors – up to £1000
2. If the Licensee decides to departure earlier than the 50 weeks the full deposit will be retained by the Licensor. You are also liable for paying any remaining rent to the End Date that is specified in Section 1 under the Particulars of the Licence, titled Date of termination of licence.
 3. If the Licensee were to be evicted of the accommodation by YMCA Downs Link Group, due to lack of payment or breaking the Licence, then the Security Deposit will not be refunded.

8 Notices

1. All letters and notices sent by us to you will be properly served if they are given to you in person, left in your pigeon hole at Reception, put under your door or posted to your last known address.
2. Any letters or notices which you want to send to us should be sent to the Student Accommodation Manager or to our Head Office, the address of which appears in Section 1 - Particulars of Licence.

9 Terminating your Licence

1. We can end this Licence by issuing a Notice Terminating your Licence to Occupy (NTLO) on one or more of the following grounds:
 - (i) you have failed to pay your rent;
 - (ii) you have not complied with or you have broken any of the terms and conditions of this Licence;
 - (iii) you are past your 30th week of pregnancy.
 - (iv) you gave a false statement to get this Licence;
 - (v) we need to carry out works to your accommodation which mean that you cannot remain in occupation;
 - (vi) you are no longer a student studying at a local institution.
3. For on-payment of rent, we will contact you (and the Guarantor for Licensees under 18 years) in week one, week two and week three. Guarantors for Licensees over 18 years will only receive the final letter. Letters to Guarantors will be a request for payment. After the third week we will then issue a

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Notification of Termination of the Licence (NTL) if the debt is not paid within 7 days or a payment plan agreed.

4. In cases of seriously disruptive or violent behaviour, or in cases where we consider that your behaviour is not compatible with you remaining in the accommodation, an Notification of Termination may be issued with a shorter notice period; i.e. 7 days or with immediate effect.

10 Definitions

Accommodation: the building in which your room is in.

Excluded licence - a licence which is not protected by section 5 of the Protection from Eviction Act 1977. This means that it can be ended by us serving you with less than 28 days-notice and we can also take possession of your home without getting a Court Order.

Do Not Have "Exclusive Possession". – Licensee is unable to control the premises to the exclusion of every other person including and in particular the licensor; applies to accommodation where the licensor retains the right to move him/her e.g. from room to room; accommodation is provided on a transient basis. This means that because you do not have exclusive possession we can come into your room at any time although we will always try to respect your privacy. We give examples of the situations when we may need to come into your room in this agreement (see sections 5(b) and 5(e) 7)

Fixtures and fittings – all appliances and furnishings (not removable furniture) in the property including those for supplying or using gas and water.

Harassment – this includes, but is not limited to, any of the following:

- Any behaviour or actions (including postings on social media) which threaten the physical and/or mental health, and/or safety, and/or security, and/or sense of well-being of any other person;
- Any behaviour or actions which have a hurtful, detrimental or destructive effect on any person's peaceful enjoyment of their home or surrounding environment;
- Damage or threats of damage to property belonging to another person including damage to any part of a person's home;
- Writing threatening, abusive, offensive, or insulting graffiti; and
- Any action or omission calculated to interfere with the peace or comfort of any other person or to inconvenience such a person.

Improvement – any alteration or addition to your accommodation.

Licence/Licensee/Licensor - a licence means that you do not have exclusive possession of your room (see definition above). If someone has exclusive possession of their room, they generally hold a tenancy. If they do not have

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exclusive possession they will have a licence. The person who gives the licence is the licensor and the person who is given the licence is the licensee.

Local area – the whole of the estate the property is on, and, in most cases, any other place within one mile of the boundary including privately owned or other rented properties. In some circumstances the definition of local area may go beyond one mile of your home.

Lodger – a person who you allow to share your home with you whether for a charge or not.

Notice Terminating your Licence to Occupy (NTLO) – this is a letter of eviction. Eviction may be brought against a resident of any age living at The Bridge.

Shared areas – parts of the accommodation which all licensees can use; the hallways, stairs and other communal areas.

Sublet/sub-licence – giving another person the right to live in part of your home and charging them money to live there.

Total rent – in this agreement the phrase “total rent” means all charges which you are obliged to pay under the terms of this agreement including anything which you must pay us as extra charges.

We, us, the Licensor – YMCA DownsLink Group. **You** - the Licensee.

I have read and understood the contents of the licence (please take legal advice if contents are not understood before signing.)	
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Appendix A - The Bridge, YMCA Downs Link Group, HOUSE RULES

We want you to enjoy and benefit from your stay with us. The following rules exist for the benefit of all users of the building and we would therefore ask for your co-operation and compliance.

1. **Staff** who believe life is at risk **may enter a room** without warning. Where life isn't deemed at risk, but where a reason for entering a room is held, staff will knock and announce themselves (either as 'Reception', 'Management' or 'Maintenance') three times. When they enter a room, they will announce your name along with the words "I am entering your room" as they open the door ajar.
2. Abuse towards staff, in any form, will not be tolerated and could lead to NOTL.
3. Any room that produces a **repugnant odour** in the corridor is subject to being entered by a member of The Bridge team to ascertain the reason. Reason include, but are not limited to; poor hygiene, poor housekeeping, smoking or drug use. Rooms that persistently produce a repugnant odour may receive a warning letter.
4. **Alcohol, drugs and drug paraphernalia** must not be brought into the building by residents or their guests for either storage or consumption.
5. **Smoking (including e-cigarettes)** is not permitted in any part of the building- including standard, ensuite or twin rooms or any communal areas.
6. In communal areas residents must be **suitably dressed**, for example not in nightwear, and footwear must always be worn in public areas, including the Bridge Kitchen.
7. For fire and safety reasons, **you MUST sign yourself and guests in and out** of the tablet at the Front Desk, even if only for a few minutes.
8. In respect to other residents, **noise levels** should not exceed any more than 55 decibels after 10pm throughout the building. Due to health and safety reasons, the decibel levels should be kept lower than 65 decibels throughout the day.
9. Material should only be displayed on the **pin boards** provided or attached with Blu-Tack to the woodwork (not painted walls) within a resident's own room. Please do not display offensive or pornographic material or cover your Fire Notice.
10. **Do not throw** anything out of windows or hang bags or other items from your window.
11. **Food may not** be taken from The Bridge Kitchen for consumption elsewhere (except for fruit and pre-booked breakfast and late supper bags). Crockery and cutlery must not be removed from The Bridge Kitchen. Food may only be consumed on the patio at the discretion of the Catering Manager or the Kitchen Supervisor. **Kitchenettes** must keep clean and tidy.

I have read and understood the contents of the licence (please take legal advice if contents are not understood before signing.)	
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Only the guarantor may sign for an under-18-year-old resident.	
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12. Please leave **bathrooms** and **shared shower rooms** in a clean and tidy condition.
13. The **fridge** in the kitchenettes will be cleared out weekly. Label your goods if you wish to keep them during clean out.
14. To comply with **Fire Regulations**, it is strictly forbidden for residents to spend the night in rooms other than their own, or to burn candles or incense in the building. Residents must familiarise themselves with the fire instructions and position of the fire exits. If the fire alarm is activated and a continuous siren is heard, residents must evacuate the building immediately. Residents must co-operate with the staff when fire drills are held. Certain rooms are designated as "fire wardens" and will be asked to assist staff during an evacuation. You will be given training for this.
15. **Smoke detectors** must not be covered. Any found covered will result in residents receiving a warning letter.
16. Please hand **lost property** in at the Front Desk. If unclaimed after 4 weeks, items will be disposed of. Residents are advised not to leave personal possessions in shared areas such as wash rooms and kitchenettes.
17. **Bicycles** must not be brought into the building. Those left outside are at owners' risk. Cycles secured (using your own lock) to the rail in the car park area must be registered at the Front Desk.
18. We would kindly advise you that during your stay you **neither lend nor borrow** money or property from other residents. Please note that staff are not permitted to lend money to residents and therefore should not be asked.
19. No form of **gambling** is permitted in the building.
20. **Films** up to Certificate 15 rating only may be shown in the communal areas. Video games with violence or weapons must not be played in communal areas. The **cinema rooms** will be locked around midnight: staff will agree a time with residents who are watching a film to accommodate the film's ending time. However, films still showing after 10.30pm may be requested to turn the volume down so as not to disturb other residents. Residents who invite guests to watch a film must ensure the guest still leaves by 10.30pm whether the film has finished or not. There is no exception to this rule by any amount of time. Residents who fail to adhere to this rule regarding guests and films in the cinema rooms (and/or rec room) will receive a warning for behaviour and possibly a bar on the guest as staff have the final say.
21. There are no **parking** facilities (cars or motorcycles) for residents or their guests and we would therefore ask that no vehicles are parked either in staff parking spaces or in any of the loading bays. Limited parking is available for disabled badge holders by prior arrangement.

<p>I have read and understood the contents of the licence (please take legal advice if contents are not understood before signing.)</p>	
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22. **Up to two visitors** (aged 16 or over) are allowed in your room at any one time. If we think your guest looks under 16-years old, we reserve the right to request their ID before allowing your guest to be signed in. You must come to the Front Desk to sign in visitors, and again to sign them out when they leave. Guests are expected to be accompanied by you at all times when in the building. If your visitor wishes to go to another resident's room, that person must come to the desk with yourself and the other resident will then sign the visitor in under their room number. All visitors must vacate the building by 10.30pm. You are responsible for the behaviour of your visitors at all times. Visitors who break the house rules will be asked to leave, and may be served a bar banning them from the building. Visitors are not allowed in The Café when it is closed to the public, rooms designated for use by residents only or rooms forming part of the ACM campus (unless an ACM student). No more than 5 people are allowed in a bedroom at any time (residents or guests).
23. Rooms will be **inspected** three-times per year. The dates of these will be advertised to all residents at least one-week in advance. Warning letters will be received for rooms that are deemed in poor condition beyond usual daily use. The decision of a room deemed in poor condition will be decided by The Bridge management.
24. **We reserve the right to amend the house rules at any time.**

	Licensee under 18 years	Licensee over 18 years	Guarantor of Licensee (all ages)
I agree to abide by the terms of this Licence			
I have read and understood the House Rules			
Date			

I have read and understood the contents of the licence (please take legal advice if contents are not understood before signing.) Only the guarantor may sign for an under-18-year-old resident.	
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Appendix B
Bridge Street, YMCA Downs Link Group, Guildford,

SERVICES PROVIDED

1. Breakfast and dinner are provided daily at the times displayed in the building. There may be adjustments to these times during public holidays.
2. Communal areas, corridors, shared bathrooms and kitchenettes are cleaned at least 5 times per week.

I have read and understood the contents of the licence (please take legal advice if contents are not understood before signing.)	
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Appendix C
Bridge Street, YMCA Downs Link Group, Guildford,
Inventory of Furniture

Standard room:	Ensuite room:
Bed	Bed
Underbed drawers	Underbed drawers
Low chair	Low chair
Desk chair	Desk chair
Wall lamp	Wall lamp
TV	TV
Telephone	Telephone
Curtains/Blind	Blind
Bookshelf	Fitted wardrobe, cupboards, desk and bookshelf
Desk	Shower, shower curtain, sink, toilet, sanitary bin
Fitted wardrobe, cupboards and sink	

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