



Accommodation Handbook

2019-2020

Smoking is not permitted in any rooms or buildings within the College.

Feb 2020 update to Section 7.3 - Smoking and Vaping Policy

Effective from 10th February 2020

Smoking/vaping is not permitted in any rooms or buildings within the College. Students must not, therefore, smoke in their room or in any communal areas. This covers anything that can be smoked such as cigarettes, cigars, Shishas/hookahs and herbal cigarettes, and also e-cigarettes. Shishas or hookahs must also not be kept in student rooms.

Students may smoke/vape in the following external areas:

- The area under the Wolfson Building South Seminar Room
- Outside the Adrian House Seminar Room, Burrell's Field
- Next to the yew tree near Brewhouse Gate

Students using these areas are expected to respect the rights of those living/working in rooms nearby and those requiring passage through. Cigarettes must be disposed of in the wall ashtrays provided, not the floor/ground!

Members of College and staff who smoke or vape must not do so outside College within five metres of any entrance to College, or near to College windows.

Appropriate action will be taken against those in breach of this policy.

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In the event of the UK exiting from the European Union, the College may, at its discretion, need to apply or dis-apply any of the rules/regulations or entitlements given in this Handbook. If modifications are necessary, the College will, as far as is practicable, provide reasonable notice.

1 MANAGEMENT OF COLLEGE ACCOMMODATION

1.1 Accreditation Network UK (ANUK) Code of Practice

Together with all other Cambridge colleges, Trinity subscribes to the ANUK code of standards for student accommodation managed by educational establishments. This Code sets out expected standards of service in accommodation provision for students, and operates a system of peer review between Colleges. Further details can be found on the ANUK website (<http://www.anuk.org.uk/>).

All College-owned rooms are let to students via a Licence to Occupy. However, as some terms and conditions of occupation and services provided for rooms in College differ from those of the outside properties managed by Bidwells, students residing in a graduate hostel or a couples/family flat will be given a copy of the College's Bidwells Accommodation Handbook together with a Bidwells' Licence Agreement/Terms and Conditions.

1.2 Responsible College Officer

The Junior Bursar is the Responsible College Officer for all student accommodation. He is supported by staff from the following departments, to whom initial queries should be addressed:

Accommodation Office	Mrs Anita Hancock Head of the Accommodation Office	accommodation@trin.cam.ac.uk	<i>Enquiries relating to: student accommodation (including the allocation of rooms in college, graduate hostels and flats); booking guest and meeting ('public') rooms; Replacement University Cards and updating swipe card access; Bicycle registration.</i>
Housekeeping Department	Mrs Joanna Hayward College Housekeeper Mrs Rebecca Mansfield Deputy College Housekeeper	housekeeper@trin.cam.ac.uk	<i>Enquiries relating to: cleaning of rooms in College and communal areas; damage to furnishings and decoration; hire of folding beds.</i>
Works Department	Miss Laura Cook Assistant Clerk of Works (Admin)	works.help@trin.cam.ac.uk	<i>Reporting of faults in student rooms in College and communal areas; changes to furnishing of rooms.</i>
Bidwells	Mrs Teresa Taentzer	Bidwells@trin.cam.ac.uk	<i>Management of graduate hostels and College flats.</i>

1.3 Complaints/Appeals

If, after consulting the above members of staff, a student feels they have a complaint or grievance they should raise this with the Junior Bursar (junior.bursar@trin.cam.ac.uk). If a student is still not satisfied they should consult their Tutor and/or the appropriate Trinity College Student Union officer. The Code of Practice for student complaints is available on the College website <http://www.trin.cam.ac.uk/policies/student-complaints> or can be obtained from either the Senior Tutor's Office or Tutorial Secretaries.

2 ALLOCATION OF ACCOMMODATION

2.1 Accommodation Entitlement

Trinity can provide accommodation for all undergraduate students for the duration of their course which means that, unless there are exceptional circumstances, undergraduate students are expected to live in College. If, however, an undergraduate student does not wish to reside in College, they may live in private accommodation provided they obtain permission from their Tutor.

Postgraduate students are not required to live in College-owned housing but Trinity aims to provide accommodation to all those who request it, although PhD students may only occupy a College-owned property during the first three years of their course (i.e. 9 terms of research). These students may be permitted to continue in Trinity accommodation thereafter, subject to availability, but this is not guaranteed (see Section 2.5). Postgraduate students who do not live in College-owned accommodation during their first 9 terms of research cannot carry-forward any 'unused' accommodation entitlement (this includes students who are granted Leave to Work Away). Postgraduate students cannot vacate their rooms (and no pay rent) for periods of less than one term (i.e. 3 months) unless there are exceptional circumstances.

Should a student go 'out of residence' (intermit) for medical or other reasons, their entitlement to live in College-owned accommodation ceases. This means they should vacate their College room/flat. However, if a postgraduate student's intermission is agreed retrospectively such that they remained in their College room/flat during the intermission, for accommodation entitlement purposes the intermitting terms would be counted as if they were terms of research (as the student continued to live in College-subsidised accommodation).

Once a student has completed their course (as defined by CamSIS), they cannot reside in College-owned accommodation as a student. In certain circumstances, it may be possible, for a student who has completed their course to continue renting a College room/flat, but this would be subject to availability and at a non-subsidised rate.

Students are deemed to have an entitlement to live 'in College' if they fulfil one of the following criteria for the academic year in which accommodation is required:

- i. Current undergraduate student.
- ii. First year Tutorial Side F postgraduate students (Side F Fresher).
- iii. Postgraduate scholars. *This term applies to Trinity students who (following their exam results) were elected to a 'Research Scholarship' by College Council and Side F students awarded a Trinity College 'External Research Studentship' (ERS).*

Postgraduate students who are not eligible to live 'in College' will be offered a room in one of our graduate hostel which are managed by Bidwells on behalf of the College (see Sections 2.3 and 2.4 below).

Students accompanied by their partner and/or children cannot reside 'in College' or in external College hostels but may apply for a College-owned flat. Although the College endeavours to meet the accommodation needs of its students, the number of flats available for couples/families is limited and, therefore, it is not possible to guarantee that a College-owned flat will be available.

If a flat is offered, the rent will be subsidised by the College. However, as the amount of subsidy applied is dependent on personal circumstances, it is not possible to advise how much monthly rent will be payable until such time as a specific property has been offered and the appropriate subsidy applied. Nevertheless, all rents will be below the open market levels for comparable properties.

If couples/family accommodation is offered, students cannot be given a choice of properties. Whilst the College tries to take any specific requests into account (e.g. as cheap as possible/close to City Centre), the allocations are made on the College's perception of overall requirements and needs, as well as availability. If a student's couple/family situation changes, they should contact the Accommodation Office as soon as possible in case alternative accommodation is required. For example, if a student (or their partner) living in a one bedroom flat are expecting a baby, the College would look to move them to a 2 bedroom property (as the one bedroom flats are not suitable for families).

Applications for couples/family accommodation should be made via the Accommodation Office.

2.2 Undergraduate Students & Postgraduate Scholars

Undergraduate Freshers are assigned rooms prior to starting their course. The Accommodation Office conducts a ballot at beginning of September and assigns rooms taking into consideration information provided by students on their Accommodation Application Forms. In subsequent years, undergraduate students (and postgraduate scholars) select a room for the next academic year via the following ballots, which usually take place during the Lent Term:

Ballot Order	Name of Ballot	Students included:
1	Scholars	Postgraduate Scholars (see Section 2.3 and 2.4 below). Current Senior Scholars whose undergraduate course will be continuing the following academic year. <i>Only participants of this ballot are given the option to retain their current room ahead of the ballot (provided they do not currently live in Great Court).</i>
2	Junior Scholars	Current Junior Scholars and any previous Junior Scholars who are out of residence during the current academic year (e.g. year abroad students).
3	3 rd Year Ballot	Current 2 nd year undergraduates and any 3 rd year students who are out of residence during the current academic year (e.g. year abroad students).
4	2 nd Year Ballot	Current 1st year undergraduates.
5	4 th Year Ballot	Current 3 rd year students whose undergraduate course will be continuing the following academic year. This ballot will not take place until the end of the Easter Term.

Students are limited to residing in a room in Great Court for no more than one academic year during their course.

Ballot Procedure: Students are allocated a random number for their respective ballot which will determine their priority order for choosing a room. The only exception is the Junior Scholar and 3rd Year ballots, where the previous year's 2nd Year ballot order is reversed, such that a student at the bottom of their 2nd Year ballot will be at the top of the either the Junior Scholar or 3rd year ballot the following year. Students who select a double set in the 2nd Year ballot will both adopt the higher ballot number (which will then be reversed the following year). Students who do not participate in the ballot because their course has a 'year abroad' will be included in the relevant ballot the following year.

Students will be emailed a timetable of the ballots detailing their priority order and the date/time they should attend the Accommodation Office to select their room. In addition, access will be given to the Ballot Rooms Available application on the College MyTrin website which will show the list of available rooms, the termly room charge and, in most cases, photographs of the interior (which are intended to provide a general guide to the layout of the room). Students are, however, strongly advised to familiarise themselves with the facilities offered in the different courts/staircases in person prior to choosing a room. As Trinity is a City Centre College, it is also advisable to check the surrounding areas as some rooms are located above shops and/or overlook streets/service yards etc. Anyone who is out of residence (and so unable to view the rooms/locations themselves), should contact the Accommodation Office if they require any additional information. The 'Ballot Rooms Available' application is a live system and so when a room is selected during a ballot, it is removed from the list of available rooms.

2.3 First Year Postgraduate Students

(a) Postgraduate students new to Trinity (Side F Freshers)

Postgraduate students who are new to the College (Side F Freshers) are usually accommodated 'in College' during their first year. Rooms are allocated by the Accommodation Office at the beginning of September taking into consideration the information provided by students on their Accommodation Application Form.

(b) Graduates of Trinity returning to start a new course

All graduates of Trinity (including any student recommended for a Research or Pre-Research Scholarship) returning to start a new postgraduate course will be allocated a room in an external hostel via the Graduate Ballot. The room allocations take place during the Long Vacation taking into consideration the information provided by students on their Accommodation Application Form. The rooms allocated via the Graduate Ballot are managed by Bidwells on behalf of the College.

2.4 Second and Third Year Postgraduate Students

Postgraduate Scholars (i.e., students who have been elected to a 'Research Scholarship' by College Council and Side F students awarded a Trinity College 'External Research Studentship') progressing to the second or third year of their course, are invited to participate in the Scholars' Ballot to select a room 'in College' for the following academic year – see Section 2.2. Postgraduate students currently living in an external hostel room allocated via the Graduate Ballot, and progressing to the second or third year of their course, may retain their room until 31st August of the following academic year. However, students who wish to move to a different hostel room/location, will be assigned a room for the following academic year via the Graduate Ballot.

Side F Freshers cannot retain their room for the next academic year and will, therefore, need to apply for a new room for their second year via the Graduate Ballot (or in the case of External Research Students, via the Scholars' ballot).

2.5 Fourth Year Postgraduate Students

Postgraduate students who have completed their 9th Term of Research do not have an entitlement to live in Trinity-owned accommodation. These students may apply for College accommodation beyond the end of their 9th term, but there is no guarantee that a room/flat will be available. If the number of applications exceeds the amount of available rooms, an 'Overtaking' Graduate Ballot will be held and rooms allocated in ballot order as/when they become available. If accommodation is allocated, a Licence to Occupy will be issued only until the end of the student's 10th term of research (in the first instance). Any extension(s) will be considered on a termly basis but are not guaranteed and will not extend beyond 31st August of a student's fourth postgraduate year. Please note that, when assessing requests for further extensions, the following criteria will be taken into consideration: the demand for College accommodation from students who still have an accommodation entitlement; the operational needs of the College (i.e. redecoration/cleaning etc); and also the status of the student's PhD studies (i.e. thesis submitted/viva examination undertaken).

2.6 Fifth Year (plus) Postgraduate Students

Unless there are exceptional circumstances, postgraduate students who are going into their fifth (or greater) year will not be offered accommodation in a Trinity-owned property beyond 31st August of their 4th postgraduate year.

The following sections only apply to rooms in College (see Section 3.1). Students residing in properties managed by Bidwells will be given a copy of College's Bidwells' Accommodation Handbook together with their Bidwells' Licence Agreement/Terms and Conditions.

3 STUDENT ROOMS

3.1 Rooms in College

Rooms in College are located in Angel Court, Bishop's Hostel, Blue Boar Court, Burrell's Field, Great Court, Neville's Court, New Court, Pearce Hostel, Whewell's Court and the Wolfson Building.

3.2 Staff Access to Student Rooms

Housekeeping Staff: Routine daily access for housekeeping is required from Monday to Friday (see Section 5.1). Access outside these times will be notified to the occupant at least 24 hours in advance if possible or logged in the Emergency Access Record Book in the Porters' Lodge.

Maintenance Staff: Access for routine maintenance or non-urgent repair purposes will be notified by email at least 24 hours in advance unless the student reporting the fault indicates that this notice is not necessary. It is implicit in any request for maintenance work that the student is granting permission for members of the Works Department to enter their room (see Section 8.1). Maintenance and servicing programmes, such as gas appliance servicing, window and gutter cleaning, external and interior painting will be carried out during the vacation periods whenever possible. When this is not possible students will normally be given at least 24 hours' notice.

Porters: If it is necessary for a Porter to gain emergency access to a student room, the date, time and reason for access will be entered in the Emergency Access Record Book which is held in the Porters' Lodge. Students wishing to check if a Porter has entered their room should ask the Head Porter or Deputy Head Porter.

Contractors: Contractors are not allowed access to student accommodation during the normal period of residence unless accompanied by a Porter or another member of College staff.

Students should report as soon as possible the presence of anyone in their accommodation areas who they cannot identify as a member of College (Fellows, students and staff) to the Porters' Lodge – always err on the side of caution.

3.3 Types of Room

Type of Room	Facilities	No of bedrooms
Single Bedsit	One room with sleeping and study area (usually with hand basin).	398
En suite Single Bedsit	One room as above plus private shower or bath, hand basin and WC.	245
Single Set	Two rooms: a study/sitting room and separate bedroom (usually with hand basin).	117
En suite Single Set	Two rooms as above plus private shower or bath, hand basin and WC.	29
Double Set ¹	Three rooms: a large shared study/sitting room with two desks and two single bedrooms (usually with hand basin).	28
En suite Double Set	Three rooms as above plus private shower or bath, hand basin and WC.	26

¹ Double sets are not allocated to first year students (Freshers).

3.4 Furnishings

College rooms are generally furnished as shown below, although there may be some variation depending on the size and/or location of the room. The College also provides all bedding (duvets, pillows, duvet covers, sheets and pillow cases).

Type of Room	Furnishings
Bedsit	Single bed, bedside table, bedside lamp, chest of drawers, wardrobe, chair, desk with integral or separate drawer unit, desk chair, desk lamp, bookcase. One or two easy or tub-chairs may also be provided, as may a coffee table.
Single Set	<i>Bedroom:</i> Single bed, bedside table, bedside lamp, wardrobe, chest of drawers, chair. <i>Study:</i> Desk, with integral or separate drawer unit, desk chair, desk lamp, bookcase. One or two easy or tub-chairs and a coffee table are usually provided. A table and two upright chairs may also be provided.
Double Set	<i>Bedroom x 2:</i> As for Single Set. <i>Study:</i> Two desks, with integral or separate drawer units, each with a desk lamp, two desk chairs, two bookcases. A combination of a sofa and one or two easy or tub chairs and a coffee table, a table and two upright chairs are also usually provided.

(a) Furniture

Students must NOT bring any furniture into College. This includes inflatable items and any type of bed/mattress. Large screen TVs are also not permitted (see Section 6.7), nor are dart boards and pull-up bars.

If there is a specific medical requirement², permission must be obtained **before** the item is brought into College (see form included with Licence to Occupy). The College reserves the right to remove, at the expense of the occupier of the room, any furniture brought into College without prior permission. College furniture and furnishings (which includes bedding, curtains and lampshades) must not be taken down or removed from student rooms. Inventory items must not be moved between student rooms.

(b) Pictures and Posters

Students must not affix pictures or posters to the walls or doors using hooks, nails, Blu (or White)-Tack, adhesive tape or any other form of sticky fixings that may damage the walls and/or woodwork. A charge will be made for any damage to decorations, furnishings and furniture. Any student who borrows a picture from the College's 'Picture Lending Scheme' should contact the Works Department to arrange for it to be hung on the wall and all borrowed pictures **MUST** be returned to the 'Picture Lending Scheme' **by the student before they leave College** at the end of the academic year. The Works Department will not hang any pictures that are not from the Picture Lending Scheme.

3.5 Licence to Occupy and Inventory

Students assigned a room in College will be issued with a Licence to Occupy for the academic year in accordance with the period of residence dates (see Section 3.6). **The Licence grants only the student named on the Licence the right to occupy, and keep their belongings in, the residential room named on the Licence.**

Student rooms are for single occupancy only. As such students are NOT permitted to share their assigned room with anyone else (including another Trinity/Cambridge University student) nor may they keep (store) another person's belongings in the room. Under no circumstances may students 'lend' (sub-let) their assigned room to another person. **Students must NOT give/lend their room key (or University Card) to anyone else, neither can they leave a guest (including another Trinity/Cambridge University student) in their room unaccompanied.** Students who wish to host a guest in their room overnight must comply with the regulations in Section 3.12.

Students who do not comply with the regulations stated in the Licence to Occupy and the Accommodation Handbook, or abuse the privilege of living in College in any other way, may be required to give up their rooms and live outside College.

² If specific furniture is required for medical reasons the request must be supported by medical reports.

Two copies of the Licence to Occupy will be issued at the start of the occupancy period. Students must sign one copy and return it to the Accommodation Office (Z Angel Court) within one week of taking up residence in the room. The other copy should be kept by the student for their records.

An Inventory will also be provided. This should be checked and, if correct, a signed copy must be returned to the Accommodation Office together with the signed Licence to Occupy. As students will be charged for any items listed on the Inventory that are missing or damaged at the end of the occupancy period it is important that students check their Inventory and immediately report any missing or damaged items to the Accommodation Office. Failure to return a signed copy of the Inventory will result in it being deemed by the College to be correct.

3.6 Rental Period

(a) Undergraduate Students & Side F Postgraduate MAST Students

The termly rental period for all undergraduate students and Side F postgraduate students taking the MAST course is for a fixed period of 70 nights. The start date for occupation of rooms is the Saturday night prior to the start of Full Term in Michaelmas and Lent and from the Saturday night prior to the start of Term at Easter. The periods of residence for 2019-20 are shown below and students are expected to occupy/vacate their room according to these dates.

Michaelmas 2019	Saturday 5 th October 2019 - Friday 13 th December 2019* (inclusive)
Lent 2020	Saturday 11 th January 2020 - Friday 20 th March 2020 (inclusive)
Easter 2020	Saturday 11 th April 2020 - Friday 19 th June 2020 (inclusive)

***IMPORTANT NOTE:** Undergraduate Freshers residing in Angel Court or the Wolfson Building will be required to vacate their rooms on Saturday 7th December 2019 as their rooms will be used for Admissions interviews at the end of the Michaelmas term. These students will receive a 10% reimbursement of their Michaelmas Term room charge at the beginning of the Lent Term. Please note that, unless there are exceptional circumstances, students required to vacate their rooms early will not be permitted to return to College until the beginning of the Lent Term.

Students who need to reside in College outside the 70 nights covered by the Licence to Occupy must obtain prior authorisation from the Accommodation Office (see Section 3.7). In the event that a student goes 'out of residence' (for medical or other reasons) or if they withdraw from their course, they will no longer have an entitlement to reside in College-owned accommodation. Furthermore, once a student's record on CamSIS shows as 'course completed', they are no longer entitled to College accommodation.

(b) Postgraduate Students

All other postgraduate students receive a Licence to Occupy covering a continuous rental period starting on the Saturday before Redit Day (the first day of Full Term) for the Michaelmas Term (i.e. **Saturday 5th October 2019**) and ending on 31st August of the following year. Postgraduate students taking a 'one year' course that ends before 31st August will be advised of the date they need to vacate their room by the Accommodation Office at the beginning of the Easter Term.

In the event that a student withdraws from their course, the Licence to Occupy will end automatically and one month's notice will be given for the student to vacate their room.

3.7 Vacation Periods

Students issued with an undergraduate Licence to Occupy (see Section 3.6a) cannot keep their room in College during the vacation periods without obtaining authorisation in advance from the Accommodation Office.

The vacation periods for the academic year 2019-20 are as follows:

Christmas Vacation	Saturday 14 th December 2019– Friday 10 th January 2020 (inclusive)	28 nights
Easter Vacation	Saturday 21 st March 2020 – Friday 10 th April 2020 (inclusive)	21 nights
Long Vacation	Saturday 20 th June 2020 – Friday 2 nd October 2020 (inclusive)	105 nights

Students who need to reside in College during these periods must obtain prior permission as follows:

(a) Christmas and Easter Vacations

Students with an Undergraduate Licence to Occupy (see Section 3.6a) who need to reside in College during the Christmas and Easter Vacation periods must request permission in advance by completing the Online Exeat Form before

the end of Full Term. The Accommodation Office will email students approximately 3-4 weeks before the end of each term with details of how and when to complete the form. Under the College Ordinances, Scholars have the right to reside in College during the vacation periods and, as such, do not require their Tutor's permission. They are, however, required to advise the Accommodation Office of their intention to reside in College during a vacation period by completing the Online Exeat Form. Due to the operational needs of the College, it may not be possible for students (including Scholars) to remain in their term-time room during a vacation period. Students should, therefore, be aware that they may be required to move rooms if they remain in College beyond the periods of residence covered by the Licence to Occupy (see Section 3.6a).

Students who do not wish to clear their room during the Christmas and/or Easter vacations can apply to keep their room for **Non-Residential Occupation (NRO)** via the Online Exeat Form. If approved, students leaving College for the entire vacation will be charged the NRO rate for their room for the full vacation period whereas those who wish to leave late and/or return early (within the date parameters shown below) will be charged a combined residential and non-residential rate (see Section 3.9c). Students who select one of the NRO options cannot change their exeat type once it has been approved.

The Non-Residential Occupation dates for the academic year 2019-20 are as follows:

Christmas Vacation 2019-20:		
NRO-28	Rooms must be vacated (and key returned) no later than 6pm on Saturday 14 th December 2019. Rooms cannot be occupied before 8am on Saturday 11 th January 2020.	28 nights at the NRO rate
NRO-21	Rooms must be vacated (and key returned) no later than 12noon on Wednesday 18 th December 2019. Rooms cannot be occupied before 12noon on Wednesday 8 th January 2020.	7 nights at full (residing) rate and 21 nights at the NRO rate.

Easter Vacation 2020:		
NRO-21	Rooms must be vacated (and key returned) no later than 6pm on Saturday 21 st March 2020 Rooms cannot be occupied before 8am on Saturday 11 th April 2020.	21 nights at the NRO rate
NRO-7	Rooms must be vacated (and key returned) no later than 6pm on Saturday 28 th March 2020. Rooms cannot be occupied before 8am on Saturday 4 th April 2020.	14 nights at full (residing) rate and 7 nights at the NRO rate.

Students given authorisation to reside in College during all/part of the Christmas or Easter vacations, or given permission to keep their room for Non-Residential Occupation, must not store another person's belongings in their room.

(b) Long Vacation

Students who have a valid reason for residing in College during the Long Vacation are required to obtain authorisation from the Accommodation Office in advance and travel arrangements should not be made unless permission has been granted.

The term 'reside' refers to a continuous period of more than 14 nights and so, unless there are exceptional circumstances, students (including scholars) will not be permitted to return to College overnight during the Long Vacation if the period of their stay is less than 14 nights. A continuous period will, however, take into consideration the periods of residence covered by the Licence to Occupy. Therefore, if accommodation in College is required immediately following the Easter Term or immediately before Michaelmas Term, the period which falls during the Long Vacation does not need to be 14 nights. However, if a student vacates their room before the end of the Licence to Occupy ends, the earliest date they can return is 14 nights after the end of the Licence, not 14 nights after the date they vacated their room. More than one application to stay during the Long Vacation can be made but there must be a gap of at least 14 nights between the departure date of one period and the arrival date of the next. Likewise there must be a gap of 14 nights between the final departure date and the first night of the Licence to Occupy.

Details of the application process will be sent to students during the Easter Term.

If an application to reside in College during the Long Vacation is approved, Vacation Charges will apply (see Section 3.9).

Students who will be graduating in **June 2020** cannot reside in College during the Long Vacation beyond the night of General Admission, i.e. they must vacate their room on/before **Thursday 25th June 2020**, unless they are:

- (i) undertaking a research project for which they have received funding from the 'Summer Studentship Fund'. *These students will not be offered College accommodation beyond the night of Saturday 22nd August 2020;*
OR
- (ii) returning as a postgraduate student **AND** undertaking a research project which is directly relevant to the course they are starting in the Michaelmas Term. *These students will be accommodated in College until their Graduate Ballot room becomes available, provided they have met all the conditions for starting their new course.*

The Non-Residential Occupation option is not available during the Long Vacation.

Students given authorisation to stay in College during the Long Vacation period must not store another person's belongings in their room.

3.8 Room Charges and Payment Terms

Students who have any questions or problems relating to their College account should contact Members Accounts (college.bills@trin.cam.ac.uk).

The Room Charge is inclusive of rent, bed linen, services and central heating. Students will be charged for their own consumption of electricity; the unit costs are reviewed at least once a year and reflect the prevailing commercial rates. The electricity meters are read at the end of each term and charges are added to College accounts. Students who believe they have been incorrectly charged should contact Members Accounts without delay.

All undergraduate students and Side F postgraduate students taking the MAST course pay a termly room charge in advance at the beginning of the Michaelmas, Lent and Easter terms which covers the three 10-week periods shown in Section 3.6(a). All other postgraduate students pay a 13-week termly room charge at the beginning of the Michaelmas, Lent and Easter Terms. The amount charged at the beginning of the Long Vacation will depend on when a student's course is due to finish.

Students are not usually permitted to change rooms during the academic year. However, in certain exceptional circumstances, the College may agree to a student moving to another room. If such a move occurs at the request of the student, the College will make an administrative charge of **£50** (to cover the additional work required by the Accommodation Office, Housekeeping staff, Members Accounts and Porters).

Room charges are reviewed annually and any increase approved by the College Council following consultation between the Junior Bursar, Trinity College Student Union and B.A. Society, via the Liaison Committee.

3.9 Vacation Charges

(a) Christmas and Easter Vacations

The following charges will apply if a room is occupied during the Christmas and Easter Vacation periods given in Section 3.7.

- i. Students who obtain prior approval from both the Accommodation Office and (if required) their Tutor will be charged at the authorised rate of $\frac{1}{70}$ th of the termly room charge per night.
- ii. Students who occupy their College room during the vacation period without obtaining prior approval from the Accommodation Office (or if insufficient notice is given) will be charged at the unauthorised rate of $\frac{1}{35}$ th of the termly charge per night.
- iii. Students who do not completely clear their room (and have not obtained prior permission to keep their room for Non-Residential Occupation – see below), or who leave their room in a condition whereby it cannot be occupied by others, will also be charged at the unauthorised rate of $\frac{1}{35}$ th of the termly charge for each night the room cannot be used.
- iv. In addition to the charges above, the College will make an administrative charge of £50 if a student returns to College without contacting the Accommodation Office in advance, unless there are exceptional circumstances that are accepted by the Junior Bursar.

These charges will be added to College accounts one term in arrears. For example, Vacation Charges incurred during the Christmas vacation will be added to College accounts raised at the beginning of the Easter Term. The exception to

this is for students who will be graduating at General Admission in June who also stay in College for the entire Easter vacation. For these students, the Vacation charges for both the Christmas and Easter Vacations will be added to College accounts raised at the beginning of the Easter Term.

Scholars who reside in College during a vacation period are not required to pay the rent portion of the room charge (see Section 3.8) and as, such, receive a 35.25% reduction if they stay in College during the Christmas/Easter vacations.

(b) Long Vacation

The charge for undergraduate students renting a student room during the Long Vacation has been standardised such that all rooms cost the same amount per night, regardless of location and facilities. The Long Vacation 2020 rate will be £18.50 per night (reduced to £13 per night for Junior and Senior Scholars). Students in receipt of a full Cambridge Bursary who have permission to occupy rooms in College during the Long Vacation will also be charged the reduced rate per night. Undergraduate students who have completed their course but are given exceptional permission to reside in College during the Long Vacation (i.e., beyond the night of Wednesday 24th June 2020) will be charged at the Residential Visitor rate of £29.50 per night (or £36.50 per night for an en suite room).

If students need to change/cancel their booking, the Accommodation Office must be advised at least 5 working days before the arrival date. If insufficient notice is given to cancel nights in College, the room charge will still be payable. In addition, failure to vacate on the approved departure date (or to give insufficient notice of a change) will result in the student being charged at the unauthorised rate (which is double the nightly rate). Any new requests to stay in College during the Long Vacation must be made **at least 5 working days in advance**.

If a student returns to College earlier than their approved date without contacting the Accommodation Office at least 5 working days in advance, the unauthorised rate will be applied. In addition, there will be an administrative charge of £50 for returning to College without obtaining prior permission, unless there are exceptional circumstances that are accepted by the Junior Bursar.

These charges will be added to College accounts as follows:

- i. The charges incurred from the first night of the Long Vacation up to the night of 15th August will be added to the College accounts issued at the beginning of the Michaelmas Term.
- ii. The charges incurred from 16th August until the last night of the Long Vacation will be added to the College accounts issued at the beginning of the Lent Term.

(c) Non-Residential Occupation (Easter and Christmas vacations only)

Students granted permission to keep their room for Non-Residential Occupation will be charged according to the following banding system:

Band	Termly Room Charge Range	Christmas Vacation 2019-20		Easter Vacation 2020	
		NRO-28 (28 nights)	NRO-21* (21 nights)	NRO-21 (21 nights)	NRO-7** (7 nights)
A	£940 - £1,144	£176	£132	£132	£44
B	£1,145 - £1,275	£212	£159	£159	£53
C	£1,276 - £1,415	£236	£177	£177	£59
D	£1,416 - £1,487	£264	£198	£198	£66
E	£1,488 - £1,785	£296	£222	£222	£74

**plus 7 nights charged at the residential rate for the room (i.e. 1/70th of the termly room charge per night)*

***plus 14 nights charged at the residential rate for the room (i.e. 1/70th of the termly room charge per night).*

3.10 Vacating College Rooms

(a) Removal of Belongings

At the end of each term all students who have not obtained permission to reside in College during the vacation, or to keep their room for Non-Residential Occupation, must remove all their personal belongings from their room when they vacate. This includes all items inside cupboards/wardrobes, under beds etc. and also any pots, pans, crockery and food stored in a personal or communal gyp room. Fridges must also be emptied. Students must not leave their belongings

in another student's room/gyp room for collection at a later date. The College accepts no responsibility for items left in the room/gyp room that are disposed of in error.

When clearing the room, any items left behind must be placed in rubbish bags and left in the room ready for disposal; black bags for general waste and clear bags for recycling. Students should request bags from their bedmaker a few days before their departure date. All bottles and cans for recycling must be emptied (and washed out) prior to placing in the clear bags. Do not overfill bags. If excessive rubbish is left in a room after it has been vacated, an extra service charge will be made.

If the College has to dispose of a student's electrical equipment (such as computers/monitors/TVs/etc.) a charge per item will be incurred for disposal.

(b) Term Day Passes

Trinity Street is located within the Cambridge City Centre Controlled Pedestrian Zone. Access to this area is restricted by Cambridgeshire County Council between the hours of 10am and 4pm (Monday-Saturday) by the use of rising bollards located outside St. John's College.

Students living in a room accessed from Trinity Street who will be leaving and/or returning by car are advised to do so outside the restricted hours, i.e. before 10am or after 4pm (Monday-Saturday) or any time on Sunday. However, students who have rooms in Angel Court, Blue Boar, Wolfson Building or Whewell's Court **AND who live more than 90 miles from Cambridge**, who are unable to plan their journey to arrive outside the restricted times, may apply for Term Day Passes which will allow entry into the Pedestrian Zone between 10am and 4pm on the Saturday after Exit Day and/or the Saturday before Redit Day. These dates are set by Cambridgeshire County Council and so Term Day Passes cannot be issued for other dates/times.

Details of how to apply for Term Day Passes will be sent to all students residing in Angel Court, Blue Boar, Wolfson Building or Whewell's Court by the Accommodation Office approximately 3 weeks before the end of each term.

3.11 Storage Facilities during Vacation Periods

Overseas/EU Students whose family home (as recorded on CamSIS) is not in mainland UK may store a reasonable amount of their personal possessions in the 'Overseas Storage' facilities during the vacation periods. Eligible students who wish to use these facilities must make an appointment with the Porters' Lodge at least 24 hours before access to the store is required. The Porters will only allow access to the store from 7am-9pm (Monday-Saturday) and 9am-9pm (Sundays).

Students using the Overseas Storage facilities in College are responsible for taking their belongings to the storage facility packed into securely fastened boxes. Each box must display a completed 'Overseas Stores Baggage Label' (which will be emailed to students by the Deputy Head Porter during the Michaelmas Term). No foodstuffs, alcohol, chemicals or flammable materials should be placed in the store. The College accepts no liability for loss or damage. Overseas/EU students must NOT store items on behalf of Trinity students who are not eligible to use the overseas storage facilities nor on behalf of students of other Colleges.

Students who would prefer not to clear their room during the Christmas and/or Easter vacation periods may request to keep their room for Non-Residential Occupation (NRO) (see Sections 3.7 and 3.9 for further details of the dates and charges). Permission will only be granted if the room is not required for other College purposes. For example, undergraduate Freshers living in Angel Court or the Wolfson Building will not be permitted to keep their room for NRO during the Christmas vacation as these rooms are needed for the Admissions interviews.

It is not possible to share a room for storage. Students who are given permission to either stay in College during the vacation or to keep their room for Non-Residential Occupation (NRO) must NOT keep (store) another person's belongings in their room at any time.

3.12 Guests in College

The term 'guest' means anyone other than the person named on the Licence to Occupy; this includes other Cambridge University students and Trinity members.

Students are permitted to host guests in College, but this privilege must be managed so as not to undermine the primary aim of maintaining an atmosphere conducive to education, learning and research for all. Accordingly students who disobey the rules set out below or abuse the privilege in any other way may be required to give up their rooms and live outside College.

- Guests entering the College after midnight must be accompanied by a Trinity member who has rooms in College.

- Guests who have not been assigned a room in College, or who have not been previously registered at the Porters' Lodge, may not remain in College after 2am.
- Students must NOT lend their room key (which includes any card/fob for an electronic lock) to anyone (which includes other Trinity members).
- Students are responsible for the behaviour of their guests, who must be bona fide acquaintances and of a fixed abode.

To ensure that the College complies with its legal obligations ALL overnight guests must be aged 18 years or over.

(a) Student Guest Rooms

Four **single occupancy** rooms have been reserved as 'student guest rooms' for occasional personal guests. Students can book **one** room for a maximum of **three** consecutive nights via the Accommodation Office. The cost per night is currently £26.75 (room only) and will be charged to the student's College account. The name of the guest must be supplied at the time of making the booking.

(b) Guests in Student Rooms

Students are permitted to have **one** guest stay with them in their room overnight³ for a maximum of **two** nights in any **seven** consecutive nights. Requests to exceed these limitations must be made to the **Accommodation Office** a minimum of **five working days** in advance to allow for proper consideration. Such requests will only be agreed if there are exceptional reasons for doing so. Permission to host a guest for longer than 7 nights, or to host more than one guest in a room, will not normally be given. **Please note that family/friends visiting from overseas is not considered an exceptional reason.**

For security/safety (fire regulation) reasons, **ALL guests (which includes other Trinity members and Cambridge University students) staying in a student's room overnight must be signed in at the Porters' Lodge.**

Guests must NOT remain in a student's room at any time (day or night) unless accompanied by the Trinity room holder. Any guests found unaccompanied in a student's room will be asked to leave and, if necessary, escorted from the College by the Porters.

Students (or their guests) must NOT bring inflatable mattresses or any other type of bed/mattress into College.

Provided these conditions are met, and the bedmaker is given access to the room according to the schedule given in Section 5.1, students will not be charged for accommodating a guest in their room.

(c) Hiring a Folding Bed

The College has a limited number of roll-up mattresses which can be hired through the Housekeeper for a maximum of 2 nights at a charge of £12.50 per night (which includes bed linen). This charge will be added to your College account. A £5 returnable deposit will be held by the Linen Keeper.

To reserve either a folding bed or a foam mattress, email the Housekeeping Department (housekeeper@trin.cam.ac.uk) **at least 2 working days in advance stating your name, room number and the dates required.** If a bed is available, Housekeeping will confirm your booking (by email) and advise where and when to collect the bed: i.e., either Angel Court E Linen Room; Whewell's Court E2 Linen Room or Burrell's Field Y Linen Room. A copy of the email confirmation should be taken to the Linen Room when collecting the bed. Please note that the Linen Rooms are only open 8am-12noon, Monday to Friday. **One working days' notice** is required for cancellations. If insufficient notice is given, or a bed is not collected, a charge will still be made.

For graduate students living in College, this facility is available all year. However, undergraduate students can only hire a folding bed/foam mattress during term time.

3.13 Inconsiderate Behaviour

With so many people accommodated in a relatively small area, it is important that everyone behaves with consideration towards those around them. In particular:

- It is not acceptable to take another person's food from a communal fridge or cupboard or to use their crockery, cutlery or utensils. If a student finds that their food has been stolen they should report this to the Housekeeping Department.

³ The term 'overnight' is taken to be between the hours of 2am and 8am.

- Students should not undertake activities in their room which may disturb their neighbours; when one resident wishes to relax/unwind, another may be trying to study.

Cases of serious or persistent inconsiderate behaviour will be reported to the Dean of College.

3.14 Musical Instruments and Sound Reproduction

Students are only permitted to play musical instruments or any other means of sound reproduction (i.e. radios, televisions/DVD players, record/CD players, computers) in their room between the hours of 1pm and 10pm provided all appropriate doors and windows are closed and never in such a way as to cause annoyance to others. The use of earphones rather than loudspeakers is encouraged. Pianos and percussion instruments are not permitted in student rooms. Students who wish to keep a portable electronic keyboard in their room should contact the Accommodation Office prior to bringing the item into College. Please note permission will not be given for 'Clavinovas' or similar electronic pianos as the weighted keys cause a noise disturbance in surrounding rooms even if headphones are used.

3.15 Animals/Pets

Students are not permitted to keep any animals/pets in their rooms. This includes mammals, fish, amphibians, birds, spiders and insects.

3.16 Use of Rooms for Business Purposes

The College is an Educational Charity. In consequence, students may not use their rooms, communal areas of College premises, or any other facilities provided by the College for any form of business purpose.

3.17 Notices

Posters and notices should not be displayed anywhere other than on recognised College notice boards. Nothing should be displayed on College windows.

4 SECURITY

4.1 Room Keys & 'Swiping' Up/Down

Room keys are held at the Porters' Lodges. When a student arrives at the beginning of each term, the Porters will issue them with the appropriate room key and also 'swipe' their University Card through a card reader which will enter the student as being 'Up' and, thus, resident in their room.

When vacating College at the end of each term, students must return their room key to the Porters Lodge and swipe 'Down'. For Health & Safety and Security reasons, it is important that all students swipe their University Card at the Porters' Lodge whenever they go out of residence/return to College, so the College has an accurate record in an emergency of which rooms are occupied.

If a student misplaces their room key, a temporary replacement can be borrowed from the relevant Porters Lodge. If the key is permanently lost, a £20 administration charge will be added to the student's College bill. If the replacement key is subsequently lost, a further significant charge may be made if it is necessary to also replace the lock cylinder.

If a room key is not returned to the Porters' Lodge by the final date of occupation each term, a charge for **unauthorised** residence will be raised for each day, or part day, until the key is returned.

Students must NOT lend their room key or University Card to anyone (which includes other Trinity members).

Replacement University Cards, which may incur a charge, can be ordered via the Accommodation Office.

4.2 SALTO Access Control

Access points in and out of the College, and into certain facilities within the College, are controlled via the SALTO electronic lock system. All Trinity students will have their University Card programmed to give access to the relevant doors and facilities. It is possible to interrogate the SALTO system to establish which cards were used to operate a particular lock at a given time, although the College does not routinely monitor this data. However, in the event of a breach of security or any other cause for serious concern, the College reserves the right to interrogate the SALTO system. Any information obtained from such action will be handled in accordance with the provisions of the Data Protection Act.

4.3 Access Gates

The access gates into the College will be locked at the following times:

Gate	Locked between:	Access by University Card
Avenue Main Gate	Midnight – 6am	NO
Brewhouse Gate	6pm – 6am	YES - Wicket Gate only
Burrell's Field – Gate on bridge between T and U staircase	Dusk – 6am	YES
Cobbles Gate into Angel Court Monday – Thursday: Weekend:	8pm – 6am 8pm Friday – 6am Monday	NO NO
Great Gate (internal iron gate)	5pm - 7am	Access via Porters' Lodge
Neville's Gate, Trinity Lane (into Bishop's Hostel): Monday – Friday: Weekend:	10am – 6am (the next day) 10am (Sat) – 6am (Monday)	YES - Wicket Gate only
Trinity Street into Whewell's Court	8pm – 7am	YES
West Gate into New Court	Midnight – 6am	YES - Wicket Gate only
Cloisters, Neville's Court	No Access	No Access
Trinity Street into Angel Court Sidney Street into (and out of) Whewell's Court Gifford Place into Blue Boar Court Queens Road into the Fellows' Garden Burrell's Walk		University Card required at all times
Queen's Gate to Great Court		Tourist Viewing Only

4.4 Building and Room Security

The College is located in the busy City Centre, has multiple points of entry and exit, and has a very large number of visits from tourists daily. It is, therefore, impossible to entirely prevent unauthorised entry and exit and so security can be an issue. Students should, therefore, take precautions to prevent petty theft by locking their door whenever they leave their room; most thefts occur when the occupant has left their room unlocked to run a quick errand.

It is also important that valuable items such as wallets/purses, credit cards, mobile telephones, iPods, laptops etc. are not left openly visible in rooms.

4.5 Personal Possessions Insurance

Due to changes in the regulations made by the Financial Conduct Authority (FCA), it is no longer possible for the College to hold an insurance policy in the name of the College covering the personal possessions of all students and then charge individual students an annual fee for this. Unfortunately, therefore, the College is no longer able to provide a collective insurance policy for students residing in a Trinity-owned room. Nor are we permitted to offer any advice or recommendations on possible providers of such insurance for individual student's personal possessions.

The College does, however, strongly advise students to take out their own personal possessions insurance, including bicycle insurance (if applicable) as Trinity College accepts no responsibility for loss or damage to any student's personal possessions whatever the cause. This includes items left in the Overseas Storage facilities during the vacation periods.

A free on-line registration service is provided at www.immobilise.com where students can enter the registered number of certain items of their belongings (e.g. mobile telephones, cameras, watches, computers, bicycles) so that the police can then search this database whenever items of stolen property are recovered.

4.6 Bicycles

Trinity students may bring only **ONE** bicycle to College which must be registered at the Accommodation Office (Z Angel Court) at the start of each academic year. The sticker must be affixed to the frame of the bicycle in a prominent position. Students are strongly encouraged NOT to bring valuable bicycles into College; anyone wishing to have an expensive bicycle in College does so at their own risk. Bicycles must not be left in any Court, staircase entrance or communal area, nor may they be kept in students' rooms.

A limited number of spaces in the basement bicycle stores located at Great Gate, 'K' Whewell's Court and Blue Boar Court (nr Gifford Place) are available for students. Students eligible to apply for a space will be contacted by the Accommodation Office before the start of each Michaelmas term; stalls are then assigned via a random ballot at the beginning of each academic year. Students allocated a space will be issued with a sticker showing the stall number, which must also be affixed to the frame of the bicycle in a prominent position.

Access to the basement store(s) is only given to those with a designated space; under no circumstances should the bicycle store gates be wedged open. Students are strongly advised to secure the frame of their bicycle, as well as the wheel, to the stall. The College accepts no responsibility for loss or damage of any bicycles on College premises, including those held in the basement bicycle stores.

Bicycles not displaying a current registration sticker, or found in the incorrect stall in a basement store, will have a note attached advising the owner that the bicycle will be removed. If the owner does not register or move the bicycle, it will be removed and placed in storage for six months prior to disposal by the Works Department. Students who wish to retrieve their bicycle will be required to pay £15 for the recovery of the bicycle. The College does not accept any liability should it be necessary to cut locks or chains to remove an unregistered bicycle.

At the end of the academic year students should either remove their bicycle or obtain permission from the Accommodation Office to leave it in College over the Long Vacation. Students who are not returning to College the following year must remove their bicycle from College premises when they leave at the end of the Easter Term.

Bicycles must not be ridden in College, including within Burrell's Field or along the Avenue, and they may not be taken into the Fellows' Garden. They must not be wheeled across Great Court unless the Bishop's Hostel gate is closed, when they may be wheeled along the east and south sides.

Students should ensure that their bicycles are adequately insured – note that your home insurance policy will not normally cover a bicycle kept in Cambridge.

The College has a small number of cycle lockers at Old Field which have been reserved for students who are members of University/College Sports teams and so need to bring a competition bicycle to Cambridge. If you wish to apply for one of these lockers, please ask the Accommodation Office for an application form. Please note that the College accepts no responsibility for the loss or damage of bicycles stored in these lockers.

4.7 College Plan for Major Incidents and Alerts

The College has contingency plans for major incidents or alerts and any other issues that might significantly affect the normal day-to-day functioning of the College. The Incident Control Point (ICP) will always be the Great Gate Porters' Lodge, unless it is itself a specific target or location of an incident, in which case the ICP will be the Senior Tutor's Office, M New Court. If any plan is implemented, instructions regarding the evacuation of buildings or other actions will be issued by the Porters, with which you must comply. Any suspicious packages/containers should be reported to the Porters' Lodge immediately.

5 DOMESTIC FACILITIES AND SERVICES

5.1 Bedmaker Service

Under the overall management of the Housekeeper and her Deputy, supervision of the bedmakers is carried out by the Assistant Housekeepers as follows:

Site	Courts	Assistant Housekeeper
East Site	Whewell's Court, Wolfson Building, Blue Boar Court and Pearce Hostel	Mrs Tania Magdaluyo, E2 Whewell's Court
Main Site	Great Court, Nevile's Court, New Court, Bishop's Hostel and Angel Court	Mrs Kerrie Farrow, E Angel Court
West Site	Burrell's Field	Miss Debbie Hart, Y Burrell's Field

The Service provided by the housekeeping staff covers bed-making as well as cleaning of student rooms and communal areas (gyp rooms, bathrooms and staircases/corridors). This Service is provided Monday to Friday (8am - 2.30pm) during term and also when student rooms are occupied during vacation periods⁴. The normal routine is that communal areas are cleaned first followed by student rooms under the following regime:

(a) Communal Areas:

- Daily: Empty bins ready for collection by the handyman; clean and sanitise work surfaces and draining board in gyp room; clean WC and bath/shower rooms.
- 3 x per week: Mop floors, sweep or Hoover corridors and staircases.

(b) Individual rooms:

- Daily: Make the bed; empty waste bin; clean the hand basin and ensuite bath, shower and WC (if applicable).
- 2 x per week: Hoover and dust.
- 1 x per week: Change the under-sheet and pillowcases, air the room.
- Fortnightly: Change the duvet cover.

Please note the following:

- i) Students are required to give the bedmaker access to their room at least 3 times a week. If it is not convenient for the bedmaker to have access on a particular day, students may place their waste-bin outside the door. **Access must not be denied on 2 consecutive working days or immediately after a weekend or a period when the bedder service has not been available.** Bins should not, therefore, be put out on a Sunday night as the bedmaker will always need access on Monday morning (unless it is a Bank Holiday).
- ii) Students have a responsibility towards the health and safety of the members of College staff for whom their room is a place of work. As such, students should maintain their rooms in an accessible and hygienic state and respect the needs of the bedmakers and other College staff.
- iii) Students must ensure that items of electrical equipment are maintained in a safe condition and that any wires and cables are kept tidy so they do not represent a trip hazard. Similarly personal belongings (such as shoes and bags) should not be left in communal corridors. Any changes to the layout of the furniture in the room should not lead to risks to the bedmaker; e.g. the bed should be situated in an easily accessible position to ensure the bedmaker is able to make and change it without over-stretching.
- iv) If students cause their bedmaker any additional work, an extra service charge will be made. Likewise, if any spills on the carpets and/or upholstery require specialist cleaning or repairs, any costs incurred will be charged to students via their College accounts.
- v) Students are responsible for clearing up any mess in their room and/or communal areas arising from self-inflicted illness (i.e. excessive alcohol consumption or any other over-indulgence). Cleaning materials for this purpose can be obtained from the Housekeeping Department.

5.2 Gyp Rooms and Kitchens

Cafeteria and formal meals are provided in Hall (see 'The White Book'⁵ for further details). In addition, all students residing in College have access to a gyp room which provides basic facilities; usually a refrigerator, combination microwave (if space permits), toaster and kettle. In some areas residents have the use of a full kitchen for the preparation of more substantial meals. As stated in the Licence to Occupy, students are only permitted to use the kitchen/gyp room nearest to their residential room. The College does not provide pots and pans, cutlery, crockery or glassware.

Hot food preparation/cooking is only permitted in gyp rooms and kitchens, **using only the cooking appliances provided by the College** in accordance with the instructions posted in the gyp room or kitchen. Do not leave the kitchen/gyp room unattended when preparing/cooking hot food as it could constitute a fire risk.

⁴ With the exception of Bank Holidays, 5 days at Easter, 10 days at Christmas & the staff outing day in the Long Vacation.

⁵ The White Book is the name given to the booklet entitled 'Regulations and General Information for Student Members of the College'.

On the recommendation of the Cambridgeshire Fire and Rescue Service, the College's Fire Officer has advised that portable hotplates must not be used in student gyp rooms. The College has, therefore, now removed portable hotplates throughout all student accommodation. In the long term, the College will be looking into the feasibility of installing hard-wired (static) hobs. These will be fitted with timers so that, if left unattended, they will automatically switch off. In the meantime, combination microwaves will be provided in student gyp rooms (space permitting).

Students **must not** bring items such as sandwich toasters, hot plates, portable hobs, pressure cookers, slow cookers, George Foreman-type grills, rice cookers, mini ovens etc. into College. Cook's blow torches are also not permitted. If any such cooking appliances are found in College they will be removed⁶. Electric kettles and Nespresso-type pod coffee makers (that operate like a kettle and do not have a hotplate or a milk frother/steamer) may be used in student rooms but must be kept on a tray.

Students who have special dietary needs that may have a bearing on their living requirements should make these known to the Accommodation Office well before coming into residence.

5.3 Food Storage/Hygiene

It is important that all food is stored appropriately. Perishable items must be stored in a refrigerator whilst non-perishables can be kept in a cupboard in sealed plastic bags (or preferably in sealed containers/food storage boxes). Waste food must be thrown away in a timely manner and not left to rot in cupboards/fridges.

All pots and pans, cutlery, crockery and glassware must be washed and cleared away each day **before** the bedmaker cleans the gyp rooms/kitchens; the bedmakers' duties do not include washing-up. Failure to comply with this requirement may result in the gyp room or kitchen being taken out of use and any unwashed items being disposed of.

5.4 Refrigerators (Fridges)

The College does not provide fridges for individual rooms unless a communal fridge is not available in the nearby gyp room. In these instances a fridge will be included on the Inventory of the room. A limited number of fridges are also available for students with special dietary/medical requirements. Students who require a fridge for such reasons should contact the Accommodation Office. **Students are not permitted to bring any type of fridge or drinks cooler into College.**

Some rooms may have a fridge in the room that is not listed on their Inventory. In these instances, the fridge will remain in the room and can be used by the occupant until such time that it is needed elsewhere or is deemed defective by the Works Department. Students who have a fridge in their room are responsible for ensuring that it is kept clean and hygienic, regularly defrosted and cleared of food items at the end of every term. Any items of food left in fridges at the end of term will be disposed of.

5.5 Laundrettes

College laundrettes are located in the following areas:

Court	Staircase	No. of Washers	No. of Driers
Pearce Hostel	A	3	2
Whewell's Court	C	6	6
Angel Court	Z	6	4
Bishop's Hostel	F	3	2
Burrell's Field	C	2	1
Burrell's Field	D	2	1
Burrell's Field	Q	5	4

To minimise the disturbance to others, laundrettes should not be used between the hours of 10pm and 8am. Students need to use their University Card to enter the laundrettes; under no circumstances should the doors be propped open.

The washers and driers are operated using cards which can be obtained from the Porters' Lodge (Great Gate and Burrell's Field).

⁶ Confiscated items can be recovered from the Housekeeping Department for removal from the College premises at the end of term. Any items which have not been collected at the end of the Easter Term will be disposed of.

Laundry must be dried in the laundrettes rather than in student rooms or communal areas, as damp can readily spread to the windows, ledges and curtains resulting in mould developing in these areas. The laundrettes are provided with drying racks, irons and ironing-boards. Please remove your items from the machines and drying racks promptly to enable others to have access to the facilities. The College does not accept responsibility for the loss of personal laundry. At the end of each term, any unclaimed items of laundry will be disposed of.

Any faults with the machines should be reported to the Works Department (see Section 8.1).

5.6 Sanitary Disposal Units

Grey Sanitary Disposal Units are located in communal toilets around College. Used sanitary wear should be wrapped or bagged and disposed of in one of these Units. **DO NOT** place these items in the general waste bin in your room. Used condoms should also be disposed of in the same way.

Students with an en-suite room may request a disposal unit for their bathroom from the Housekeeping Department (housekeeper@trin.cam.ac.uk). The units are exchanged every four weeks; bedmakers will need access to rooms either the day before or early on the morning of the day(s) the unit is due to be exchanged.

6 UTILITIES AND SERVICES

6.1 Heating

Central heating is supplied to all College rooms to provide a background heat of between 19-21°C from 6am to 11pm daily. The temperature is maintained automatically by externally mounted sensors which react to the outside air temperature. If a student suspects that the heating in their room is not working correctly they should inform the Works Department (see Section 8.1). Students are encouraged to help save energy and costs by using the thermostatic valve controls on their radiators (where fitted). The refurbished rooms in New Court have computer-controlled heating and ventilation systems. Simple operating instructions are provided in the rooms themselves.

6.2 Gas Installations

The College has a number of gas-fired central heating boilers which are tested annually by appropriately qualified engineers. There are no functioning gas fires in student rooms, although some old appliances have yet to be removed. These do not comply with current safety requirements, have been labelled as 'unsafe', and should not be used under any circumstances.

6.3 Electrical Equipment

Electrical equipment provided by the College is tested as part of the Portable Appliance Testing (PAT) programme. However, students are responsible for the safety of any privately owned electrical items brought into College and as such should be aware of the following:

- (a) As part of the Licence to Occupy, students are required to certify that all electrical equipment brought into College is safe and complies with UK standards. Students should check that all their electrical items are not damaged (i.e., leads are not frayed and there are no exposed wires) and that plugs have been fitted with the correct fuse. Any electrical equipment from overseas must be correctly adapted for 220-240 volts AC as only British Standard plugs (three flat pins) can be used to connect to the mains power supply. Items that are not EU/British Standard, or are considered by the College electricians to be unsafe, will be removed⁷. All foreign adaptors must be correctly fused to provide protection to the users.
- (b) The electrical load for College rooms must not exceed a total of 2KW per room. Electrical items with low current consumption, e.g. radios, computers, CD players, hairdryers and electric razors, may be used in student rooms and will normally stay within the 2KW load limit for any set of rooms. If this load is exceeded, the Works Department have instructions to disconnect equipment.
- (c) Electric fires/heaters **must not** be used in student rooms unless specifically authorised and provided by the College in exceptional circumstances. Electric blankets are also not permitted.
- (d) If additional power sockets are required in a room, **one** four-way plug lead per room may be used provided it is fitted with a mains cut-off switch and a 13-amp fuse. Socket adaptor blocks (two- or three-way) and extension reels must **not** be used.

⁷ Confiscated electrical items can be recovered from the Works Department for removal from the College premises.

- (e) Electric kettles and Nespresso-type pod coffee makers (that operate like a kettle and do not have a hotplate or milk frother/steamer) may be used in student rooms but must be kept on a tray. For guidance regarding the use of any other items of electrical kitchen equipment please see Section 5.2.
- (f) No alterations or additions may be made to electrical wiring in College buildings without the consent of the Clerk of Works. If agreement is given, the work must be carried out by the Works Department.

6.4 Water Supplies

The cold water supply to gyp rooms/kitchens comes directly from the cold water mains supply and is safe to drink. However, in College rooms and bathrooms the cold water may be stored in a water storage tank and should not be considered safe for drinking.

Waste water systems are connected to Local Authority sewers. Waste chemicals, environmentally damaging or toxic substances must not be poured into waste water systems (via basins, baths, showers, lavatories or external drains) but should be disposed of correctly. For further information/guidance consult the Works Department.

6.5 Water Hygiene

Risk assessments and monitoring of water in all areas of the College is carried out in line with Health and Safety Executive (HSE) guidelines. Due to the risk of contaminating the water system with microorganisms such as *Legionella pneumophila*, the use of push-on shower attachments is not permitted. Any such items will be removed and disposed of.

6.6 Lighting

- (a) Overhead or wall mounted lights are provided in rooms and are supplemented by desk lights to achieve the correct local task lighting levels.
- (b) As part of an on-going project, when accommodation areas are refurbished the control of lighting on staircases/corridors will be changed from an on/off switch system to one activated by movement sensors or timer switches.
- (c) Wherever possible conventional light bulbs are being replaced with long-life energy saving bulbs or light emitting diode (LED) systems.

6.7 Radios and Televisions (TV)

Students who wish to bring their own TV into College should note that large screen TVs are not permitted in student rooms. The maximum screen size must be no larger than 340x560x60mm (H x W x D). Unless a student has permission to stay in College, or to keep their room for Non-Residential Occupation, they must remove their television from College during the vacation periods. It is therefore, recommended that students do not bring a TV into College that they will be unable to take home during the vacation periods. Students must not move their TV into another student's room during the vacation period.

Where TV aerial connections are provided in individual rooms, they are not usually installed to digital reception standards and the College does not plan to update existing aerials to digital standards. External aerials or earth wires for radios or televisions must not be fixed to College buildings.

The College does not have a collective television licence covering residential accommodation and so students who have a TV in their room and/or who use a computer, games console, digital box or any other device to watch Live TV on any channel or BBC programmes on iPlayer must, under UK law, obtain their own TV Licence. For further information please refer to the TV Licensing website - <http://www.tvlicensing.co.uk>.

Students who do not watch or record television programmes as they are being shown on TV can register this with the TV Licensing Enforcement Division at the following website: <http://www.tvlicensing.co.uk/noTV>.

6.8 The College Computer Network

All student rooms in College have access to a wired network point (an Ethernet socket) that can be used to connect to the internet via an Ethernet cable. Many, but not all, rooms also have access to wireless (Wi-Fi) but the wired connection will be more reliable and provide a better connection speed than a wireless connection. Students who have a computer without an Ethernet port may, therefore, wish to bring an Ethernet adapter. For further details see <https://www.trin.cam.ac.uk/computing/college-network/>.

Further information on IT provision for students and the policies governing the use of computers and networking can be found in the White Book.

Students are responsible for the safe disposal of unwanted computer equipment, which should not be left in student rooms or put into College waste collection facilities.

6.9 Postal Deliveries and Collections

All students are given an individual pigeon hole located in the student mailroom in either E Great Court or the Burrell's Field Porters' Lodge, depending on where they live. Letters are delivered between 9am and 12 noon (Monday-Friday). Any parcels or recorded/registered letters received for students are kept in the Porters' Lodge for safe-keeping and a note placed in the addressee's pigeon hole advising them of the delivery.

7 HEALTH AND SAFETY

7.1 Emergencies

The Porters' Lodges under Great Gate and at Burrell's Field are manned 24/7 and the Porters are the College's designated "First Responders", trained in first aid. They should be contacted immediately in the case of any emergency, medical or otherwise. Only in an extreme emergency should a student dial 999, after which they must **immediately** inform the Porters' Lodge that the emergency services have been called. In all instances of serious accident or illness it is essential that the Senior Tutor is informed as quickly as possible via the Tutorial Office or the Porters' Lodge. The Head Porter will ensure that a record is made in the Accident Book and that a report is produced.

(a) Accident Reporting

All accidents on College premises involving personal injury must be reported to the Porters' Lodge at the earliest opportunity. The Porters will assess the injury and then either call the emergency services, arrange a taxi to the hospital, or provide First Aid. After receiving any treatment (if required), the incident will be recorded in the Accident Report Book held in the Porters' Lodge giving the place, date and time of the accident, the names of any witnesses and a full description of the event.

(b) First Aid Provision

The College Nurse is able to give treatment when she is in College (for details of surgery times see 'The White Book'). First Aid boxes and defibrillators are provided in the Porters' Lodge (Great Gate and Burrell's Field) and at least one of the Porters on duty will be trained in First Aid.

7.2 Fire Safety

The College's central location in the City Centre and its old buildings, with accommodation above shops in many cases, mean that Fire Safety is a particularly important concern. Instructions on what to do in case of fire are posted in each room and students should read them carefully. Students are expected to abide by these instructions for their own safety and for that of others.

(a) Fire Drills

The Head Porter (as Fire Officer) is responsible for arranging fire drills for each court and staircase and for maintaining a record of when drills are carried out, which is normally weekly during the Michaelmas and Lent Terms and at least once a month during the Long Vacation.

(b) Call Point Testing

All Call Points are tested weekly throughout the year. The Head Porter will inform all occupants of when the call point testing will take place in their area.

(c) Fire Prevention

It is the responsibility of all members of the College (Fellows, students and staff) and visitors to minimise the risk of fire. At a personal level this means being aware of potential dangers. In particular:

- The use of candles, joss sticks and other naked flames in College rooms is prohibited and such items will be removed.
- The electrical appliances provided in the kitchens/gyp rooms must always be used in accordance with the manufacturer's instructions.
- No bottled gas or mineral oil, such as paraffin, is allowed in any College room.
- Electric fires MUST be turned off when leaving the room for any period over 15 minutes. Guards must not be removed from electric fires.
- Clothes should not be dried in front of electric heaters. Airing racks and tumble dryers are available in the laundrettes (see Section 5.5).
- Decorative fairy lights are discouraged in College rooms and will be removed if left switched on and unattended, or positioned so as to pose a potential fire risk.
- Electrical leads should not be put under carpets or through doorways and any unauthorised installations (such as electrical appliances controlled by time switches) will be removed.
- All portable electrical items should be unplugged when not in use.
- Fire doors must be kept closed at all times and never wedged open. They must be kept clear to afford ready access or egress.
- Smoking is prohibited in all College rooms and buildings (see Section 7.3). In those outside areas where smoking is permitted cigarettes should be properly extinguished in the ashtrays located there.

(d) Detection and Alarm

All staircases are fitted with smoke or heat detectors and alarm sounders. A system whereby any alarm is relayed to the Porters' Lodge by a dedicated link throughout the College has been progressively installed and this is now the case in most areas.

Tampering with the fire detection and alarm systems in College (including smoke detectors, fire extinguishers, fire blankets and any associated signage) increases the risk to others as well as placing the College in a position where it may, unwittingly, be in breach of its legal obligations. Therefore, severe penalties will be imposed on offenders as follows:

- i) The Dean, Senior Tutor and Junior Bursar have agreed that a fine of £100 will automatically be imposed on anyone caught tampering with fire equipment. Other sanctions may also apply.
- ii) If the Cambridge Fire and Rescue Service assert they were required to attend a "false alarm" they may take action which could result in criminal prosecution.

The College accepts no liability for damage to personal property caused by the negligence of others. Therefore if a student causes damage negligently to the property of another resident, or the contents or business of commercial premises, they may be personally liable for such damage. Anyone whose negligence causes fire or water damage may be required to contribute towards the cost of repairs and to any increased insurance premium that may arise as a result.

(e) Escape Route

Each area of accommodation has its means of escape clearly displayed. It is important that escape routes, especially staircases, are kept clear and free of flammable material such as paper, cardboard boxes etc.

7.3 Smoking Policy - UPDATED FEB 2020 - Read updated text after cover or click here

Smoking is not permitted in any rooms or buildings within the College. Students must not, therefore, smoke in their room or in any communal areas. This covers anything that can be smoked such as cigarettes, cigars, Shishas/hookahs and herbal cigarettes. Shishas or hookahs must also not be kept in student rooms.

Students may smoke in the following external areas:

The path around Scholars' Lawn (between the Wren Library and the River).

The area of Angel Court bounded by the entrance to I Staircase, Great Court/the entrance to E Staircase, Angel Court/the steps from that area to A-D Staircases, Angel Court.

Outside 'E' Staircase, Whewell's Court.

The area under the Wolfson Building South Seminar Room.

The garden areas adjacent to A and D Pearce Hostel.

The car park area between the Porters' Lodge and G Staircase, Burrell's Field.

Outside the Adrian House Seminar Room, Burrell's Field.

The Old Sports Field (but not any buildings at the Old Field Site).

Students using these areas are expected to respect the rights of those living/working in rooms nearby and those requiring passage through. Cigarettes must be disposed of in the wall ashtrays provided, not the floor/ground!

8 MAINTENANCE AND REPAIRS

The Works Department is responsible for the routine maintenance and repair of the College buildings, employing small teams of electricians, plumbers, carpenters, painters and non-tradesmen. Where specialist maintenance or repair is required, approved contractors are used.

8.1 Reporting Faults

Students should report any faults or repairs required to the Works Department using the Work Order Request App on the MyTrin website. There should only be one request per form. Any works request should be categorised as:

Priority 1	Emergency Repairs	Normally completed within 24 hours	Any repair required to avoid a danger to health, a risk to the safety of residents or serious damage to buildings or to residents' belongings.
Priority 2	Urgent Repairs	Normally completed within 5 working days	Repairs that materially affect the comfort or convenience of the residents.
Priority 3	Non-Urgent Repairs	Normally completed within 28 days	Any repairs not falling into the above categories.

On receipt of an online Work Order, the Works Department will assess the request and confirm the priority status of the repair. Please note that this may result in the priority status of the request being amended. Where a dispute arises as to when a defect was reported, the date recorded on the Works Department online system will be the accepted date. It is implicit in any request for maintenance work that the student is granting permission for members of the Works Department to enter their room.

The Works Department is not manned during the weekends (i.e. from 4pm Friday to 8am Monday) or on Public Holidays. Any request for Emergency Repairs (Priority 1) that occur during these hours must be reported to the Porters' Lodge.

8.2 Disabled Access

The "Listed" status of most of the College buildings makes it difficult to comply with both the requirements of the Disability Discrimination Act and the English Heritage limitations on changes to historic buildings. Nevertheless the College has introduced a number of ramps, mainly of a temporary nature, to facilitate wheelchair access to the

buildings on the Central Site. Wherever possible, improvements to facilities for people living with disabilities are included in refurbishment programmes. For additional information, please refer to the following website <https://www.trin.cam.ac.uk/disabled-access>.

8.3 Litter Clearance

The Garden Staff, Housekeeper's Staff and Works Staff all play a part in keeping the College buildings and grounds free of litter and in disposing of rubbish. Similarly all members of College have a responsibility for maintaining cleanliness by ensuring that their rubbish, and that of their guests, is disposed of correctly.

8.4 Snow and Ice Clearance

In the event of snow, College staff will clear the Avenue and all principal pathways and ramps in each court commencing at 7.30am. Whenever there is a forecast of severe overnight frost, 'thaw crystals' will be laid at the end of the working day and additional crystals at 8am the following morning.

9 ENVIRONMENTAL ISSUES

9.1 Energy Efficiency

The College is committed to do as much as possible to reduce environmental damage resulting from its activities and to reduce its carbon footprint. An energy efficiency survey was carried out by the Carbon Trust in 2003 in a sample number of Cambridge Colleges. The findings of this survey noted that, while inefficient buildings and heating systems were a major problem, most unnecessary usage was attributable to the careless behaviour of individuals, by leaving lights and electrical equipment switched on in unoccupied rooms (including computers and other equipment on "stand-by"); by opening windows rather than turning down heating; by turning heating up rather than dressing more warmly.

Over the past ten years the College has invested in the replacement of its entire heating plant and in the introduction of a computerised Buildings Management System (BMS). The BMS allows greater control of heating, to reflect changes in the outside temperature and to allow for the different thermal characteristics of the various buildings on the College estate. The College buildings refurbishment programme includes the improvement of each building's thermal retention, the installation of automatic lighting controls, the control of individual radiators by thermostatic valves and, where possible, the replacement of baths with showers. In all major refurbishments we plan to achieve significant increases in energy efficiency and wherever possible install renewable energy systems.

9.2 Refuse Collection & Recycling Facilities

The College recognises its responsibility to the environment through the control of pollution and strives to meet its obligations under the Environmental Protection Act. The potential for pollution from the College's activities is assessed and either eliminated or controlled as far as is reasonably practicable. In particular, the College has a contract with the City Council for the separation and recycling of, as far as is possible, all waste collected from College.

All student rooms are provided with a blue recycling bin and a bin for general waste. All bottles and cans for recycling must be emptied (and washed out) prior to placing in the recycling bins.

9.3 Pest Control

(a) Moths

The UK has seen increased activity in Carpet Moths, especially in historical buildings where fabrics and carpets tend to be made from natural fibres. These moths, while devastating to carpets and curtains, are harmless to humans. The Housekeeping Department work hard to spot, monitor and treat these moths before they become a problem but if you do see moths in your rooms, please report to the Housekeeping Department by email to housekeeper@trin.cam.ac.uk, stating your name, room number and area in College. Keeping your room, especially your floor, tidy and free from clutter will allow your bedmaker to vacuum regularly, which helps keep infestations down.

(b) Ants/flies/insects

Ants, flies and insects are all attracted to food. It is, therefore, important that you clean and wipe down any area you have used for food preparation. Remember to rinse out and throw away any non-reusable containers and packaging in bins provided.

Any pest control issues (including bee and wasp nests) should be reported to the Works Department via a Works Request Form – see Section 8.1.