



ACCOMMODATION FACT SHEET

Departure Requirements

Long Vacation 2024

You should read all these points carefully.

Please remember that your room may be used for another student during the holidays, so please leave it in good condition.

Term Dates

- You **must** leave your College room by 5pm on Tuesday 25th June. Graduands must leave by 9am 29th June.
- **If you are returning to College next year**, you may return to your new College room from Tuesday 1st October, and you must return to your room by Tuesday 8th October.

Rooms

- All rooms should be completely cleared of any belongings, and should be left neat and tidy. No rubbish or unwanted items should be left in the room: please bag and dispose of general waste, and recycle using the correct bins.
- Please leave all College-owned bedding neatly folded on the bed.
- There should be no blu-tack, drawing pins or sellotape on your walls, nor should there be any damage caused by these things.
- If there are any repairs needed in your room, please submit a [Maintenance Request](#) form. Please do this as soon as possible, as any problems will need to be fixed as soon as you leave.
- Ensure wash basins and en suites are cleaned and cleared, and the taps fully turned off.
- Ensure room fridges are fully cleared and cleaned. Leave fridges plugged in and switched on to prevent leakages. All perishable food remaining in fridges will be disposed of.
- Ensure gyp fridges are fully cleared: all perishable food remaining in fridges will be disposed of.
- All windows and doors should be closed and, if possible, locked.
- All lights and heaters should be turned off.
- **Any items left in rooms will be disposed of immediately by the Housekeeping staff.**

Communal Areas

- All kitchens and gyp rooms should be cleared. Nothing should be left in cupboards, on shelves, or in communal fridges. All surfaces must be completely cleared. Please don't leave any washing up!
- All bathrooms should be cleared. No toiletries or other items should be left.
- **Any items left in communal areas will be removed and disposed of by the Housekeeping staff.**

Disposing of unwanted items

- If you have any unwanted clothes, books, cushions, desk lamps, or other small items, you are encouraged to donate these to charity if at all possible.

Keys and the Redit Book

- For those students with Cor keys, you must hand in your keys in the Porters' Lodge. Please retain your Cam Card.
- You **must** also sign the online Redit book, found on the [College website](#).
- When you return to College you must collect your keys and sign the Redit book again.

Other notes

- Recycling – Please recycle any waste, using the correct bins, if possible.
- Waste – Please make sure you bag and secure any general waste. Don't leave loose items, dead plants, empty air fresheners or boxes of rubbish for the Housekeeping staff to deal with!
- Access – When removing your belongings, or rubbish, do not block access ways, fire doors or gateways. Do not prop fire doors open, even for a short while.
- Storage – This is for overseas students only – please contact the Porters' Lodge for more information.

Tutorial Requirements

- It is a University requirement that you must [keep Term](#) (stay in College for a minimum of 59 nights in Michaelmas and Lent, 52 nights in Easter).
- You must complete the Exeat form and attend an Exeat meeting with your Tutor.
- You must leave College on the day stated on your Exeat form.
- Students who fail to complete the Exeat formalities by the set deadline will incur a fine of £30.

Useful Contacts

- If you have any queries relating to [how your room needs to be left](#), including removing belongings and clearing rubbish, please contact housekeeping@magd.cam.ac.uk
- If you have any queries regarding [repairs or maintenance work](#), please complete an online Maintenance Request Form, or contact maintenance@magd.cam.ac.uk
- If you have any queries relating to [keys or storage](#) please contact the [Porters' Lodge](#).
- If you have any queries relating to [Tutorial requirements, including Exeat forms and meetings](#), and information on keeping term, please contact tutorial@magd.cam.ac.uk
- If you have any [other queries relating to accommodation or signing the Redit book](#), please contact rooms@magd.cam.ac.uk

You may be charged the costs of returning your room to its original state if you:

- **do not leave your room in an acceptable condition**
- **cause damage to your room or its contents**

You may be charged for unauthorised occupation at up to £50 per night if you:

- **stay in your room during the vacation period without an OTR**
- **stay in an OTR room outside of the nights granted by College**

You may also be charged the cost of replacement keys if you fail to return your room key.