



STUDENT LETTINGS

GRADUATION ACCOMMODATION 2011

You can reserve a student room from 3rd – 7th July inclusive or for individual nights during Graduation week. Prices per night are:

- Standard Single Room - £15 for students & £20 for guests
- Premier En-suite Single Room – £20 for students & £25 for guests
- Premier En-suite Room shared (3/4 sized bed) - £30 per room for 2 students, £35 per room for 2 guests and £35 for 1 student plus 1 guest

You can book:

- In person at the Student Lettings desk in the Darwin Building (normal office hours Monday to Friday)
- Via telephone – 01782 733065/734152 (normal office hours Monday to Friday)

Payments must be made at the time of booking using cash, credit/debit card or cheque (made payable to Keele University). Please note that refunds cannot be made for cancelled bookings.

Finalists who wish to stay from the end of term until Graduation should book separately at

www.keele.ac.uk/studyatkeele/accommodation/bookingaccommodationforotheroccasions/vacationaccommodation

Standard rooms will be available at a cost of £80 per week.

GRADUATION BOOKING FORM 2011	ROOM TYPE	3 rd	4 th	5 th	6 th	7 th	OFFICE USE ONLY	
							NTS	ROOM
STUDENT NAME: STUDENT NUMBER: CURRENT ADDRESS:	STANDARD EN-SUITE* SHARED EN-SUITE							
GUEST NAME:	STANDARD EN-SUITE* SHARED EN-SUITE							
GUEST NAME:	STANDARD EN-SUITE* SHARED EN-SUITE							
GUEST NAME:	STANDARD EN-SUITE* SHARED EN-SUITE							
GUEST NAME:	STANDARD EN-SUITE* SHARED EN-SUITE							

* Delete as appropriate

Important Information

1. Bed linen and towels will be provided
2. Arrival – room keys will be available from the Darwin Building Monday – Friday, 9 am – 4.45 pm from Student Lettings Reception or Security Lodge, Darwin Building outside office hours/weekends:
 - Sunday, 3rd July 9 am – 4.45 pm (Standard rooms available only)
 - Monday 4th July 9 am – 4.45 pm (Standard rooms available only)
 - Tuesday 5th July 1 pm – 4.45 pm
 - Wednesday 6th & Thursday 7th July 9 am – 4.45 pm
3. **Leaving – Please vacate your room by 9.30 am and hand your room keys in at the Student Lettings Service Reception Desk.**

Please make your guests aware that this is STUDENT accommodation and they may be sharing facilities with students who are participating in the Graduation celebrations.

Booking Conditions:

1. Keele University reserves the right to refuse a booking for any reason.
2. You will not be able to book accommodation if you have outstanding debts with Keele University.
3. The University reserves the right to request guests to change rooms for operational reasons. If a room change becomes necessary as much notice as possible will be given.
4. University staff may require access to any room from time to time in order to undertake essential maintenance or in response to security matters.
5. The University shall not be liable for any loss or damage to personal property unless legally bound.
6. All student accommodation is designated as non smoking and you and your guests are not permitted to smoke in any part of the block.
7. Fire regulations must be adhered to at all times.
8. You will be charged for the cost of repair of damage caused to accommodation by your guests and disciplinary action may be taken against you.
9. Any serious misconduct or nuisance against the University, its staff or any other residents, or debts to the University, will result in immediate expulsion from the accommodation.
10. There will be a charge of £25 late departure fee if you do not vacate the accommodation by 9.30 a.m. on the agreed date of departure and return your room keys. Your belongings will also be removed from the room.