**host Agreement**

Thank you for offering your accommodation to those who need it and giving them a chance to take up internships that might otherwise have been difficult due to finances. Your support of this project is greatly appreciated.

**Scope of the Agreement**

The Spare Room Project (“**we**”, “**us**”, “**our**”) is an organisation that aims to bring together individuals in the publishing community from outside London who are looking for internships in London (“**Guest(s)**”) and those who have accommodation available (“**Accommodation**”) and are willing to offer it temporarily to Guests for no charge to allow them to undertake work experience placements (“**Hosts**”).

You are responsible for your Accommodation and any information you provide to Guests. We are simply a platform to facilitate the bringing together of Hosts and Guests but have no responsibility or control over the Accommodation or the Guests.

If you are generous enough to offer Accommodation your relationship with us is that of an independent third party, there is no relationship of employee, agent, joint venture or partner and you act exclusively on your own behalf.

**Please make sure that you read this agreement carefully as it contains important information about your rights and obligations. Please also read the schedule that is attached to this agreement as it details further specific terms agreed between you and your Guest (the “Schedule”).**

**Eligibility**

You must be at least 18 years old and able to enter into legally binding contracts to use our scheme.

**Verification and Registration**

We are not responsible for the accuracy of any information provided, including the actual identity of the Guest or Host and we do not undertake any background checks.

You agree that you have provided accurate, current and complete information when completing the Hosts application process such as Accommodation description, location and availability and will update us should this information change. You are also responsible for disclosing any deficiencies, restrictions (such as house rules) or other relevant information.

As a Host you are responsible for your own acts and omissions and are also responsible for the acts and omissions of any individuals who reside at or are otherwise present at the Accommodation at your request, excluding the Guests.

**Your Rights**

You agree to grant the right to the Guest to enter, occupy and use the Accommodation for the duration of their stay (as detailed in the Schedule), but you retain control and possession of the Accommodation and the right to re-enter and use the Accommodation as you wish. You agree to allow the Guest to arrive on the date agreed in the Schedule and stay until the date agreed in the Schedule unless the agreement is terminated earlier.

As a result of changes to their work experience dates or timings you may discuss the possibility of extending or changing the duration and dates that you provide the Guests with Accommodation. We expect that you would notify us of any such changes in writing.

**Your Obligations**

As a Host, you are responsible for ensuring the Accommodation is in a reasonable condition and providing Guests with one set of keys to the Accommodation upon their arrival.

You have no obligation to provide the Guest with food or to source their work experience. However, where the Guest is staying for a significant period of time or has their own bathroom within the property it would be wonderful if you could provide them with fresh bedding or the facilities to wash the bedding, essentials such as toilet paper, and relevant products to clean the Accommodation.

**Prohibited Activities**

You agree that you are responsible for and will comply with all laws, rules and regulations that apply to you.

If you feel that any Guest or visitor that they invite is acting or has acted inappropriately, including but not limited to anyone who: is acting in an offensive, violent or sexual manner; you suspect of stealing from you; or has displayed other disturbing behaviours, you should immediately report such person to the appropriate authorities such as the police and then to us. We may ask you to provide us with police station and report details. You agree that any report you make does not obligate us to take any action, beyond anything we are required to do by law.

**Termination**

This agreement shall terminate at the date set out in the Schedule, unless otherwise terminated by one party where the other party has behaved badly. In such circumstances, we would like to think that you would contact us to discuss the matter and that a resolution may be possible.

**Disclaimer and Limitation of Liability**

If you choose to offer Accommodation to Guests, you do so voluntarily and at your own risk.

We are not liable for: the death or injury of the Guest, Host or visitors to the Accommodation; damage to, or theft or any possessions of the Host, Guest or visitors to the Accommodation; any losses, claims, demands, actions, proceedings, damages, costs or expenses or other liability incurred by the Host, Guest or visitors to the Accommodation in relation to the Guest’s right to stay in the Accommodation; or the acts or omissions of any other resident of the property or their visitors.

Nothing shall limit or exclude our liability for: the death or personal injury or damage to property caused by negligence on our part; or any matter in respect of which it would be unlawful for the Host to exclude or restrict liability.

**Complaints**

We hope that this is a rewarding and enjoyable experience for you and that you and your Guests are happy throughout the duration of their stay. In the event that you are unhappy or have any concerns please contact [James@TheSpareRoomProject.co.uk](mailto:James@TheSpareRoomProject.co.uk).