**Guest Agreement**

**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 (“**Guests**”) 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**”, “**Host**”)).

As the provider of the scheme we do not own, provide, control, manage, offer, deliver or supply any Accommodation. Hosts alone are responsible for their Accommodation and any information that they provide to Guests. We have no control over and do not guarantee the existence, quality, safety, suitability or legality of any Accommodation or the truth or accuracy of any descriptions given by the Host.

You should always exercise care when deciding whether to stay in an Accommodation.

**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 Host (the “Schedule”).**

**Eligibility**

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

**Verification and Registration**

Please be aware that we do not assume any responsibility for the confirmation of the identity of any Hosts or Guests. You agree that you have provided accurate, current and complete information during the Guests application process and will update us should this information change.

**Your Rights as a Guest**

You understand that where you are provided with Accommodation, you are granted the right by the Hosts to enter, occupy and use the Accommodation for the duration of your stay (as detailed in the Schedule), during which time the Hosts retains control and possession of the Accommodation and the right to re-enter and use the Accommodation as and when they would like to. You have no right to exclude the Hosts from the Accommodation. You agree not to outstay your welcome and not to try and enter the accommodation before the date detailed in the Schedule and not to stay later than the date detailed in the Schedule. This licence is not assignable. You agree that only you will occupy the Accommodation and only you will exercise any rights given to you by the Hosts.

As a result of changes to your work experience/internship/ placement you and the Hosts may discuss the possibility of extending or changing the duration and dates that the Accommodation is provided. We would expect the Hosts to notify us of anything agreed in writing. Failure to notify us in writing means that any agreement between the Guest and Host is outside the scope of our scheme.

At your sole discretion, you may want to inform us or the Hosts of any medical or physical conditions or other circumstances that may impact your stay at the Accommodation.

Whilst we will endeavour to find you suitable accommodation and take into account any preferences or needs that you may have, we have no obligation to do so and we may not be able to offer anything suitable.

**Your Obligations**

As a Guest, you agree, unless otherwise agreed with the Host and detailed in the Schedule: to keep the Accommodation clean, tidy and clear of rubbish; not to cause any damage or permit any to be caused to the Accommodation or any other part of the Hosts’ property; to notify the Hosts of any damage to the Accommodation or any other part of the Hosts’ property; to use the Accommodation solely for living in and not for business purposes; not to permit anyone else to visit or stay or otherwise allow them in the Accommodation; not to make a copy of the keys provided by the Hosts or allow anyone else to make a copy of the keys; to notify the Hosts without delay in the event that you lose the keys provided to you and we hope that you would bear the reasonable cost of or contribute to the replacement keys and locks (as appropriate) for the Hosts; not to prevent the Hosts or any other person authorised by the Hosts from entering the Accommodation; not to make any alteration or addition to the Accommodation; not to smoke/vape in the Accommodation; not to keep any pets in the Accommodation; not to make excessive noise or play loud music; not to use the Hosts’ telephone or internet; not to do or permit to be done in the property anything which is illegal or which may be or become a nuisance, annoyance, inconvenience or disturbance to the Hosts, the other residents of the property or others; leave the Accommodation in the condition it was in when you arrived and remove your possessions when your stay comes to an end; not to enter any areas of the property that the Hosts explain are restricted to you, as detailed in Schedule; and to generally be respectful and courteous at all times to the Hosts and any guests of the Hosts.

**Prohibited Activities**

You agree that you are responsible for and will comply with all laws, rules and regulations and to adhere to any house rules in place at the Accommodation or other terms set out in the Schedule.

If you feel that any Host 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, and where you feel it appropriate we would encourage you to contact us to discuss the matter and see if a resolution may be possible.

**Disclaimer**

If you choose to use the Accommodation, you do so voluntarily and at your own risk.

**Complaints**

We hope that this is an enjoyable experience for you and that you and your Hosts are happy throughout the duration of your stay. In the event that you are unhappy or have any concerns please contact James@TheSpareRoomProject.co.uk.