

## NOTES FOR GUESTS STAYING AT WADHAM COLLEGE

We welcome you to Wadham College and wish you a pleasant stay. In order to ensure that you make the most of your time here we have compiled a list of general information together with some **important health and safety guidelines**. Please take the time to read these guidelines carefully.

**The Lodge:** The Lodge is open 24 hours a day 7 days a week. Urgent enquiries may be addressed to the Lodge in the first instance by dialling 77900 internally or 01865 277900 from an external telephone line. The front entrance on Parks Road closes at midnight, however, the Night Porter may be summoned by ringing the bell at the main entrance.

**Checking In and Out:** All room keys are issued by the Lodge staff. Keys must be returned to the Lodge on departure. **Please note that all rooms must be vacated promptly by 10.00am on the day of departure.** Guests will be charged a further 24 hours at the usual Conference rate if they have not vacated by the check-out time. If required, secure temporary luggage storage facilities may be provided if arranged in advance by your Conference Organiser. Lost keys will be charged for at the rate of £30 inclusive of VAT.

**Mobility:** Any guest with a mobility difficulty requiring assistance with luggage etc. is asked to give the College, where possible, advance notice prior to arrival, in order that the Lodge staff may arrange appropriate and timely assistance.

**Security:** Whilst the College has a CCTV system in place the College cannot accept responsibility for the loss or theft of personal possessions. **All guests are asked to be vigilant and are advised to lock their rooms, including windows, whenever they are left unoccupied even for short periods of time. Similarly, it is advisable to keep money and valuable items with you.** If you see anyone or anything suspicious in the College please report this immediately to the Lodge either in person or by telephone (77900). The College has advised Conference Organisers that guests should take out personal insurance.

Conference Organisers may obtain a lockable bag from the Lodge for valuables which will be kept in the Lodge safe. However, please note that only the Conference Organiser or a designated person may have access to the bag. The Lodge safe is only insured for sums of up to £3,000 and any valuables kept in the safe will be at your Conference Organiser's own risk. The Lodge cannot accept valuables from individuals.

**Identity Badges:** Delegates are requested to wear identity badges at all times when in College (provided by your Conference Organiser).

**Slips, Trips and Falls:** Guests are asked to take extra care when walking around the College both inside and out as, due to the age of some of the buildings, stairs and walkways may be uneven. Great care should be taken in all areas of the College and guests are advised to wear sensible footwear and to ensure when climbing stairs that one hand remains free in order to make use of handrails where appropriate.

**Fire:** There are fire notices and smoke detection systems in all rooms. There is also a fire alarm system on each staircase which is relayed directly to the Lodge. **It is vital that you acquaint yourself with the instructions on what to do in the event of a fire so please take the time to do this as soon as you are settled in your room.**

**Smoking:** Smoking is NOT permitted in any internal spaces, or in the Front Quad or within 2 metres of buildings. There is an automatic cleaning charge of £100 if caught smoking in rooms.

**Noise:** Delegates are asked to be respectful of others in residence and there should be no noise after 10.30pm. Should there be any complaints delegates **may** be asked to leave College. Noise in the JCR Bar is particularly disturbing for guests staying in rooms above the bar.

**Damage:** Any damage caused to Wadham property by a delegate will be invoiced to the Organiser of the event or invoiced to the individual. Should any vomit need to be cleared we charge a standard charge of £25.00 + VAT plus should it be on the carpet of the room there is a carpet cleaning charge of £50.00 + VAT.

**First Aid:** Information on the location of First Aid kits and trained first aid staff can be obtained from the Lodge. All full time staff in the lodge are 'Appointed Persons'. Please contact the Lodge on 77900 in the first instance if first aid assistance is required. The Lodge will contact the Emergency Services if required or you may dial them directly from your room by dialling 999. You will need to give the Name and Address of the College: Wadham College, Parks Road, Oxford OX1 3PN. If you have had to call the Emergency Services please also, where possible, notify the Lodge.

**Manual Handling:** All conference room furniture and equipment will be set up and dismantled by College staff trained in manual handling.

**Disabled Access:** Wadham College is fully committed to providing accessibility for people with disabilities. We have undertaken a services-based access audit and introduced a number of structural and procedural measures; other adjustments are actively planned for implementation. As part of this broad process, Wadham College has a Disability Equality Scheme. To be as effective as possible this must take account of the views of College members, staff, guests and other institutional stakeholders -- with or without disabilities. We should be very pleased to receive comments and suggestions. These may be directed to the Domestic Bursar ([Pauline.linieres-hartley@wadh.ox.ac.uk](mailto:Pauline.linieres-hartley@wadh.ox.ac.uk); telephone 277963).

**Your Accommodation:** The College is divided into staircases. Each staircase contains a variable number of rooms. Some staircases contain single study bedrooms and others double sets consisting of a shared sitting room, with two adjoining small bedrooms. There are 34 staircases. Of these 31 are numbered 1 - 32 (there is no staircase 8) and three are known by specific names: King's Arms, Holywell Court and Library Court. All rooms have a wash-hand basin. Toilets and bathrooms and/or shower rooms are located in each staircase. Further toilets may be found in the basement of the Junior Common Room (JCR), St.19 basement and in the Bar area

Please note that for safety reasons no electrical equipment not provided by the College is permitted in any of the rooms with the exception of hair dryers (please make sure that these are compatible with UK voltage rates before use). You will be provided with tea/coffee making facilities in your room.

**Cooking, ironing and/or the use of naked flames (candles etc.) are strictly prohibited in all rooms.**

For health and safety reasons under no circumstances should visitors allow guests to stay overnight in their rooms without obtaining permission from the Conference and Events Manager.

**Servicing of Rooms:** Your room will be cleaned and your bed made daily during week days by your 'Staircase Scout'. Please note that rooms are not serviced during weekend stays. As part of our commitment to environmental issues, bed linen is normally changed every seven days and towels changed every two to three days. If you require an enhanced service then please ask your Staircase Scout in the first instance, however, please note that there may be an additional charge for this service.

**Laundry:** There is a card operated laundry (six washing machines, six tumble dryers, three irons and three ironing boards) located in the basement of the JCR. Guests are required to supply their own washing powder. Laundry cards are obtainable from the Lodge at £10.00 per card. On return of the card the Lodge will reimburse any unused credit on the card. Please note that the use of travel irons is not permitted in bedrooms for safety reasons

**Telephones:** There is a telephone in your room which forms part of the University Telecommunications network. It is possible to receive incoming calls from anywhere in the world, however, it is not possible to make external calls unless you use a 'phone card'; these may be purchased from the Lodge. Please follow the instructions on the 'phone card' to make external calls. Room-to-room calls are free as are internal calls within the University. To make internal calls dial the five-digit extension number of the person you wish to contact. You may contact the Lodge by dialling 77900 and the Duty Porter will provide you with telephone numbers for internal extensions. There is also a pay-phone in the JCR lobby.

**Incoming calls:** It is possible to receive direct incoming calls on your room telephone from outside the University by dialling 01865 280000 (omit the first '0' if calling from outside the UK) and then follow the prompts. Any external caller will require your telephone extension number to reach you and this number is shown on the telephone in your room.

**Mail and Telephone Messages:** Notification of incoming mail, faxes and messages for guests is made via the notice board in the Lodge. The number for telephone messages is 01865 277900. Guests are requested to check at the Lodge for mail and messages at around midday or 17.00hrs. If the message is urgent the Duty Porter will attempt to deliver the message by telephone or in person, otherwise messages must be collected from the Lodge notice board.

**Food and Drink:** In order to comply with the College Licence for Alcohol and the College Policy on Food Hygiene, no alcohol or food should be brought into College for consumption in offices, meeting, dining or public rooms. Please note that soft drinks are also not permitted in meeting rooms. A bar and full catering service is provided by the College by prior arrangement. See below for meal times where these have been booked.

Drinks may be purchased for cash from the JCR Bar for consumption with lunch or dinner. See below for bar opening times.

Although some staircases have kitchenettes these are for use in the academic term only and are not available for use by guests.

**Meals:** Meals are served in Hall or the New Refectory. Your Conference Organiser will let you know the location of your pre-arranged meals. **You are requested to arrive promptly for all meals.**

The normal meal times are:

Breakfast:	-	0800-0845, please leave by 0900
Lunch:	-	1300, please leave by 1400
Dinner:	-	1915, please leave by 2030

**Bar:** The Bar is located in the Bar Quad. Opening times vary but are normally 18.00hrs to 23.00hrs.

**Gardens:** Wadham has splendid gardens and you are encouraged to use and enjoy the Fellows', Back Quad and Bar Quad Gardens. However, if there is a private event taking place in any of the gardens please use one of the alternative gardens. It is regretted that none of the gardens are suitable for ball or other games except croquet. If you wish to play ball games then you are advised to make your way to the University Parks located about half a mile from the College on Parks Road.

The Fellows' *Private* Garden is not open to Conference guests.  
You are kindly requested not to walk on the Front Quad lawn.

**Sports:** The College has on-site squash courts and tennis courts at its Sports ground located about 2.5 miles north in Summertown. Squash Courts may be booked via the Lodge and are available between 19.00-22.00hrs unless the adjacent Moser Theatre is in use. There is a charge of £10.00 an hour for this facility. The Tennis Courts at the College Sports ground may also be booked via the Lodge at a charge of £5.00 an hour.

**TV Lounge:** There is a small TV Lounge in Staircase 2, room 2 available during Summer only. The key to this room may be drawn from the Lodge. Please ensure that the room remains locked at all times even when in use and that you return the key to the Lodge when you leave.

**Moser Theatre Access:** Guests are required to alert the Lodge 24 hours in advance by telephoning 01865 277900 (Internal tel:77900; External; 01865 277900) to arrange for disabled access to the Moser Theatre at evenings and weekends. This in order to allow the Lodge to arrange assistance in using the lift as the Porter cannot leave the Lodge unattended

**Car Parking:** It is regretted that there is no parking available in College.

**Library:** The College Library is closed to visitors. The nearest public library is in the City Centre at Westgate and the Lodge staff will direct you.

**Swine Flu:** If guests develop any symptoms they should inform their Conference Organiser immediately. It is requested that guests stay in their rooms and do not mix unnecessarily, to avoid the spread of infection. The College will provide basic food items, subject to staff availability and supplies. Guests should have their own emergency packs containing supplies of essential items such as food, paracetamol, tissues and a thermometer.

**Conference Manager:** The Conference and Events Manager is on duty from 8.30am – 4.30pm. The Conference Office is situated in Staircase 17 room 1.

I trust that you will find your stay at Wadham enjoyable and efficiently organised. If you have any suggestions for improvement please do not hesitate to let us know.

Conference and Events Manager  
Wadham College

July 29<sup>th</sup> 2010