



# Welcome to Churchill College

**We trust you will enjoy your stay**

## **Noise**

Churchill College, as a place of academic study, functions all year round, including during the vacations. You are respectfully requested to ensure that noise levels are kept to a minimum to avoid disturbance to working academics and fellow guests.

Should you be disturbed by excessive noise please contact the Porters' Lodge on 01223 336000, where a duty porter will be happy to deal with your complaint. The Porters' Lodge is manned seven days a week, twenty four hours a day.

## **Breakfast & other meals**

Breakfast is served in the Buttery during the term time and in the Hall during the vacations. Opening times are 07:30 until 09:30

For guests who are not part of an organised conference, lunch and dinner can be taken in the Hall which operates a cash cafeteria style service during the following times:

Lunch 12:30 until 13:30

Dinner 18:15 until 19:00

## **Check-out**

Bedrooms should be vacated by 10:00 on the morning of departure. Please return your keys to the Porters' Lodge. There will be a replacement charge for any non-returned keys. The Porters can also advise on storage of luggage.

## **Fire**

Please read the evacuation information in your room. The fire alarms are tested once a week on a Wednesday at 14:00. A fire extinguisher is located on the landing adjacent to the staircase.

## **Health & Safety** – your attention is drawn to the following:

There are ornamental ponds in the grounds. Pathways, ramps and staircases are illuminated at night. Please do not attempt to take short cuts across poorly lit grounds where there may be tripping hazards.

### **Disabled Visitors**

Wheelchair access is available to all public areas. Please ask for guidance if you are unsure of the accessible routes. Induction loops for the hard of hearing are available in some rooms including the Wolfson Hall, Bevin and Tizard Rooms.

### **Smoking**

Churchill College is a non-smoking site.

### **Internet Access**

There are four web access terminals available, in the Wolfson Hall Foyer. WiFi network can be accessed in the Buttery, Wolfson Hall Foyer, Bevin and Seminar rooms (please set your laptop to 'auto detect'). There is a broadband data network point in your bedroom. These services are free of charge. An Ethernet cable is required; these can be purchased from the Porters' Lodge at a cost of £4.

### **Stamps /Telephone Cards**

These can be purchased from the Porters, who will also be happy to post your letter for you. A public telephone is located opposite the Porters' Lodge.

### **Irons and Hairdryers**

Irons, hairdryers and some socket adaptors are available to borrow from the Porters' Lodge. There is no charge for this service although a £5 refundable deposit is payable.

### **Laundry Room**

There are two laundry rooms on site. Cards to gain access and to use the machines are available from the Porters, who will also advise on the use and cost.

### **Sports Facilities**

There are squash courts, tennis courts and the College gym located on site which you are welcome to use, subject to availability. Keys and racquets are available with a refundable deposit from the Porters who also handle bookings for these facilities. You will be required to complete a competency declaration for the gym.

***In the event of an emergency, or if you require assistance,  
please call the Porters' Lodge on 01223 336000***

Porters' Lodge	01223 336000
Housekeeping	01223 336131
Maintenance	01223 336132
Conference Office	01223 336233