

INFORMATION & IMPORTANT POINTS FOR RESIDENTIAL GUESTS

If you are attending a conference/event at the College, specific matters will have been dealt with directly by your conference organiser - please consult them if you have any particular questions. The purpose of this document is to highlight some more general points which apply to all residents at St Catherine's and so we ask that you please take note accordingly prior to your arrival:

General site information:

- As per UK law, we have a firm "no smoking indoors" policy. We ask that anyone wishing to smoke does so **only at the designated external smoking points** (shown on the attached site plan) and that all cigarette ends are carefully and tidily disposed of. Smoking is NOT permitted in bedrooms.
- We ask that any cycles are parked only in the designated areas containing cycle stands and not left against walls.
- There are **very** limited parking facilities at the College and **parking is NOT generally available to guests**. If you are attending conference, your event organiser may have certain spaces reserved for priority guests / those with access requirements (and will have instructions regarding parking officially to avoid fines) but the use of Oxford's excellent Park & Ride links are therefore recommended for most guests.
- It is very unusual for the College to accommodate any guests under the age of 18.
- The College is unable to take any direct payment for accommodation from guests. These payments need to be made via your conference organiser or, if you are a bed & breakfast guest in advance via the 'Speedy Booker' B&B system. Should you wish to extend your visit (dependent upon availability), you should book the extension *at least 48 hours* before your check-out time (for Speedy Booker payments relating to weekends, booking may need to be earlier than this due to online cut off times).
- St Catherine's is a college campus with listed buildings and natural hazards. There are control measures in place but risks cannot be 100% eliminated. Visitors are respectfully reminded of their responsibility to take care of themselves throughout their visit.
- First aid facilities and trained staff can be accessed (24/7) by contacting the Porters' Lodge.

Check-In, Check-Out, Breakfast and General Security:

- **Check-in is available at the Porters' Lodge from 14.00 hrs.** The Lodge is open 24/7 and so later check-in times are perfectly acceptable. Secure luggage storage is usually available at the Lodge if required for early arriving guests.
- Out of respect for all residents, we ask for quiet between midnight and 08.00 (with the exception of use of the JCR/bar for post-banquet conference entertaining).
- Fire procedure details and a site map showing fire assembly points are located on the back of each bedroom and meeting room door. Please familiarise yourself with these.
- We ask that all persons follow the instructions of Lodge Porters or our operational events staff in the event of a fire or an emergency.
- We ask guests to please contact the Lodge in an emergency or if they see anything suspicious (01865 271700).
- We recommend that guests lock their bedroom doors at all times – the College accepts no liability for any items/cash/valuables brought on site. Individual personal travel insurance policies are recommended where applicable. Guests may, however, deposit small items in the College safe - please contact the Porters' Lodge for this.
- We ask you not to divulge any door entry codes (where applicable) or grant access to the buildings to anyone that you do not know.
- Breakfast is served in the main Dining Hall at any time between 08.00 and 09.00hrs each morning. This is usually a buffet style of both hot and cold offerings.

- **All bedrooms should please be vacated promptly by 10.00 hrs** on the day of departure (as they may be required for other guests that afternoon). Secure luggage storage is usually available at the Lodge if required.
Please note that charges may be issued for late check-outs or unreturned keys.

Bedroom Provision:

- All of our bedrooms have linen, towels, tea and coffee making facilities and toiletries provided as standard. Items such as hairdryers and adaptors can usually be acquired from our Lodge.
- Bedrooms at the College are study bedrooms (occupied by students during term times). They are basically but comfortably furnished but do not have televisions/radios/telephones etc.
- If you have a problem with your room or require items such as extra blankets etc. in winter please contact our Lodge Porters.

Social and relaxation:

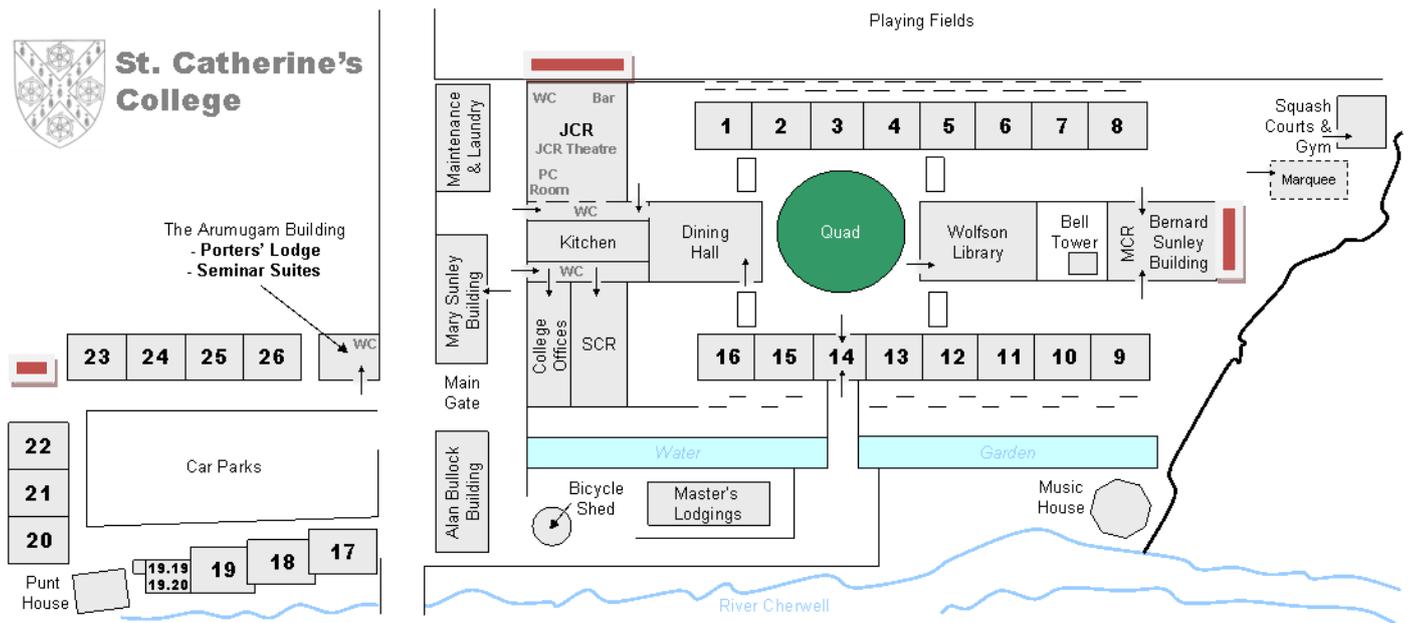
- The College’s JCR Bar is usually open to guests from 18:00hrs onwards during vacations.
- The wonderful College Gardens (largely designed by Arne Jacobsen and featuring secluded seating areas and inspiring statues) are open to all guests.
- The College has a small gym available to residential guests which can be accessed via the Lodge Porters.
- Oxford has many attractions within the city ranging from theatres and museums to bars and nightclubs. The centre of the city is a circa 10-15 min walk from the College.
- Need a taxi? Contact our Lodge Porters who will be happy to call one for you.

Internet Access:

- Wireless internet access is available to B&B guests via 'The Cloud' free Wi-Fi system. Wired and wireless internet access is available to all conference guests via either the academic 'Eduroam' system, the internal College 'OWL' system or 'The Cloud'. Conference organisers will be asked to co-ordinate access for their delegates and to inform their delegates of the relevant system to use. In utilising this facility, you are agreeing to abide by our internet procedures and regulations, a copy of which can be accessed here - http://www.catzconferences.co.uk/sleeping/documents/Internetregulations_000.pdf

Finally, we very much hope that you enjoy your time at St Catherine’s!

St Catherine’s Site Plan:



Key:

-  External designated smoking areas
-  Accommodation staircases