



Somerville College, Oxford
Catering & Conferences

INFORMATION FOR HEP RESIDENTS

*We are pleased to welcome you to Somerville.
The following information will help you have a pleasant stay.*

ARRIVAL and DEPARTURE

You will receive a room key and an access card on arrival which should be held on your person until departure. It is essential to lock your room whenever it is unoccupied, however brief your absence. Access cards allow visitors to enter the buildings in use during their stay in College. You must hold your card up to the 'reader' next to the door to de-activate the lock to enter. To exit buildings you must press the green button on the inside. Do not leave any valuables in the teaching rooms.

There is a charge for lost keys: £25.00 and lost cards: £10.00.

EMERGENCIES, ACCIDENTS AND FIRST AID

In an emergency of any kind, the Lodge should be contacted immediately, by telephone (extension 70600 or 01865 270600) or in person. All accidents on College premises should be reported to the Porters' Lodge. If first aid is required, the Porters will notify the on duty first aider.

FIRE SAFETY

You should make yourself familiar with the fire regulations posted on your corridor and in your room. If you discover a fire, sound the alarm and evacuate the building. If a fire alarm sounds, you **must** vacate your room. Do not tamper with fire safety equipment, including inappropriate use of fire extinguishers, letting off false alarms, and interfering with smoke detectors. Such activities constitute serious misconduct.

FACILITIES

All bedrooms in Somerville are singles, with bathroom facilities shared between 2-4-6 rooms. The rooms are **checked daily**. Towels and sheets are **changed weekly**, unless your organiser has arranged otherwise. Please inform the HEP staff to ask the Catering & Conference Office if you require additional pillows and blankets.

Replacement lightbulbs can be obtained from the Lodge, and any maintenance issues should be reported to the porter on duty. Please be aware that for cleaning and maintenance purposes College staff will be permitted access to rooms.

College staff may also access the room of any visitor should there be any suspicion of inappropriate activities occurring therein. Delegates are asked treat College property with respect, and the conference or summer school will be held liable and charged for any damages caused by delegates. Rudeness and abuse towards staff will not be tolerated; delegates acting inappropriately may be asked to leave, and no refund will be given.

Your organiser has arranged for internet access in student common rooms. No televisions are provided in bedrooms.

COLLEGE GATES

For security reasons the main College gate is closed at 8pm and locked by 11pm. If you arrive at the College after 11pm, please ring the bell to the left of the door. Please note that the Lodge staff may occasionally lock the gate at other times if advised to do so by local police, University security services or the Domestic Bursar.

LAUNDRY FACILITIES

There is no college laundry service, but self-service laundry facilities (washing machines, tumble driers, irons and ironing boards) are located in the Vaughan, Park, and Penrose buildings and in Dorothy Hodgkin Quad. The facilities vary according to location and are card operated; cards may be purchased from the Lodge. Cards are charged in multiples of £5.00 at the Lodge; no refunds can be given for unused credit.

TELEPHONES

A phonecard phone is located in College and incoming calls may be made to the listed number below. Outgoing calls may be made using a BT phonecard or credit or debit cards.

Green Hall (ground floor) - 01865 554073

NOISE

You are requested to consider the comfort and convenience of other residents and refrain from creating any noise or disturbance after 11.00pm. As noise carries easily across the Quad area, gatherings cannot be held there in the evenings. If you have a group of people in your room, you are advised to keep windows closed, for your own and your neighbours comfort.

USE OF COLLEGE FACILITIES

Chapel Unless otherwise in use, the non-denominational and non-consecrated College Chapel is available for private prayer and meditation.

Margaret Thatcher Centre and College Bar: There are 2 x computers in the Margaret Thatcher Centre and games machine and pool table in the College Bar. There are vending machines for drinks and snacks in Darbshire and Park buildings.

Library The College Library is closed to visiting students. The City Library, located in the Westgate Centre on Queen Street, is available to visitors. The library phone number is 01865 815509.