

# **Welcome to Emmanuel College**

We hope that the following information will be useful during your stay.

## **CHECKING IN**

- ï Rooms are available to check in from 2pm on the day of arrival.
- ï Please check in and collect your key from the Porters' Lodge at the main entrance.
- ï Please note that despite the name College Porters do not carry guest bags.

## **CHECKING OUT**

- ï On the day of departure please lock the door, and return keys to the Porters' Lodge.
- ï Please ensure that you return your key before leaving. A charge may be made if any room key is not returned before departure.

## **RECYLCING AND FOOD WASTE**

- ï In your kitchen you will find a blue bin for recycling, there are also recycling bins around the College.
- ï All food waste needs to be placed in the green caddy bins in the kitchen, this will be changed daily Monday – Friday, if you need to empty this bin, please look for the brown food waste bins around the College, please ask the Porters if you need assistance with this.

## **ACCOMMODATION**

- ï Bedrooms are supplied with bedding and towels. Standard rooms share WCs, showers, and bathrooms between visitors. En-suite rooms have their own private facilities.
- ï Rooms are serviced weekly and towels and bedding are changed at the same time.
- ï There are always some members of the College in residence on site, whose rooms may be near to those occupied by visitors. We would therefore ask you to avoid disturbing other residents and behave in a quiet and orderly manner.

ï You are strongly recommended to ensure that the door is locked, and windows are closed whenever your room is unoccupied. If the Housekeeping staff find your room open in the course of cleaning, they will lock the room.

ï The College does not accept any responsibility or liability in respect of loss or damage to any property brought onto the premises by or on behalf of any persons.

## **OVERNIGHT GUESTS**

ï If you have a guest staying overnight please complete the online system, this is so that if there is a fire the Porters are aware of how many people should be onsite - <https://www.emma.cam.ac.uk/life/facilities/accommodation/conferenceguest/>

ï No more than one guest may be accommodated at any one time.

ï All guests on College premises are the responsibility of their hosts. In the event of inappropriate behaviour by a guest the host will be held responsible by the College and may face disciplinary proceedings. Misbehaviour, nuisance or damage caused by guests will, for disciplinary purposes, be treated by the College as if it had been perpetrated by the host.

ï If you have a guest the College is not able to provide any bedding or catering provision for them.

## **CATERING FACILITIES**

ï Cafeteria is open for breakfast on Monday – Saturday 8.15am – 9.15am and Sunday from 8.30am – 9.30am.

ï There is also a Vending Machine near the Hall from which you can obtain hot drinks and a selection of snacks.

## **COLLEGE LAUNDRY**

ï North Court Self Service

We have two self-service machines in North Court, sign up for these machines is done up to three days in advance in the Porters Lodge, you will need to just use one machine and dryer during your booking. You will need to bring your own washing supplies.

## **INTERNET**

ï Internet access should be available with your Eduroam connections, you can also connect to 'EmmaGuest' with the password 'Mildmay84'

## **MAINTENANCE / HOUSEHOLD ISSUES**

ï Visitors are asked not to interfere with the fittings or fixtures in the room. If you have any issues with these, please contact Porter's Lodge, who will arrange with our Maintenance and Household Team to have this fixed.

## **PORTERS' LODGE**

ï The Porters' Lodge is open 24 hours a day. Guests will have access via other gates outside these hours via the Salto system.

ï In the event of an emergency, please contact the Porters' Lodge on 01223 334200 or 07593 139 501

## **GATE TIMES**

ï The main gate at the Porters' Lodge is closed at 18:00, with access to the College via the Porters' Lodge until 00:00.

ï The main gate is usually open at 07:00; please inform the Duty Porter if you will be leaving before this time.

## **TAXIS**

ï The Porters' Lodge can arrange taxis on request.

ï Our recommended firm are Panther Taxis: 01223 715715

## **COMMUNICATIONS**

ï Mail should be addressed to "Name, Programme Title, c/o Emmanuel College, St Andrews Street, Cambridge CB2 3AP" when mail is delivered to the College you will receive an email and be asked to collect your post from the Porters Lodge.

## **FIRE PRECAUTIONS**

ï It is vital that you familiarise yourself with the Fire Instructions displayed throughout the College. In particular, you should acquaint yourself with the fire exits out of your building and your Assembly Point.

ï Under no circumstances should fire alarms or fire extinguishers be tampered with, and you should bring any unserviceable equipment to the attention of the Porter as soon as possible.

ï Every onsite buildings in Emmanuel College are fitted with a fire alarm which is linked directly to the Porters' Lodge, and all the buildings are fitted with suitable fire extinguishers.

ï If you find a fire you should:

- Sound the fire alarm by breaking a break glass box.
- Call 999 to report the fire, and then contact the Porters' Lodge.
- Immediately leave the building by the quickest possible route.
- Go to the emergency assembly point and stay there.

ï If you are in a building and the fire alarm is activated, you should:

- Immediately leave the building by the quickest possible route
- Go to the emergency assembly point and stay there.

ï The location of the fire assembly point for each building is indicated on the 'fire action' sign situated near the main entrance of each building. (Most of the assembly points are on the grass immediately outside the building).

ï No one should re-enter the building under any circumstances unless either the duty porter or the fire brigade says you may do so.

ï Fire extinguishers should only be used when a fire is preventing your escape from the building.

ï There are evacuation mats situated on the ground floor of the Queen's Building, outside the Upper Hall, & Furness Lodge.

## **MEDICAL ASSISTANCE**

ï In a medical emergency please call 999 and contact the Porters' Lodge either in person or via the phone on 01223 334200.

ï If you have any other medical issues please call the NHS 111 Service, they will arrange an appointment for you or assist over the phone.

ï A defibrillator is held in the Porters' Lodge.

## **SMOKING POLICY**

ï It is the policy of the College that smoking or vaping is not permitted anywhere on the College site.

## **GARDENS**

ï You are welcome to stroll or sit in the Paddock and Chapman's Garden.

ï The Fellows Garden, however, is strictly private.

ï The famous Emmanuel ducks are usually in the Paddock next to the pond but may also wander around the College. Please do not feed or touch them – it is particularly important that the baby ducklings are not handled as the mother may abandon them – if you see a duck in distress or a duckling abandoned, please alert the duty Porter.

ï Visitors may not walk on the grass in Front Court.