

CHURCHILL COLLEGE ACCOMMODATION HANDBOOK 2017

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I. ROOMS

I.1 College Accommodation and Number of Rooms in College Houses

As at Michaelmas Term 2017, Churchill College has the following accommodation for students:

- 465 rooms on College staircases for undergraduates
- 28 rooms on College staircases for graduate students
- 101 rooms in houses (known as inner hostels) on or adjacent to the College site, for advanced students
- 26 rooms in hostels off the College site (outer hostels) for graduate students – which are 25 Rock Road (near hospital); 13 Priory Street, 11 Halifax Road, 49 & 53 Oxford Road
- 20 flats on site for students (mostly graduate students) with partners
- 20 maisonettes for students (mostly graduate students) with families
- 12 rooms in shared flats on site (Sheppard Flats) for graduate students.

The College has a number of staircase rooms adapted for use by students with hearing difficulties. There are eight rooms around the College which have been adapted for wheelchair users or those with a mobility problem. You must tell us if you have a disability which might hinder you escaping a building in the event of a fire so that we can develop a Personal Emergency Evacuation Plan (PEEP). If you have not had a referral from the DRC please ensure that you speak with the Head Porter on your arrival at College as he will facilitate the construction and implementation of your PEEP.

All Churchill College rooms should contain as a minimum:

- Bed
- Desk
- Bedside Table
- Desk Chair
- Wardrobe/drawers
- Bookcase
- Waste bin
- Curtains

You will find an inventory of contents in your room on arrival. If it is not, get a form from Housekeeping. You must complete this noting any pre-existing damage to your room or furniture (burns, scratches etc.) and return it to Housekeeping within 14 days of arrival. Do not move furniture out of your room, except with the permission of Housekeeping.

You are expected to keep your accommodation in a clean and tidy condition throughout your occupation. Your room may be inspected at any point and if it is found to be in an unsatisfactory condition you will be asked to take corrective action.

It is illegal to smoke in any of the College's accommodation, including houses off site.

I.2 Allocation

The allocation of student rooms in College is the responsibility of the Tutorial Officer (for undergraduates) or the Graduate Student Administrator, with the Accommodation Officer looking after vacation accommodation and guest rooms. The JCR and MCR organise ballots (supervised by the Senior Tutor and Tutor for Advanced Students) in the Lent Term for rooms in College for returning students. The College can accommodate all undergraduate students for the duration of their course. New undergraduates have accommodation allocated directly by the Tutorial Officer

once a place has been accepted. Priority for graduate students is given to those who are just here for one year and those with families, so some graduates are required to live out.

For those students who wish to live out of College accommodation, helpful advice is provided by the JCR (for undergraduates) and the MCR (for Advanced Students) Committees, with help from the University Accommodation Service, the Cambridge University Students Union (CUSU) and the Graduate Union (GU). Tutors can also give advice and should always be consulted over contracts and any difficulties over relations with landlords. The Domestic Bursar can supply a reference if you are moving to private accommodation.

If you are a new student (Fresher), a copy of a Room Licence covering the terms of your occupation of a college room will be sent to your home address before the start of the Michaelmas Term. It is important that you read its conditions carefully, sign it and hand it to the Tutorial Officer or Graduate Student Administrator when you arrive in College. Graduate Students and Undergraduates returning to College will collect a Room Licence on arrival and should sign and return it to the appropriate Tutorial Officer as soon as possible. Once you have signed for the keys to a room and have taken possession, you will be deemed to have entered into the Licence.

The College may require you to move rooms at any time if there is a need to carry out maintenance work but will use its best endeavours to give you reasonable notice. This is a rare occurrence.

1.3 Rents and charges

The rent that you pay covers the provision of central heating in your room and network access. Additional charges include: electricity charges (see section 3.1), and room contents insurance at £12.30 for the year per resident (see section 4.2), together with meal charges at privileged rates, printing charges and any fines you have incurred.

The room rent levels are determined annually taking into account the actual costs incurred in running the accommodation, in agreement with student representatives. Each room is priced in one of a number of bands by the JCR and MCR and there is a wide range of weekly rents for rooms of £90 to £175 a week during 2016/17.

Every student at Churchill College is required to pay an Advance Deposit of £1,500 (approximately one term's bill against College charges), on arrival in College. In return students get a term and a half's credit. See *Financial Matters* in the Student Handbook or on the web.

Failure to pay the rent within fifteen days of the due date gives the College the right to end the accommodation agreement and require the student to move out, but only after the student's Tutor has been consulted and the student has been given one month's notice to vacate. If the student is in danger of not being able to pay his/her College Bill, it is the student's responsibility to consult his/her Tutor or the Student Finance Officer as soon as possible.

1.4 Rental period

a) Undergraduates

Payment at the agreed rate per week must normally be made for a minimum of 10 weeks in any termly Period of Residence (see below). On accepting a College room you will be liable for rent for the whole academic year, within Periods of Residence.

You may wish to stay in College accommodation outside of the University Full Term dates and where possible you will be able to remain in your permanent room, except for the duration of the Long Vacation, when specific staircases are allocated for student use. If you can be accommodated, but your permanent room is required for other College purposes, you will be moved to a temporary standard room. This is particularly the case where you are in an ensuite room. You will be charged £112 per week, pro rata, for the nights you stay in your temporary room, including

electricity. Students will incur a fine of £30 if they do not move into their temporary room on the date given by the Accommodation Officer. (note: prices correct as of July 2017, may be subject to change)

Students should be aware that, unless they have permission to remain in College rooms after the period of residence they must leave, by 12 noon, on the day of departure. The College is dependent upon the income from letting undergraduate rooms and the public facilities in the College to external organisations particularly out of term, to subsidise the running costs and keep the student rents down.

2017/18

Period of Residence

30.09.2017 – 10.12.2017

13.01.2018 – 25.03.2018

01.04.2018 – 24.06.2018

Full term

03.10.2017 – 01.12.2017

16.01.2018 – 16.03.2018

24.04.2018 – 15.06.2018

b) Graduate Students

The Accommodation Licence for Graduate Students is for a fixed period of time over the academic year from the date of arrival to a date on or after 30 June 2018. The end date must be selected when the agreement is signed and can only be varied for truly exceptional reasons, with the permission of the Bursar. It will not be possible to terminate a licence before 30 June under any circumstances.

The Graduate Student Administrator will require confirmation of requests for extensions of date after 30 June, by the end of May 2018. If you are staying in a College room the following year, it may not be possible to move you directly into your new room at the end of the current academic year.

1.5 Arriving at College

On arrival you may have to walk some distance with your luggage to your room so it is helpful to bring a collapsible luggage trolley. There are a limited number which can be borrowed from the Porters' Lodge. Students may usually gain access to their room after 11am on the date of arrival.

Undergraduates

Undergraduates must be in residence in time for dinner in Hall on the day before the start of Full Term in the Michaelmas Term and on the day of the start of Full Term in the Lent and Easter Terms. The Accommodation Officer needs advance information of actual arrival date so that rooms are clean and ready for occupation at the start of term.

Undergraduates returning to, or arriving at, College before the start of the Period of Residence should expect to go into a temporary room, which they must vacate prior to 9am on the first day of the Period of Residence. This is to enable the rooms to be made ready for their permanent residents. Permanent rooms will not be available until 11am. Space in College will be made available for the storage of belongings during the period 9am till 11am.

A month after the start of each term, all **undergraduates** in College accommodation will be reminded by email to complete their proposed going down dates and coming up dates for the following vacation period on line. You must complete this web form and submit it by the deadline given. A charge of £20 will be added to your College account for any forms not

submitted electronically or in hard copy by the deadline. If you wish to reside in College outside the Period of Residence, you must state your reasons on the “Going Down” Form before submitting it. If there is a shortage of available accommodation, your Tutor will be consulted. You should not assume that the request can be granted until you receive confirmation from the Accommodation Office. If you wish to reside in College outside of the period of residence you must state your reason for making this request on your ‘Going Down’ form before submitting it, this requirement also applies to students who are graduating and wish to remain in College until General Admission.

Any proposed change must be made in writing (paper or e-mail) to the Accommodation Office (accommodation@chu.cam.ac.uk). The cost of a change requested with at least a week’s notice will be £10. Any change requested at less than one week’s notice will cost £30. Request for changes for academic reasons (authorised by your Director of Studies) or serious tutorial ones (authorised by your Tutor) will not be charged.

Scholars and undergraduates whose home is outside the EU may occupy rooms in College outside the College Period of Residence, at the relevant room rate, provided they give reasonable notice and subject to availability. Please note, though, that they do not have the right to remain in the same room they have occupied during term, if that room is required by College for another purpose.

Students should note that the privileges of a Scholar apply to the twelve month period commencing 1st October following the examination leading to the award of the Scholarship.

On going down at the end of term, all possessions must be removed from your room unless there is a locked cupboard over the wardrobe and rubbish should be taken to the loading bay. There are very limited facilities within the College for storing personal possessions during vacations, with priority given to overseas students. Access to the trunk rooms is given by the Porters’ Lodge. Anything left in these trunk rooms must be boxed up and clearly labelled. Do not leave valuables or any food. Your bedmaker will advise you on the location of your nearest trunk room. At the end of the year, all belongings must be removed altogether; there are a number of local storage firms who can assist and have reasonable weekly charges. Overseas students should contact Housekeeping if this is not possible.

Graduate Students

Some of the graduate hostels and the Wolfson Flats are several hundred metres from the College entrance. If arriving by taxi, it is recommended that you ask a taxi to wait while you collect your keys from the Porters’ Lodge, to take your luggage close to your allocated room.

You must let the Graduate Tutorial Officer know your date and approximate time of arrival at least two weeks in advance so that we can ensure your room is ready for you. If not, it may not have been cleaned or set up for a new arrival.

Graduate Students are required, under University Regulations to “keep terms” or in other words, to be in Cambridge for three quarters (60 days) of each University Term. Confusingly, this is not the same as Full Term (see p.5). If you need to leave Cambridge to carry out research for more than a couple of weeks, with your research supervisors permission, you need to consult your Tutor about applying for leave to work away.

It is helpful to sign in and out at the Porters’ Lodge if you are going away from Cambridge, for whatever reason, so that we know in case of an emergency.

1.6 Guests and Visitors

All students

College rooms are provided for single occupancy only.

A few guest rooms are usually available at preferential rates for students and their guests. Bookings should be made with the Accommodation Officer (accommodation@chu.cam.ac.uk). If a room is available a firm booking may be made for up to 4 nights. In the event of a cancellation of a booking the Accommodation Office should be informed by 12pm one day prior to arrival, otherwise the charge will be incurred. Pre-payment, by credit or debit card, cash or cheque, will be required at the time of booking. Rooms are generally available from 2pm on the day of arrival and guests must vacate by 10am on the day of departure. Students should note that the rooms available for guests are unoccupied student rooms; there are no rooms specifically set aside as guest rooms, so the number of rooms available is variable and at times there may be not be any available.

There are a few roll mattresses for guests available for hire from Housekeeping at a charge of £3.00 per night borrowed. Linen can also be hired for a charge of £3.50. Charges will be added to your College bill. Students must register their guests with the Porters' Lodge and they may only stay for a maximum of 3 nights in a student's room (see Room Licence). You are responsible for ensuring your guests comply with College rules.

Accommodation may also be available all year, particularly at weekends, at The Møller Centre, which is a training and conference venue, situated in the grounds of the College. Facilities include: en-suite accommodation with air conditioning, 4 star standard, free car parking and free wireless internet access. Special rates for Churchill College members (or their parents) are currently: £90 single occupancy and £114 twin/double occupancy. These prices include full English breakfast. Please note this is subject to availability and a maximum of five bedrooms can be booked at this rate. To book please contact Reception at The Møller Centre, T: 01223 465500, E: reception.moller@chu.cam.ac.uk and state your connection to the College. For additional information see the website www.mollercentre.co.uk. There is no accommodation for under 18s in the Centre. (Prices correct as of July 2017, may be subject to change.)

The presence of a guest in College should not cause nuisance to members or inconvenience them in their use of College facilities. A visitor who is not a guest of a member of College must leave the College before midnight. A student may not allow a guest who is a minor (i.e. under the age of 18) to remain overnight in the College without first obtaining the permission of the Bursar.

Members are welcome to bring their own children into self-service meals (but not to formal dinners) in Hall, high chairs are available. Exceptionally, parents may be asked to remove children who cause significant disturbance to others in the Dining Hall. It is not customary to bring children under the age of eight into the Libraries or any of the Common Rooms, and they should not come into any other part of the College unless accompanied by an adult. Children may use the playing field and tennis courts under supervision, but not the gym,

The College reserves the right to use any of the rooms for guests, candidates for admission or members of conferences, during the absence of the occupants.

2. HEALTH AND SAFETY

2.1 Accident procedures

In the event of an accident or serious illness, you must inform the Porters' Lodge immediately and should ask that your Tutor be notified. All Porters' are first aid trained and have a fully equipped first aid kit, access to epi-pens and a defibrillator. If necessary, arrangements will be made for the appropriate treatment elsewhere, either by the College Nurse or by transfer to hospital. After receiving any attention or treatment, you must complete an accident form as soon as possible.

In case of dire emergency, dial 999 and then IMMEDIATELY notify the Porters' Lodge that a 999 call has been made.

Please report significant "near misses" where potential for harm occurred or hazards (like faulty lighting or loose slabs etc) you come across on the College premises to the Porters' Lodge.

Accident and near miss forms are available in the Porters' Lodge.

2.2 First Aid Provision

If you require first aid, there are a number of First Aid trained staff, including all the Porters. The College Nurse is also available at set times in term time. There is a defibrillator for use in the case of cardiac arrest, stored in the Porters' Lodge and all the Porters have been trained to use it.

You must register with a General Medical Practitioner (doctor) while you are in Cambridge and inform the Tutorial Office who it is. You must also tell us if you have any serious allergies. If you do feel unwell and the College Nurse is not on duty, you should contact your GP (doctor) or the out of hours GP support service. You should not go to the hospital except in an emergency.

2.3 Animals, weapons, replica weapons, dangerous substances and other prohibited items

Personal belongings which are potentially dangerous to others or which may cause nuisance or anxiety to others are prohibited in the College accommodation. Such items include but are not restricted to: animals or birds, illegal substances or highly flammable substances (including candles, tea-lights and oil lamps), and weapons or replica weapons of any kind. The prohibition on weapons includes a prohibition on weapons the possession of which may, strictly-speaking, be within the law (such as air-guns). In case of doubt, students should consult the Domestic Bursar in advance.

2.4 Electrical Safety

Please see Appendix I

2.5 Fire Safety

The fire alarms are mains powered throughout the hostels and College buildings and give a continuous tone when activated. Alarm testing is carried out in different locations on the College site on Wednesdays after lunch. Hostel alarms are tested monthly.

The Head Porter is responsible for arranging fire drills for each staircase and the main College buildings and hostels and a log is kept of all drills. If the alarm sounds continuously you should leave the building by the nearest exit and go to the Assembly Point. The appropriate assembly point (green sign) is detailed on the back of your bedroom door.

The main cause of false alarms in the College is where cooking is left unattended. Deep frying, and the use of rice cookers and woks in bedrooms or staircase kitchens is forbidden. No cooking may be done in bedrooms. This breach of safety rules puts the lives of all residents at risk and disturbs their peace as well. It may result in being reported to the Dean as a disciplinary offence if there is a repeat incident or gross negligence. The fire sensors in the kitchens are heat sensors to try and prevent unnecessary setting off of fire alarms by cooking fumes or mild smoke. It is therefore essential that the kitchen door is kept shut and extractor fans turned on. Please note that you must remain present in the kitchen at all times whilst cooking.

Candles, oil lamps and tea lights must not be lit anywhere in the College rooms. You are advised not to leave mobile phone chargers plugged in overnight.

It is the duty of all College members, guests and visitors to prevent fire. On a personal level, this means that individuals must be aware of potential dangers - e.g. smoking, cooking areas, worn electrical leads, no candles etc. - while the College also has a number of procedures to ensure that risks are minimised.

It is essential that all members of College understand the actions which need to be taken in the event of a fire alarm:

- Raise the alarm (preferably contact Porters' Lodge first, or ring fire brigade, then Porters' Lodge)
- Evacuate the building and do not stop to collect personal belongings
- Go to the Assembly Point designated for your building (see back of door)
- Identify any missing individuals and advise the Fire Officer or Fire Warden
- Do not re-enter building unless permitted by the Fire Officer

Each staircase and hostel room has its means of escape posted on the back of the door. It is important that escape routes, especially staircases, which can act as a chimney, are kept clear of flammable material, such as paper, cardboard boxes, cooking materials but also clear of belongings including shoes, sports equipment which could impede a rapid escape in an emergency. Housekeeping will remove items causing a fire hazard. Furthermore, all labelled fire doors are to be kept closed and must never be wedged open.

If a fire blanket or extinguisher is used the Porters' Lodge must be informed immediately to ensure that they are usable or replaced. Any tampering with the fire detection and alarm systems or 'first aid fire appliances' (extinguishers etc.) is deemed a very serious offence, and will be dealt with most severely by the College, it can also be a criminal offence which results in police involvement.

If you have a disability which might affect your ability to evacuate a building rapidly, you should inform the Head Porter when you arrive in College so that appropriate assistance can be organised and a PEEP implemented.

2.6 Smoking

Smoking is only permitted on the College site in the designated places (green sign), or in the smoking shelter by the loading bay, and in the garden of a hostel. Smokers must use the ashtrays provided outside the College buildings and dispose of butts safely anywhere else.

Smokers must ensure that others are not affected by their activity, the presence of an ashtray does not necessarily confirm that this is an appropriate place to smoke, for instance when windows are open, or there is heavy pedestrian traffic in an area, the smoker should refrain, this is not only a College rule but also a legal requirement.

2.7 Windows

The College has fitted all windows above ground floor level in the main College buildings with stays which allow the windows to open normally up to 4 inches. The purpose is to prevent accidental falls from a window and also to reduce the likelihood of windows being damaged in strong winds. These stays can be released in an emergency by pressing the clip on the window but please leave them fastened otherwise.

Ground floor rooms are normally fitted with a window lock for security reasons and it is recommended that they are kept locked whenever you are out of the room, even when elsewhere in the building. Please ensure that you shut ground floor windows in communal rooms in the hostels when you leave them.

3. UTILITIES

The College is a signatory to the Cambridge Climate Change Charter and is also required, by the Government's carbon reduction commitment energy efficiency scheme, to demonstrate reducing carbon emissions year on year.

3.1 Heating

Central heating is supplied to all College rooms and hostel rooms. The heating generally runs from October to April depending on variations in the weather. The College system is designed to heat rooms to about 19 degrees centigrade and sensors measure the external and internal temperatures around each building: if conditions are very cold before or after these dates, the heating will be adjusted to suit. Heating systems will be turned on at 6am and turned off at midnight each day with most operating on a frost-stat, coming on if the temperature falls near zero outside the building during the night. You will need to wear jumpers in winter.

Heating costs are reflected in College rents and occupants are encouraged to help to save energy and cost by keeping windows closed in cold weather, and using thermostats in College rooms sensibly—these should be turned down whenever you leave your room. Some rooms have a thermostat on the wall and others, on the radiator itself (in graduate hostels particularly). If there is a problem with the heating in your room, you should contact Maintenance. Instructions regarding the heating systems in College hostels and flats will be found in the file in each hostel kitchen. If you need an extra blanket at night, please contact Housekeeping.

3.2 Gas Installations

All gas installations are serviced annually by qualified "Gas Safe" registered operatives. Where possible, the College undertakes this type of servicing during the Long Vacation in order to minimise disruption to occupants. However, Health and Safety considerations must always be paramount and servicing and repair will sometimes have to be undertaken during periods of residency; as far as possible, this will always be planned so as to reduce inconvenience.

3.3 Electrical Installations

All the College fixed installations are inspected on a regular basis. If you cause the electricity in your staircase to trip, you must contact the Porters' Lodge immediately. The main cause of electricity supply failures is overloading the system or use of faulty appliances (see below and Appendix I). Only appliances rated at 220-240V should be used.

Electricity is separately metered in staircase rooms, and in Hawthorne, Bondi and Broers Houses (stairs 61, 62 and 63). The unit charge is 18p for 2016/17. The actual total billed electricity cost for each of the other graduate hostels will be split out between the residents each quarter except for over the Long Vacation (when less people are in residence) when there will be a daily charge of 55p per resident. If you ask for the loan of an additional electric heater from Maintenance and there is no fault with your central heating supply you will be charged for the additional electricity.

The electricity supplied to the Wolfson Flats is individually metered (see flat manual for more information) but hot water is supplied centrally (by solar thermal panels backed by a gas boiler) and is included in the rent. Electricity will be charged for as used by each flat.

3.4 Water Supplies

All cold water taps in the main College buildings are on the water mains and provide drinkable water. In College hostels, the kitchen cold water tap will be on the water mains and is suitable for drinking. Please ensure that you report any leaks to the Maintenance Department using the website job logger.

3.5 Waste Water

Waste water systems are connected to Local Authority sewers. Waste chemicals and environmentally damaging or toxic substances are not to be poured into waste water systems (via basins, baths, showers, toilets or external drains (e.g. under rainwater downpipes)) but are to be disposed of correctly. It is a student's personal duty to safely dispose of such waste. Advice may be sought from Maintenance.

3.6 Water Hygiene

Risk assessments and monitoring of water in all areas of the College is carried out in line with Health and Safety Executive Policy. The water in the main College system is pre-treated and kept above the minimum recommended temperature to prevent bacterial issues. The shower heads are de-scaled annually during the summer vacation.

3.7 Lighting

If a light bulb fails, and you are unable to change it yourself, you should report it to Maintenance during office hours or to the Porters' Lodge out of hours. As far as possible, all light bulbs will be low-energy, long-life models. In College, the Porters will exchange your failed bulb for a new one.

3.8 Permitted Appliances in College rooms – and appliance testing

Electric appliances with low current consumption (e.g. radios, CD players, hairdryers, electric razors) may be used but other appliances with heavier consumption including electric fires, rice cookers, toasted sandwich makers and microwave ovens are strictly forbidden in College rooms.

The safety of any privately owned electrical appliance is the responsibility of its user. We make every effort to provide sufficient discrete power outlets for your use and are in the process of rewiring all staircase rooms. In the event that more sockets are required (e.g. to run a hi-fi system with a number of elements) a single 4-way floating socket extension may be used (with mains cut-off switch); this also requires testing through the Maintenance Department.

There should be an Electrical Inventory form in your room at the start of the year. Freshers will be invited to bring mains-powered electrical appliances to a special location on arrival in College to have them tested. If failed, they may not be used on College premises. Other students should contact Maintenance with their Electrical Inventory Form to get any untested appliances tested.

3.9 Telephones

There is reasonable mobile phone network coverage across the site.

The Porters' Lodge number is 36000 (on the University network) or 01223 336000 if phoning from outside the University Network.

The Wolfson Flats can be provided with a VOIP telephone service on the university system. This provides you with the normal phone link services plus the last five digits of your number act as a University extension and many internal university calls using the current pre-code. Application forms can be obtained from the finance office

3.10 The College IT Network

All rooms in the College, including those in the hostels and flats on the College site, have wired (RJ45) network connections that enable residents to connect their computers to the Cambridge University Data Network (CUDN). This allows you to use a number of facilities provided by the College, the University Information Service (UIS), various University Departments, and the Internet in general. There are also dedicated computers for use by College members in the Lloyd's Room by the upstairs Library and in the JCR Computer Room which is next to the JCR Games Room in the main building. The College also has wireless internet operating in the main part of the College and the staircases through Eduroam. Outer hostels have wireless broadband connectivity. There is secure wireless access with *Eduroam*, throughout the main College site.

Use and maintenance of a computer connected via the College network or the wireless network is at the student's own risk and carries a responsibility to abide by the College and University rules and regulations. You should note, in particular, the rules relating to the College's policy for appropriate use of the network and the ban on peer-to-peer file sharing software.

Assistance with these Computing facilities is available via the College Computing Support Office (computing@chu.cam.ac.uk). Information on all of the above can be found on the College website, including how to get secure access to some web resources through a Raven password. Information on the facilities provided by the UIS can be found at www.uis.cam.ac.uk

3.11 Television

There is no communal aerial facility for College rooms (except Wolfson and Sheppard Flats) and any resident with a television in their room, or in a flat, or accessing live television over the web, watching BBC iPlayer (Live, Catch Up or On Demand) is required by law to have a licence. Your home licence will not cover you. A licence can be purchased online from www.tvlicensing.co.uk. There are communal televisions in the upstairs and downstairs TV rooms in the main building, next to the Buttery, (the controllers can be signed out from the Porters' Lodge) and major events may be shown on the large screen in the Buttery. This is reserved for the broadcast of key sporting fixtures or events, the schedule for which will be agreed at the beginning of each term, by the JCR & MCR Committees, Senior Tutor and Catering Manager.

If graduate hostel residents use a TV in a communal room, they must take out a TV licence for the hostel but you should contact the MCR Equipment officer to see if there is a licence for your building already.

4. SECURITY

4.1 Room Keys

Students will be issued with a key to their room when they sign in at the start of term. You are required to return your key whenever you go away, as this will confirm the dates for any additional rent (in the case of undergraduates) and the qualifying dates ("Keeping Term") for issuing degrees. In the event of the keys not being returned at the end of term (or the end of the year for graduate students), you may continue to be charged rent. If the key is lost a charge of £30 will be made also.

The doors at the entrance to the staircases, library, squash courts, music rooms and gym have an electronic door lock which can be opened with your College Card: these will be kept locked at all times so you will have to let in visitors from outside College. There are also locks at the main entrance doors to graduate hostels: it is recommended that these are kept locked at all times.

Unfortunately, experience shows that thefts of money, books, computers and other valuables occur from time to time; you should therefore take care to lock your room and shut your windows whenever you are out, even if you are just going to the bathroom or snack kitchen. Do not leave valuable belongings in view of windows in your room or in a car. The room contents insurance (see 4.2 below) could be invalidated.

Undergraduate rooms may be allocated by the College for use by others during the vacation (to candidates for interview or to members of conferences) and private possessions **must** be removed from College rooms and rooms in College Houses when they are vacated.

Do not let strangers in through the external doors at the bottom of staircases or hostels.

You are strongly recommended to mark all your property and to keep a note of identification numbers. Bicycle theft is particularly high in Cambridge and you must register your bike with the Porters' Lodge, and always lock it up – preferably in a cycle shed. It is a University statute requirement that you clearly mark your cycle with college ID = “CHU” (followed by your account number). Permanent marker pens can be borrowed from the Porter's Lodge. Keep a record of your valuable items with serial numbers. Register them all at very little cost at www.immobilise.com. The police may recover your property from a thief before you even know it has been stolen!

4.2 Insurance

The College's insurance does not cover the personal possessions of students. However, the College with the support of the MCR and JCR has taken out insurance for theft of belongings in student rooms. The cost of £12.30 per person for the year will be added to your Michaelmas Term bill. In the Wolfson Flats, the premium is twice this, but both residents are covered. Supplementary insurance can be bought on-line. These may be covered by your parents' household insurance already. To extend cover, go to www.endsleigh.co.uk/reviewcover. Claims should be made on line via the website. The policy number is HHI 187. The insurance is valid for 12 months from 1 October 2017.

You should still always lock your room and windows, if possible, when not in the room and at night.

4.3 Abandoned Property

Students should note that they must take all their personal possessions with them on finally leaving the College at the end of their course. Any items left behind will be treated as abandoned and may be sold in aid of charity.

Bicycles which are unregistered (see Transport), or which are registered to a student who has graduated from the College, will be removed from the College premises after the Easter Term and disposed of. Warnings will be issued before the end of term to remind students of this.

4.4 CCTV

CCTV cameras are used around the main site to help to safeguard the security of people and property. Cameras, which are capable of being directed and zoomed remotely, are positioned to capture views of the car parking areas, the main entrance and strategic areas, as well as general views across the grounds and down the private road. The live pictures are viewed, from time to time, by the College's Porters, in order to detect any suspicious activity but they cannot all be monitored continuously. CCTV footage is retained for at least 14 days and stored electronically and securely. It is then deleted automatically if not required as evidence.

Information derived from CCTV surveillance will only be used for security purposes, unless it leads to the discovery of an activity that no organisation could reasonably be expected to ignore, for example, breaches of Health and Safety rules that put others at risk. You may see the CCTV Code of Practice in the Porters' Lodge.

4.5 Suspicious persons or activity

Please report any suspicious persons or activity on the College site immediately to the Porters' Lodge who will investigate.

5. KITCHEN FACILITIES and FOOD STORAGE

5.1 Snack Kitchens

The only College accommodation which is properly equipped for self-catering are the outer Hostels away from the main College site. Snack kitchens are provided elsewhere to supplement the catering provision in the College dining Hall. No more than 4 people are allowed in the snack kitchens on the staircases at a time. You may only use the snack kitchen on your own staircase or in your hostel. Cooking is not allowed in rooms in College because of hazards to personal and group safety, and the risk of damage to furnishings and fittings. You must never leave cooking food unattended. Hot drinks and snacks should be prepared in the snack kitchen located on each staircase or hostel and you should clean up promptly after yourself—Bedmakers are not required to clear up kitchens after you or do any washing up. Always wipe down surfaces after cooking and dispose of waste safely to prevent vermin infestation and food poisoning.

Each snack kitchen has a hob (hotplate) and a microwave. Toasters and kettles are not supplied. You will need to bring your own pans, crockery, cutlery and glasses.

Deep fat fryers are not permitted and rice cookers may only be used in kitchens with adequate ventilation, and should not be positioned under cupboards which they may damage.

Damage to the kitchen surfaces caused by hot pans will be charged for. There are metal strips on most worksurfaces on which hot items can be safely placed.

Any unwashed crockery or pans will be removed by the bedder after 24 hours and taken to Housekeeping. A fine of 50p per piece of crockery or £1 per pan will have to be paid when collecting an item. Any uncollected items will be given to charity.

The facilities provided for students' use are intended for modest catering (i.e. snacks) only, and under no circumstances is any degree of mass cooking permitted. The College is answerable to the Cambridge City Environmental Health Department for the proper conduct of all large-scale catering taking place on the site, and legal proceedings can ensue should any breach of these stringent regulations occur.

5.2 Food Storage

There is only limited space in the staircase and hostel kitchens for storage of food, as catering is provided on site for three meals a day. We advise you to label and date any food you leave in a College fridge.

If you wish to bring a fridge into your room, you must get permission in advance from the Domestic Manager and put it on a waterproof tray. You will be required to leave a £50 deposit because the College has to pay to dispose of any fridges left on the premises. If you are an undergraduate, your fridge must also be taken off site in summer vacation unless you make alternative arrangements with the Housekeeping Department. There are a limited number of quiet, low energy, leak proof fridges which can be rented from the Department for £2 a week, forms to apply to rent a fridge are available in the Porters' Lodge during the first week of the new academic year. Fridges are only available for a full year and may be left, empty and clean, in your room in vacation. Rooms in our newest Undergraduate staircases, Cowan Court, have individual food safe room fridges.

Stealing other people's food will be counted as theft leading to disciplinary action.

5.3 Take-away meals

Take-away meals may be consumed in the Buttery after 6 p.m. This privilege may be removed by the College if due care is not taken of the carpets and furniture. Rubbish must be taken away and disposed of and tables should be wiped after use.

5.4 College Catering

Information about Hall and Buttery opening times is on the College website and displayed outside the Hall. These times may change outside term. Feedback is welcomed (catering@chu.cam.ac.uk) and a survey will be carried out at least once a year. Student representatives on the House Committee are also invited to give feedback on catering matters each term.

In order to get the privilege rate for College members, you must present your College card to pay for meals in the Dining Hall or Buttery.

6. CLEANING and CARE OF ROOMS

Any damage caused to your room or faults during your residence should be reported to Maintenance and Housekeeping immediately via the College website student hub section. The cost of repairs arising from damage caused intentionally or as a result of misuse will be charged to you in full.

Each court or hostel has a team of Bedmakers (cleaners) who will clean the kitchens, bathrooms and any communal areas. Please introduce yourself to them. Public rooms are also cleaned by the domestic staff. You will be fined if you cause an extraordinary mess in the public areas. Cleaning materials are provided in all hostels and staircase kitchens. Please do not bring your own as this can be hazardous to staff. You are expected to keep your room reasonably tidy and clean. If you need advice on how to clean, please ask Housekeeping. Cleaning of the Wolfson Flats and Sheppard Flats is the responsibility of the tenants. The communal areas of the smaller hostels will only be cleaned once a week.

6.1 Condition of room and furniture

Rooms must be handed back by undergraduates, when they leave at the end of each term and by Graduate Students at the end of the year, in the same condition, excepting ordinary wear and tear, as that in which they were received. Failing that, the College will levy a charge for any damage incurred and the cost of any extra cleaning required. A member of the Housekeeping Department may enter your room each week to check that you are keeping your room reasonably clean, clearing your rubbish out (which may constitute a fire hazard or pest hazard) and abiding by College regulations on the use of accommodation. If they find that you are not maintaining your room to an adequate standard they will contact you with a list of what needs to be done. If you disagree with this, please contact the Domestic Bursar who will make a second assessment. You should also contact the Domestic Bursar if you have extenuating circumstances (such as a broken limb) which affect your ability to maintain your room to an acceptable standard. If your room has not been cleaned well enough when you vacate it, you may be fined £25 and get a cleaning charge of up to £75.

You must not stick things to the walls of your room because it will cause damage to the paintwork. This includes the use of Sellotape, Blu-Tack or 'white-tac'. There is a notice board provided in each room. Picture hooks to hang things from picture rails (where present) are available from Housekeeping. Those who mark walls by using unauthorised adhesives may incur a substantial charge for redecoration, since the minimum area which can be redecorated would be a complete wall.

If there is any damage to your furniture or fittings when you move into your room, please note it on your inventory at the start of the year and return it to Housekeeping.

Graduate Students should contact Housekeeping three days before departure at the end of their licence to ask for a room check. We will check the rooms during the year as well and give you notice of this in advance.

6.2 Rubbish and recycling

Arrangements vary by location of college residence. The College aims to recycle as much as possible of its rubbish. There are separate arrangements in place for the main College kitchen waste and we compost green waste (but not food waste) on site. In the main part of the College there is mixed recycling.

Main College staircase rooms

Small items of rubbish should be left outside your door 10am Monday to Friday if you want it removed. Kitchen bins are emptied during the week. Recycling bins are located in each staircase kitchen, for the disposal of aluminium cans and glass bottles. Cardboard can be taken to the loading bay and placed in one of the bins labelled Mixed Recycling and there is a box for mobile phones, toner cartridges and batteries in the post room near the Porters' Lodge. Light bulbs should be handed to the Porters for recycling/replacement. On request a green food waste bin can be provided – please note that this will be withdrawn if the waste within becomes contaminated by the inclusion of things other than that which is specified on the receptacle.

Electrical goods should be taken to housekeeping for safe disposal. If the College has to pay for disposal (eg of fridges) the charge may be passed on to you. The College has a co-mingled recyclable household waste service and the bins for this are clearly marked, in the loading bay. There is a 'British Heart Foundation recycling unit on the loading bay for use by all College members who wish to recycle clothing, shoes and other useful items.

Hostels

The arrangements for collection of rubbish by the City Council from hostels can be found in the file in hostel kitchens or on the notice board in the hall. Generally, Council collections are on alternate weeks with general rubbish in black wheelie bins one week and on the second week the green wheelie bin with food waste (wrapped in paper) and green waste and shredded paper and the blue bin with clean glass, plastic bottles, cartons, cardboard and tin cans. Residents may need to empty the kitchen bins themselves, on days when staff are not visiting, into the appropriate wheelie bin.

Flats

There are large communal bins near the flats. Window sill green or brown compost bins should be emptied into the communal green bins. Please ensure that all other waste and recycling is put in the appropriate communal bins which are clearly marked. The recycling bins will not be emptied if contaminated with other waste and as a result the staff may have to clear them out, in such situations we reserve the right to pass the cost of this onto the residents

6.3 Bathroom, toilet and shower areas

Communal bathrooms and toilets in large inner hostels and staircase rooms are cleaned on a daily basis five in every seven days by the bedmakers. Please remove hair from the shower or bath waste after showering, to prevent blockages. Any problems with facilities (blocked drains, leaking taps etc.) should be reported to the Maintenance Department using the online job reporting system ideally.

6.4 En-suite facilities

En-suite bathrooms (but not bedrooms) on the undergraduate staircases are cleaned on a weekly basis by a bedmaker. The day and approximate time of this cleaning will be notified at the beginning of Michaelmas term. There is no additional charge for this service. Please remove hair from the waste after showering, to prevent blockages. Please do not dispose of anything other than toilet paper in the lavatory as it could cause blockages. Sanitac bins are provided for disposal of personal sanitary items in each WC.

Graduate students in ensuite rooms and flats are required to keep their ensuite shower rooms clean: a starter pack of cleaning material should be in your shower room when you move in. If you need advice on how to clean the shower room, please contact Housekeeping.

6.5 Cleaning materials

Cleaning materials are located in the kitchen in each staircase and in each hostel. If you are unsure of how to clean the kitchen or your room, please ask your bedmaker for advice or contact Housekeeping.

If a communal area of a staircase is damaged or left in a bad state, all residents of the staircase will be held jointly liable and a charge may be levied.

7. LAUNDRY AND LINEN

7.1 Bed Linen

The College will provide you with a mattress cover for your bed, but not bed linen. You are expected to use a sheet, pillowcase and duvet cover. College duvets and pillows for beds are provided to all student rooms. If you wish to use your own duvet, please store the College supplied duvet in your wardrobe. Reasonably priced packs of bedlinen for single or double beds are also available for purchase in advance and a form will be sent to you prior to the start of the new academic year which you should complete and return if you would like to purchase bedlinen from the College. It is recommended that you bring two sets of bed linen and label it. The College does not provide towels, tea towels, crockery, cutlery or small electrical items such as kettles or toasters in communal areas.

There will be a limited number of bedlinen sets available for purchase at the start of term from the Porters' Lodge or Housekeeping, if you have been unable to return your order in time.

7.2 Laundry

There are washing machines and dryers in three laundry rooms at the bottom of staircases 5 (where there is a drying room also), 42 and 47, in the basement of Cowan Court, in the hostel at 64 Storey's Way and in the Wolfson Flats (for flat residents only) and by the Sheppard Flats (hostel and Sheppard Flat residents). Machines are operated by use of a mobile phone application – details of which are displayed in the laundry. If you are unable to use the application a laundry card can be purchased from the Porters' Lodge. The equipment is owned and maintained by Circuit Group Ltd.

Should you find that a machine in one of the main College laundries is faulty, please telephone Circuit on 0800 092 4068 , 01422 820040 if ringing from a mobile phone, and refer to the number on the machine. Alternatively, you can report a fault via their website www.circuitgroup.com where there is a "Report a Fault" tab. If the problem cannot be solved by the telephone call, please also advise the Porters' Lodge so that they can ensure it is followed up.

During peak times there can be considerable demand on the laundries and there is a website where you can check up on which machines are in use at the time and how long before they will have completed the cycle. You can also be sent an email alert when a machine is ready or a cycle is complete. The website can be accessed via Circuit's website: www.circuitgroup.com/viewcambridgechurhill. On the main website (www.circuitgroup.com) you will also find advice on how to deal with your laundry.

Please avoid drying things in your room as this causes condensation and mould growth, if there is no ventilation. The tumble dryer prices are deliberately pitched at an economical level and there are drying lines outside all the College hostels and drying rooms by the Wolfson Flats and Staircase 5 laundries.

Some of the College Hostels are supplied with domestic-style washing machines and where, possible, dryers. Graduate Students in those College Hostels which do not have laundry facilities may use the facilities in the College laundries. If there is a fault in one of the hostel machines, please report it to maintenance, via the College website (see below).

7.3 Dry Cleaning

The Housekeeping Department also offers a dry-cleaning service. Cleaning left by Monday morning will be returned on Thursday morning and items left on Thursday will be returned on Monday each week. The department is open between 7.30 am and 4 pm.

8. REPAIRS AND MAINTENANCE

Where possible, repairs are carried out when rooms are vacant and particularly during the summer vacation. If it is necessary in term time or when you are still in residence, where possible you will be given at least 24 hours notice. The College reserves the right to enter the accommodation at all reasonable times to inspect, carry out any necessary works, and to show others round the property (e.g. builders, architects etc.). This may be without notice, or with only minimal notice as appropriate, in any case of emergency. Visits will be recorded in a book on your staircase or in your hostel or by a note under your door/email

Any maintenance problems should be reported promptly using the online reporting system which can be found under the Quick Links section at www.chu.cam.ac.uk/student-hub. You need a Raven password to access the maintenance and housekeeping reporting system. (see IT and College Computing). Only emergencies which result in significant risk to health and safety or property will be dealt with out of hours: please report these to the Porters' Lodge and the duty maintenance staff may wish to speak to you to ascertain the importance of the fault.

The College will endeavour, subject to availability of parts, to repair or make safe any health and safety critical item within 8 hours of reporting. Most other problems should be investigated within 48 hours and will be then dealt with as priorities allow. Most non-critical repair requests will be resolved within 7 days.

Much of the routine maintenance work in College is carried out by the College's own maintenance team. Some outside contractors are brought in to do regular inspection work, for example for testing water storage, or for projects. A list of approved contractors and copies of their Public and Employer's Liability Certificates are held in the Maintenance Office. If you are unsure as to the identity of anyone arriving to undertake work, check their details with the Porters' Lodge before allowing them to enter.

9. OTHER FACILITIES

9.1 Post/Mail

Each student, whether resident in College, a College Hostel or living out, will be allocated a pigeonhole in the Porters' Lodge or in the post room opposite it. The Porters will place all mail which is personally addressed in the pigeonholes. Only the Porters and members of Churchill College may place mail in pigeonholes. Those living in Outer Hostels should give the house as their term time address. Within reason, letters addressed to the College will be forwarded to a student's last known address for a month after graduation. Please ensure that you give your full name and the College address to persons and organisations that you wish to correspond with you. This will help the Lodge to correctly place your post.

An inter-college postal service free to students is operated by Cambridge University Students Union on weekdays in Full Term from the Porters' Lodge. Stamps can also be purchased there.

9.2 Music practice and audio technology

The College has a number of student bedrooms which house pianos or Clavinovas. Priority for these goes to music students but if you would like to rent one, you should contact the Undergraduate Tutorial Office Administrator. Electronic keyboards may be re-located to College accommodation only.

Facilities for practice and performance of music are available in the Music Rooms next to North Court. The facilities include a recital room housing a harpsichord and Steinway grand piano, one smaller practice room with an upright piano and a recording audio studio. The rooms may be booked on the college website for College members' use only once authorised as a user by the Music Sizar. The rooms are available from 6 am to midnight most days in term time and slightly less in vacation. For any other user, the Music Sizar should be consulted. Use of the music rooms and access to them (using college cards) is controlled by the Music Sizar.

The recording studio can be used for instrumental practice as well. Authorisation and induction training to use the recording equipment and the control room must be obtained from the AV Manager. They cannot be used between 11 pm and 6 am. Use of the recording studio is free of charge to College members but time must be booked in advance with Mrs Jill Hay in the Conference Office.

All music rooms and the recording studio must be left in an "as found" condition on departure. No food or drink may be consumed in them and there is strictly no smoking. Please switch off all lights when leaving any of these premises and lock up.

Additional music practice facilities are in the Chapel, where there is a Yamaha grand piano, by permission of the Chapel Trustees. It can be used up to 11 pm. Availability can be seen on the Chapel website (under Chapel on College website) where instructions for booking and guidelines for use can be found. Use of the Chapel for any other purpose and use of the organ is authorised by Dr Martyn Johnson, Chairman of the Chapel Trustees, via Sharon Knight in the Bursar's office.

9.3 Grounds and gardens

The College's grounds and gardens are for the enjoyment of all students, Fellows, staff and visitors. Respect the grounds and gardens and do not walk on the grass when wet or the ground is soft. Vehicles and bicycles must never be driven or ridden onto the grounds without the permission of the Head of Grounds and Gardens. The fire road across the field and that around the Wolfson Flats must be left clear at all times.

Residents are welcome to pick the fruit from trees in College gardens of hostels in Storey's Way.

All residents are asked to remove litter from the grounds and place it in bins. Cigarette butts must be placed in the ashtrays provided.

The grounds staff will distribute salt or grit to key locations and spread it where possible on key routes during snow and ice: extreme care should be taken when walking around the site in these conditions.

BBQs

If you wish to hold a BBQ in the grounds you must complete the online Dean's Form and book it through the Conference Office. The form and further information is available at: www.chu.cam.ac.uk/student-hub/resources/room-grounds-bookings.

No disposable BBQs are allowed in the grounds. There are some College BBQs which the Catering Manager may lend to you. The MCR also has a BBQ.

Games and social gatherings

Do not play games, or have parties near the buildings.

9.4 Sports facilities

The tennis courts and squash courts can be booked in person in the Porters' Lodge. Access to the squash courts is by College card and to the Tennis Courts by key. Please wear flat soled sports shoes (with non-marking soles in the squash courts). Football may not be played in the tennis courts and balls must not be kicked against the wire netting. One court is marked out for basketball and two for netball as well as tennis. During the summer there are three grass tennis courts also. The courts are for the use of College members. If you wish to organise university team practices, please contact the Bursar's office.

The cricket, hockey, football and rugby pitches must be booked through the Head of Grounds and Gardens. Priority will be given to College teams and there may be charges for other teams. Informal games can be held off the pitches but the grounds staff must be informed in advance if a large number of people are taking part.

No ball games should be played within 50 m of the Chapel because of the danger to the precious stained glass windows.

The pavilion/gym contains fitness equipment which can be accessed by students, staff and visitors who have received induction training. A list of those authorised to provide this training is on the noticeboard in the main foyer and on the pavilion window. Faults should be reported to the Møller Centre reception. All equipment is used at your own risk and the College will not accept any liability for injury caused by the use of equipment there. Only authorised Boat Club members may use the locked rowing machines.

The private road must not be used for any form of sport such as rollerblading because of traffic.

The University's sports centre is located on the West Cambridge site (Madingley Road). All Churchill students have basic membership but there are supplementary charges for use of some facilities. More information is available on the website www.sport.cam.ac.uk.

The JCR has a punt hire discount scheme operated with Scudamores.

9.5 Meeting rooms and supervision rooms

Meeting rooms, supervision rooms and the Wolfson Hall may be booked by students, through the Conference Office, for authorised purposes such as College society meetings. There is a code of practice for meetings in the College and another for the use of rooms, including the Dining Hall and the Wolfson Theatre, which can be consulted in the Conference Office or on the web and includes the completion of a Dean's Form in some circumstances. Supervision rooms should also be booked through the Conference Office and priority will be given to supervisions for Churchill students. Availability of rooms for supervisions can be seen via the MCR website. Please do not assume that availability indicates authorisation to use the room, you still need to make a booking via the conference office. During the exam term, some rooms will be put aside for group study.

9.6 Parties

There are rules governing the holding of parties anywhere on College premises, including in the grounds in order to protect the working environment of all College members.

Students may hold parties in their own rooms for up to ten people without prior permission, or in one of the College rooms available for the purpose (such as the Club Room). Bookings for the College rooms must be made through the Conference Office via the Deans Form, available online in the Quick Links section of Student Hub on the College website. Further details regarding the College rooms available for parties, and the charges and regulations concerning these rooms and the outside area suitable for summer parties, are available online and from the Conference Office.

College Clubs and Societies hiring rooms in College for dinners or parties are required by the Dean to make a deposit of £100 against any damage incurred or additional cleaning which becomes necessary. Such Clubs or Societies must be properly constituted; this means that they must have a Senior Treasurer, who shall (a) be a Senior Member of the College, and (b) be invited to attend any such dinner or party.

Permission of the Dean must be obtained for all parties organised by students, other than Staircase Parties. Under the Fire Regulations, Staircase parties for more than 20 persons are NOT permitted under any circumstances. Please note that, for safety reasons, a maximum of 10 people are permitted in a student room at any time. Staircase Parties for a maximum of 10 persons do not require formal permission from the Dean. All College Hostels are subject to the same rules. If you and your friends are arranging a Staircase Party, you must inform your fellow staircase residents and the Porters in advance. Parties must not cause disturbance to other students. Those that do will be closed down by the Porters.

For parties other than Staircase parties, including BBQs, the host must complete and submit the Dean's Form, which can be found in the Quick Links section of Student Hub on the College website, at least seven days before the date of the party. There are additional restrictions on parties during the Easter Full Term (Quiet Period) and these are published before the end of Lent Term. These rules apply to parties in the grounds as well as those in College.

The catering for parties is normally done by the Catering Department, and details should be arranged with the Conference Office. The Catering Manager is empowered to restrict the amount of alcohol available for dinners and parties on the basis of medical advice widely available. Numbers of persons attending must not exceed 30 for Seminar Rooms 3 and 4; 60 for the Club Room; 100 for barbecues or summer parties in the grounds. Amplified or live music is permitted only in the Buttery or Club Room and is subject to Local Authority restrictions on volume. Childrens' parties may be held in Seminar Rooms 3 and 4 and the Wolfson Flats communal room. Parties must end by 12.30am on Saturday nights and 11pm on all other nights.

9.7 Art

There is a visual arts studio in the garden of 76 Storey's Way. The Art Sizar can grant permission for use of the studio and the key will not be issued by the Porters unless you are on an authorised list.

The College currently has an Artist Fellow, Mr Barry Phipps, who also uses the studio. There are student members on the Hanging Committee which organises about four exhibitions a year in College including, from time to time, a student art show.

Many of the artworks in the College are on loan from members of the College and friends. Please treat them with respect.

10. TRANSPORT

10.1 Bicycles

Most students choose to use a bicycle to get around Cambridge. Students are not permitted, under University Regulations, to have cars in Cambridge and there is no parking available to students on most University sites apart from registered disabled students.

You are required to register your bike at the Porters' Lodge and mark it with CHU and your College account number (under University Regulations but also to help track it down if stolen); it is highly recommended to buy a good lock, and to lock it up in one of the College bike sheds at night. Be vigilant. The Porters' Lodge can tell you the combination codes for the bike sheds. Unmarked bicycles may be removed at the end of the academic year. Bicycles may not be left by the ponds outside the front of College. There are plenty of bike racks and sheds.

It is important that you ensure your bike is roadworthy and that you comply with the Highway code. Basic lights may be purchased from the Porters' Lodge at a special price. Any bike used after the sun goes down must have working lights. We strongly urge you to wear a helmet and light coloured or reflective clothes.

Bicycles may not be used on the College site off the private road and service areas and may not be stored, even temporarily, inside College houses or rooms. The College has a garage which may be used by students wishing to undertake their own bike maintenance to prevent the need for bikes to ever enter staircases, hostels or flats. Please ask at the Porters Lodge.

10.2 Cars

Owing to traffic congestion in Cambridge, the University and Colleges are under an obligation to the civic authorities to restrict the use of motor vehicles used by any students. (www.admin.cam.ac.uk/offices/proctors/motor/index). Consequently, it is a University offence for a student to keep a car in Cambridge during Term without permission from the University Proctors. A fine of £175 can be imposed by the University Motor Proctor on any offender.

Permission is only granted in exceptional circumstances. Your Tutor's support must first be sought and then the required form submitted to the Motor Proctors. You must advise the Head Porter. This does not automatically entitle you to a parking space in College and you must then apply to the Head Porter, who will give you a permit if there is space. All student cars must be parked in the car park at the top of the private road, beyond the grounds and gardens compound. In the evenings and at weekends, it may be possible to park in the staff car park but cars must not be left there overnight because staff come in to work from 6 am.

However the car club organisation, Zipcar (www.zipcar.com) also operates in Cambridge and there are about 19 vehicles parked around town, including one at the Hauser Forum (off Charles Babbage Road), Wentworth Road (junction with Oxford Road) and St Peter's Street (opposite Pound Hill). This is a "pay-as-you-go" car club to which any College member who has a driving licence can belong. The car can be booked and paid for on-line by the half hour.

In addition there are good rates for weekend car hire from a number of car rental companies based in Cambridge.

10.3 Public transport

The railway station is 2 miles from College and there is a subsidised bus, the U (Universal) bus which runs from there to Madingley Road near the College on Mondays to Saturdays. Taxis cost about £10. Long distance coach services to London, Oxford, major airports and around the country also leave from the bus station in Emmanuel St and Parkside, the road by the Police Station. The College can recommend Camcab for taxis T: 01223 704704.

Two buses use the bus stop on Madingley Road by the College: the U bus goes to Addenbrookes Hospital via the West Road/Sidgwick Site, Silver Street (for city centre) Trumpington Street, Railway Station and Hills Road. This service is subsidised and University Card holders pay £1 a journey. The Citi 4 bus goes as far as Pembroke Street in the City Centre and then to the Arbury district.

11. GOOD NEIGHBOUR POLICY

Students will be expected to be mindful of the proximity of neighbours both within the College and in the wider community. Particular attention is drawn to students resident in outlying properties which are in a non-academic environment. The College takes a particularly serious view of student misbehaviour which inconveniences other members of the College or its neighbours.

The design and construction of the College is such that noise carries a long way and considerable care and restraint is necessary to avoid disturbing other members of the College. This is true both of noise from musical instruments, stereos, radios, televisions etc. and of noise from groups of people.

During quiet hours there must be no noise from your room which is audible outside your room. Quiet hours are:

- 11pm to 8am (except on Saturday nights)
- 00.30am to 10am on Saturday nights.

Outside quiet hours, noise should be kept to a reasonable level. Noise is unreasonable if it annoys or provokes a complaint. Playing musical instruments, stereos, etc. with doors or windows open will usually be unreasonable. People who persistently cause disturbance by noise (for example, more than three warnings have been issued) are liable to be sent out of College or required to vacate their hostel room.

If you are troubled by noise you should either request the person responsible to reduce it - which usually works - or instead seek the assistance of the Porters. If these efforts are not successful you should not feel you are being anti-social if you ask for help from your Tutor or the Dean; the anti-social behaviour is in making the noise, not in asking for it to be reduced. You are entitled not to be disturbed, and you must not hesitate to act if you are being.

Specific regulations about noise and disturbance during the exam term (Quiet Period) will be issued in the Spring.

12. COMMUNICATION BETWEEN THE COLLEGE AND STUDENTS

12.1 Management structure and contact details

See Student Handbooks on the College website. Contact details for some key staff are included on the back cover of this booklet.

12.2 Communication

Email tends to be used as the main means of communication with students but you should check your College pigeonhole at regular intervals. Also see the whiteboard in the entrance to the College. News and events are also communicated via the College's website and social media channels.

12.3 Staff entering student rooms

College staff may have to enter your College rooms for maintenance, housekeeping or security reasons. Where possible they will advise you by note or email in advance. Where it has not been possible to notify you in advance the visit should be recorded in the book at the bottom of your staircase or in the hall of your hostel. If this book is missing, please tell the Domestic Manager.

13. CONTRACTUAL RELATIONSHIP

13.1 Room Licence

Every student living in College-provided accommodation will be provided with a Room Licence and insurance certificate. In addition to defining the period of agreed residency and cost of the accommodation, this also details the basic rules for living in such accommodation. Note that, while every effort will be made to leave students in a specific room during each period of residence, it may be necessary to move the student to alternate accommodation for maintenance or tutorial reasons, and sometimes for the benefit of the College community as a whole.

13.2 Complaints

If a student has any specific complaints about the delivery of services in relation to accommodation, this should be raised with the relevant Head of Department, or failing that the Accommodation Officer in the first instance, and an investigation will be undertaken and any agreed problems resolved. Should this not be acceptable, the student may appeal to the Domestic Bursar and, failing agreement at this level, to the Council. A final appeal may be referred to the Office of the Independent Adjudicator under the ANUK Code of Practice (www.oiahe.org.uk).

General issues relating to the accommodation and services provided may be referred to student representatives on the House Committee, who include the presidents and the welfare officers.

13.3 Accreditation

The College is a self-governing organisation but complies with the guidelines established within the ANUK Code of Practice for the management of student accommodation and to instructions from the Cambridge City Council Environmental Health (housing) Department and Fire Officers.

13.4 College regulations

This Handbook is not a definitive guide to all the College regulations, but is intended to be a practical guide to living in College. The College regulations are published on the College website at <https://www.chu.cam.ac.uk/about/official-documents/statutes-and-ordinances/>

13.5 Early termination of room licence

Under Regulation 6, a student may be required to leave college accommodation permanently under specific circumstances. If you are required to leave College accommodation, your right to appeal the decision is stated in Regulation 6.

The relevant section of the regulation states:

A student resident will be required to vacate his or her College accommodation when his or her tenancy has reached its normal end date. A student may be required to vacate his or her College accommodation in advance of the normal end date of his or her Accommodation Licence Agreement under the following circumstances:

- 6.2.4.1 The Bursar finds that the student has fallen seriously behind in the payment of accommodation charges or has otherwise seriously breached the terms of his or her Accommodation Licence Agreement. If the Bursar requires the student to vacate his or her room in these circumstances, the student will be notified in writing and informed of the right to appeal to the Tutorial Appeals Committee. An appeal will be considered only if it is made in writing within 5 days of the delivery of the notice of the Bursar's decision to the student. The appeal hearing should take place within 10 days of the receipt of the student's appeal. At the hearing, the student may be

accompanied by his or her Tutor. If that Tutor is not available, the student may be accompanied by another Fellow of his or her choosing.

- 6.2.4.2 Outside a disciplinary context, the Senior Tutor determines that a student's remaining in College accommodation poses a serious risk to other students or to staff or to the student himself or herself. The student's right of appeal shall be as stated in 6.2.4.1.
 - 6.2.4.3. The Dean determines that, in advance of a hearing by the Board of Discipline, a student's remaining in College accommodation would pose a serious risk to other students or to staff. The Dean's determination shall remain in effect until the hearing of the Board is held. The student's right of appeal shall be as stated in 6.2.4.1.
 - 6.2.4.4. Under Ordinance XVII, the Board of Discipline concludes that a student should be required to vacate College accommodation as a sanction for his or her misconduct. The student's right of appeal shall be as specified in Ordinance XVII.
 - 6.2.4.5. Under Ordinance XVIII, the Tutorial Committee concludes that a student should be required to vacate College accommodation because he or she has made insufficient academic progress. The student's right of appeal shall be as specified in Ordinance XVIII.
- 6.2.5 The Tutorial Appeals Committee will be made up of three Tutors who have not been involved in the situation which has led to the right to occupy College accommodation being withdrawn. Their decision shall be given to the student, in writing within 2 days of the appeal hearing.

Appendix I: Electrical Safety

Regulation 4(2) of the Electricity at Work Regulations 1989 requires that 'as may be necessary to prevent danger, all systems shall be maintained so as to prevent, so far as is reasonably possible, such danger' The College has a legal requirement to maintain all electrical systems within its control including fixed, portable and transportable equipment.

The College carries out Portable Appliance Testing annually on all College items. The College additionally offers free visual inspections of portable appliances that you bring to use at College and strongly advises students to take advantage of this service.

The College provides you with a form requiring you to tell us what electrical equipment you have brought here and if it is currently tested/ inspected, if not, if you would like it tested? You must complete this form and return it to the Health & Safety Department as soon as you arrive. All personal items that you have requested to be tested will have a full portable appliance test or full visual inspection carried out on them during the rolling programme of inspections, any other non specified electrical items found will have a visual inspection carried out and will be labelled accordingly. Any item deemed to be unsafe will be removed and only returned to you when you leave the College.

As a College we would like both staff and students alike to be responsible for electrical safety. The College Maintenance Department/ Health & Safety Department will be able to assist with any queries which may arise from the following safety rules that we would like everybody to follow. Please remember the College cannot accept responsibility for any injury or other problems caused by tested or untested equipment brought into College for private use.

1. If you do not have enough electrical outlets in their room, you must use the four gang extension blocks. The use of three-way plug-in block adapters are not permitted. The maximum length of extension lead that can be used is 5m; coiled (roll-up) extension leads are not permitted.
2. When using electrical appliances:
 - a) Ensure that the plug top used is in a safe condition (i.e. it has the correct fuse fitted, it has insulated pins, the cord grip is effective and all the cable terminations are correctly fitted and secure).
 - Colour code: Brown (formerly red) = Live wire
Blue (formerly black) = Neutral wire
Green/Yellow = Earth wire
 - b) Ensure that the appliance and its lead are in a safe condition to be used (i.e. the flex is not damaged, split or crushed in any way, none of the inner cable is visible or open to touch, the casing or enclosure are not damaged and that there are no signs of burning or overheating).
 - c) All plugs and adaptors must have the British standard mark on them
3. Please check that the item you are going to connect to the supply is of the correct supply rating. The United Kingdom supply voltage is 240v. at 50Hz. Do not plug any items in that are not rated for this voltage, without a suitable transformer.
4. Please note that microwave ovens are to be stored and used only in the student kitchens. All other cooking appliances may be stored in rooms but are only to be used in the kitchen. This is very important as using cooking appliances in rooms can overload a room's electrical supply causing loss of power.

Appendix 2: Accommodation Contacts

College Website: www.chu.cam.ac.uk

Tutorial Officer (undergraduates)	Ms Karin Bane	karin.bane@chu.cam.ac.uk (3)36208
Graduate Student Administrator	Mrs Rebecca Sawalmeh	tas@chu.cam.ac.uk (3) 36157
Domestic Bursar	Mrs Shelley Surtees	shelley.surtees@chu.cam.ac.uk (3)31669
Head Porter	Mr David Reece	head.porter@chu.cam.ac.uk (3)36225
Porters' Lodge		(3)36000
Maintenance Manager	Mr Gavin Bateman	maintenance@chu.cam.ac.uk (3)36132
— Report a maintenance fault online at : www.chu.cam.ac.uk/internal/maintenance (Raven password req.)		
Health & Safety Assistant	Mr Stuart Hale	stuart.hale@chu.cam.ac.uk (3) 30468
Domestic Manager	Mrs Rosemary Saunders	housekeeping@chu.cam.ac.uk (3) 31578
Deputy	Mrs Lucie Marsh	(3) 36131
Accommodation Officer	Ms Agi Lajko	accommodation@chu.cam.ac.uk (3)36164
Meeting room/party bookings	Mrs Jill Hay	(3)36233
— Dean's Form: www.chu.cam.ac.uk/student-hub/resources/room-grounds-bookings		
Bursar	Mrs Tamsin James	bursar@chu.cam.ac.uk (3)36212
Music Sizar	Samuel Buckton	music.sizar@chu.cam.ac.uk
Visual Arts Sizars	Chiara Haefliger/ Victor Kang	arts.sizar@chu.cam.ac.uk
AV Manager	Mr Chris Cummins	audiovisual@chu.cam.ac.uk
Gym Society presidents	Robin Croft	rc634@chu.cam.ac.uk
Dean	Dr Anna Young	