

# ACCOMMODATION HANDBOOK 2022

## WELCOME

### I. ROOMS

#### I.1 College Accommodation

Churchill College has a broad range of accommodation types to suit all types of residents. This includes family accommodation for Postgraduate students and several rooms adapted for those with special physical needs, including hard of hearing and partially sighted.

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 your Tutor or the Head Porter on your arrival at College, as they will facilitate the construction and implementation of your PEEP.

You will need to complete an online inventory form detailing the furnishings and condition of your allocated accommodation. Please follow this link: [Virtual Freshers' Pack - Accommodation - Churchill College \(cam.ac.uk\)](https://www.cam.ac.uk/undergraduate/accommodation)

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 Postgraduate Office, the Tutorial Officer and the Accommodation Officer will work together to allocate your College accommodation. Priority for postgraduate students is given to those who are just here for one year and those with families, so some postgraduates 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 Postgraduate 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 College can supply a reference for undergraduates (Postgraduate Student Administrator for postgraduates) if they are moving to private accommodation, assuming, of course, that they have maintained the accommodation in an acceptable condition and complied with the rules regarding use of that accommodation. Students who choose to live out are encouraged to consider the implications of doing so carefully, particularly in respect of the legalities of the contract which they will be signing, and the nature of living in an environment without on-site support. Any Undergraduate student who wishes to live out must have a meeting with the Senior Tutor to make sure that they understand these implications.

If you are a new undergraduate student (Fresher), a copy of a Room Licence covering the terms of your occupation of a college room will be sent to you electronically before the start of the Michaelmas Term. Postgraduates will also receive theirs on arrival electronically. It is important that you read its conditions carefully, sign it electronically and return it via email as directed. Postgraduate Students and

Undergraduates returning to College will also receive a Room Agreement electronically which they should sign electronically and return via email as instructed. Once you have signed for the keys to a room and have taken possession, you will be deemed to have entered into the Agreement.

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), and room contents insurance at £13.22 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.

Every student at Churchill College is required to pay a Membership Bond of £250. This will be refunded when you are no longer a member of Churchill College against your final bill.

All students are expected to pay their rent, and other College bills, by direct debit i.e., the College will collect the money from your bank account on the due dates. 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 their College Bill, it is the student's responsibility to consult their 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, for the Periods of Residence. Payment for the 10 weeks rent will be required in advance i.e., at the beginning of each Term.

If you wish to stay in College accommodation outside of the Periods of Residence, and where possible, you may 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 not be charged your normal room rate but will be charged £168 per week (£24 per night) for a standard room. Room rates in ensuite rooms outside the Period of Residence will be £203 per week (£29 per night) for rooms in the original courtyards and £238 per week (£34 per night) for rooms in Cowan Court. The room rates outside the Period of Residence include electricity. Students who wish to remain in residence during the vacations should be mindful that all our rooms have significant commercial value during this period and therefore we reserve the right to relocate students to specific areas of College in order to maximise revenue. During the vacations students are asked to be particularly mindful of the commercial operation and to support the teams' work by behaving courteously towards our guests.

Students will incur a fine of £50 if they do not move into their temporary room on the date given by the Accommodation Officer, vacating their current room by 12 noon to allow for cleaning.

Students should be aware that, unless they have permission to remain in College rooms longer, they must leave, by 12 noon, on the last day of the Period of Residence. If they have permission to stay longer, they must leave by 10am 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.

## **2022/23**

### **Period of Residence**

01.10.2022 - 10.12.2022

14.01.2023 – 25.03.2023

15.04.2023 – 24.06.2023

### **Full term**

04.10.2022 – 02.12.2022

17.01.2023 – 17.03.2023

25.04.2023 – 16.06.2023

**b) Postgraduate Students** The Accommodation Agreement for Postgraduate Students is for a fixed period of time over the academic year usually from 01 October to 31 August. You will be given the opportunity to shorten this agreement later in the year, however it will not be possible to terminate a licence before 30 June.

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**

Arriving students are requested to be mindful that they should only bring to College accommodation items which they need. Storage is extremely limited, and bringing excessive belongings sometimes results in items being abandoned.

To ensure that arrivals at College are well spaced you have been asked to provide us with advance information on your planned arrival time, please inform us immediately if this changes.

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 of trollies which can be borrowed from the Porters' Lodge. Students may usually gain access to their room after 11am on the date of arrival, unless otherwise instructed.

### **Undergraduates**

Unless arrangements have been made to arrive early, Undergraduates should arrive in College on the first day for the Period of Residence. If arriving early, the Accommodation Officer needs advance information of actual arrival date so that rooms are clean and ready for occupation at the start of term. If you arrive earlier than you have informed the Accommodation Officer you should not expect to be accommodated.

Under usual circumstances 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 may not be available until after 2pm. Space in College will be made available for the storage of belongings during the period 9am till 2pm. During this interim period, we anticipate that students will go directly into their term time room to avoid the risks associated with a room move.

You will be expected to leave College on the last day of the period of residence unless you have requested permission to stay longer. 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. You should not assume that the request can be granted until you receive confirmation from the Accommodation Office. All students are requested to complete the online 'Going Down' form regardless of their departure and arrival dates.

Any proposed change after the going down form deadline must be made by email to the Accommodation Office ([accommodation@chu.cam.ac.uk](mailto:accommodation@chu.cam.ac.uk)). The cost of a change requested after the deadline 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 international undergraduates 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.

We ask that students only bring to Cambridge what they need. Every year we dispose of thousands of abandoned belongings. When going down at the end of Michaelmas and Lent terms, all possessions must be removed from your room unless there is a locked cupboard over the wardrobe. If you are returning to the same room and using the overhead locker you are required to pack your belongings in suitable containers and ensure that you do not leave perishable items in the locker as these will attract pests. Please be mindful that in an emergency a member of staff could need to unpack your locker.

When going down at the end of the Academic Year all possessions must be removed from the room, including any items in the overhead lockers. All items that are left in the room will be considered to be abandoned and will be disposed of.

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. 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. Trunk rooms must not be used during term time – items stored within will be assumed to be abandoned and disposed of accordingly. There is no storage facility in College for students once they have graduated, or for students who no longer live in College Accommodation.

On departing from College your room key must be handed to the Porters' Lodge. You should also submit the electricity meter reading for the room, if applicable. All students, both Undergraduate and Postgraduate are required to sign out.

### **Postgraduate Students**

Some of the postgraduate 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 Postgraduate Student Administrator 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. Postgraduates are expected to sign in and out of accommodation, even though they will continue to pay rent whilst away. This is so that we know who is in residence at any one point of time.

Postgraduate 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. 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 Department’s permission, you need to consult your Tutor about applying for leave to work away.

You must 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](mailto: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, online, 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 rooms available. Please note that we reserve the right to prioritise the allocation of these rooms to individuals on welfare grounds.

There are a few roll mattresses for guests available for hire from Housekeeping at a charge of £4.00 per night borrowed. Linen can also be hired for a charge of £6.00. 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 Institute, which is a training and conference venue, situated in the grounds of the College. 4-star facilities include: ensuite accommodation with air conditioning, free car parking and free wireless internet access. Special rates for Churchill College members (or their parents) are currently: £110 including VAT for single occupancy and £130 for double occupancy. These prices include full English breakfast. Please note this is subject to availability.

To book please contact Reception at The Møller Institute, T: 01223 465500, E: [reception.institute@chu.cam.ac.uk](mailto:reception.institute@chu.cam.ac.uk) and state your connection to the College. For additional information see the website [www.mollerinstitute.co.uk](http://www.mollerinstitute.co.uk). There is no accommodation for under 16s in the Centre.

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 Porters Lodge.

Members are welcome to bring their own children into self-service meals (but not to formal dinners) in Hall, highchairs 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, and access to 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 several First Aid trained staff, including all the Porters. The College Nurse is also available daily, Monday to Friday in term time and reduced hours out of term. Please see the College web site for surgery opening times: [College Nurse and Surgery - Churchill College \(cam.ac.uk\)](http://www.cam.ac.uk). 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 inform the nurse 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 (Telephone 111). 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 airguns). In case of doubt, students should consult the Head of Estates 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. All alarms are tested weekly; there will be schedule in your accommodation informing you of the appropriate day. Please note that the sounding of the alarms at any other time should be considered to be a fire, and an evacuation actioned.

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 unattended cooking. Deep frying and the use of rice cookers and woks in bedrooms or staircase kitchens is forbidden. No cooking may be done in bedrooms, unless you have a specific agreement, which has been approved by the Head of

Housekeeping. 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 activation of the 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 always remain present in the kitchen whilst cooking.

Candles, oil lamps and tea lights must not be present 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.

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. A picnic bench with an ashtray is allocated to each courtyard, there is also a covered smoking shelter by the cycle repair facility and in the garden of a hostel. Smokers must use the ashtrays provided outside the College buildings and dispose of butts safely.

Smokers must ensure that others are not affected by their activity, the presence of an ashtray does not necessarily confirm that it 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 10 cm. The purpose is to prevent accidental falls from a window and 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.

Accommodation windows often accumulate condensation, especially in the colder months of Michaelmas. If the windows are not properly maintained, there is a risk of the wooden window frame rotting, or mould appearing on the windows. The damage can lead to higher risks of respiratory problems, increased college spending, material, and CO<sub>2</sub> emissions. Therefore, in order to minimize the amount of condensation, or damage caused by condensation, please keep these tips in mind:

- open windows as much as is feasible without risking personal welfare
- open curtains in the daytime
- use microfiber cloths or window vacuum to wipe condensation
- always turn on bathroom and kitchen fans when showering or cooking
- avoid bringing in moisture (e.g. wet clothes, plants) - or move them away from the window
- keep water from pooling at the bottom of the window frame/floor (especially when other items such as extension cords risk getting wet)
- turn on the heating (but only if you must)
- do not wash your windows with vinegar, it damages the wood

**Ventilation is very important, and it is imperative that you use the extractor fans in both bathrooms and kitchen areas. If you find the extractor fan is not working please alert Maintenance immediately.**

### **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. 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 and when you have your window open. Some rooms have a thermostat on the wall and others, on the radiator itself (in postgraduate hostels particularly). Sometimes these valves may become stuck from not being used during the summer months. If there is a problem with the heating in your room, you should contact Maintenance (see section 8 below for fault reporting). 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 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 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 1). 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 30p for 2022/23. The actual total billed electricity cost for each of the other postgraduate 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 87p per resident. If you ask for the loan of an additional electric heater from the Porters' Lodge and there is no fault with your central heating supply, you will be charged for the additional electricity.

You will be requested to provide a meter reading for your room on arrival and departure, as well as at month end if your room is metered.

Many of the rooms are fitted with Heated Towel Rails, please note that these use a significant amount of electricity and so are costly to run for anything other than a short period.

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.

It is a statutory requirement that a percentage of electrical supplies are tested each year. Maintenance will provide you with notice when this work is going to happen.

### **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 ([quick-links](#))

### **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 maybe 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. This does mean that shower heads in bedrooms are disinfected every three months which will require access to all rooms (with prior notice).

### **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 however, cooking equipment, other than a kettle, must not be used in rooms other than where a specific exemption, agreed by the Head of Housekeeping is in place. 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. If more sockets are required a single 4-way floating socket extension may be used (with mains cut-off switch); this also requires testing through the Health and Safety Team.

There should be an Electrical Inventory form in your room at the start of the year. All residents will be required to bring electrical appliances to a central point for testing, and individuals will be required to take individual responsibility for the testing of their own appliances utilising the service provided by College.

### **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. We advise that students keep the number of the Porters' Lodge programmed in their mobile phone.

### **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 \(CUDN\)](#). (Links for doing this can also be found as QR codes on the notice board outside the Computing Office and in the Porters' Lodge.) 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.. The College also has University wireless internet operating in the main part of the College and the staircases through Eduroam. Outer hostels generally have consumer-grade wireless broadband connectivity (BT, Virgin, etc.) There is wireless access with *Eduroam (the University's free Wi-Fi network)*, not only at the main College site but also throughout Cambridge and in thousands of participating locations in 70 countries worldwide.

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](mailto: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](http://www.uis.cam.ac.uk) and on College support at [Computing Support - Churchill College \(cam.ac.uk\)](#).

### **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 <https://www.tvlicensing.co.uk/>. On occasion it may be possible to broadcast key events, usually sporting ones in the Buttery, the schedule for which will be agreed at the beginning of each term, by the JCR & MCR Committees, Senior Tutor and Catering Manager.

If postgraduate 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. All residents are required to return their key and sign out whenever they 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 postgraduate 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 postgraduate 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 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 [www.immobilise.com](http://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 with Endsleigh ([Certificate of Insurance](#)). The cost of £13.22 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 but do check first as many insurers don’t cover students away from home. More details are on the website including how to download the Endsleigh App for making claims, accessing health cover and a rewards programme.

To extend cover, go to [www.endsleigh.co.uk/reviewcover](http://www.endsleigh.co.uk/reviewcover). Claims should be made online via the website or Endsleigh App. The policy number is HHI187. The insurance is valid for 12 months from 1 October 2022.

### 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 and for the duration of the Long Vacation. 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.

#### **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 (by telephone 01223 336000) 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. 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 — Housekeepers 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. Failure to comply with this can result in a report to the Dean.

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 work surfaces on which hot items can be safely placed.

Any unwashed crockery or pans will be removed by the housekeeper 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 Head Housekeeper and put it on a waterproof tray. You will be required to pay a £50 deposit (this will be charged to your College account) 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 £2.50 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 College Catering

Information about Hall and Buttery opening times is on the College website and displayed outside the Hall. These times may vary. Feedback is welcomed via the link on the website.

Student representatives on the Student Services and Facilities Committee are also invited to give feedback on catering matters each term.

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

The catering for parties is normally done by the Catering Department, and details should be arranged with [catering@chu.cam.ac.uk](mailto:catering@chu.cam.ac.uk).

## 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 (quick-links). The cost of repairs arising from damage caused intentionally or as a result of misuse will be charged to you in full.

The kitchens, bathrooms and any communal areas of each Hostel and staircase are cleaned twice a week. The communal areas of the smaller hostels will only be cleaned once a week unless exceptional circumstance requires otherwise. If you have a staircase ensuite room please arrange with your allocated Housekeeper a convenient day for your weekly ensuite clean.

### 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 Postgraduate Students at the end of the year, in the same condition, excepting fair 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 Head Housekeeper who will make a second assessment. You should also contact the Head Housekeeper if you have extenuating circumstances (such as a broken limb) which affects 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 charged a minimum £25 and maybe more depending on how long it takes to bring the room up to the required standard.

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-tack'. 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. 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.

Postgraduate 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. Food waste for composting is collected from the College and those residents who wish to use this service should contact the Housekeeping department. In the main part of the College there is mixed recycling and separate glass recycling.

### **6.3 Bathroom, toilet and shower areas**

Communal bathrooms and toilets in large inner hostels and staircase rooms are cleaned on a twice weekly basis by the Housekeeping department. Please remove hair from the shower or bath waste after showering, to prevent blockages.

### **6.4 En-suite facilities**

En-suite bathrooms (but not bedrooms) on the undergraduate staircases are cleaned on a weekly basis by the Housekeeping Department. 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. Sanitary 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.

### **Main College staircase rooms**

There are waste collection points located around site. Residents are responsible for moving their rubbish to these points and disposing of it responsibly. General recycling and glass bins are located in each staircase kitchen, for the disposal of aluminium cans and glass bottles (households must work together to ensure that these are taken to the collection point at the bottom of each staircase). 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. It is the

students responsibility to ensure that the green bin is emptied regularly using the appropriate bin on the loading bay.

Electrical goods should be taken to the Maintenance for safe disposal. If the College has to pay for disposal (eg of fridges) 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. If the unit is full please report it to the Facilities Manager

### **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 are responsible for the disposal of all rubbish to the external bins. The residents of external hostels are responsible for ensuring the appropriate bin is put out for collection on the relevant day and to take it in after it has been emptied.

### **Flats**

There are large communal bins near the flats. Windowsill green or brown compost bins should be emptied into the compost bin in the Sheppard Flats car park. 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.

## **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. The College does not provide towels, tea towels, washing up cloths, crockery, cutlery or small electrical items such as kettles or toasters in communal areas.

### **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, in the Wolfson Flats (for flat residents only) and by the Sheppard Flats (hostel and Sheppard Flat residents). A laundry facility is also available in Wallace House which is for the residents including those residing in Boyd House and 36C. 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](http://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/viewcambridgechurchill](http://www.circuitgroup.com/viewcambridgechurchill). On the main website ([www.circuitgroup.com](http://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. Postgraduate 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). 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](http://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. Within reason, letters addressed to the College will be forwarded to a student's last known address for a month after ceasing to be a student. 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. Parcels delivered by Amazon will be placed in the Amazon Parcel room to await your collection; your College Card will open the door.

An inter-college postal service, free to students, is operated by Cambridge University Students Union on weekdays in Full Term from the Porters' Lodge. Items may be posted from the Porters' Lodge.

### **9.2 Music practice and audio technology**

The College has a number of student bedrooms which house pianos and Clavinovas can also be rented. Priority for these goes to music students but if you would like to rent one, you should contact the Tutorial Officer. 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.

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.

### **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, bicycles and electric scooters 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. Please do not climb the trees or shake the branches as they are very old and may break.

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](http://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 hard tennis courts and squash courts can be booked online [Churchill Sports & Exercise](#). Access to the squash courts is by College card. Please wear flat soled sports shoes (with non-marking soles in the squash courts). The College also has a dance studio and fitness area adjacent to the squash courts. Football may not be played in the tennis courts and balls must not be kicked against the wire netting. There are 3 tennis courts one court is also marked out for basketball and one 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 invite students from other Colleges to join you on the courts you must remain with the group during the booking. If you wish to organise university team practices, please contact sport Sports Field Bookings <field.bookings@chu.cam.ac.uk>.

The cricket, frisbee, football and rugby pitches must be booked through the Head of Grounds and Gardens on Sports Field Bookings <field.bookings@chu.cam.ac.uk>. 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 50m 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 Porters Lodge. 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. Outdoor exercise equipment is available to use near the Tennis Courts. This includes rowers and pull up bars. Ideal to include whilst using the new perimeter path.

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](http://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. 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 to be 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 JCR (Club) Room and is subject to Local Authority restrictions on volume. Children's 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. Mr Barry Phipps ([bjp31@cam.ac.uk](mailto:bjp31@cam.ac.uk)), Curator of Works of Art, 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.

There are student members on the Hanging Committee which organises exhibitions in College including, from time to time, a student art show.

Many of the artworks in the College are on loan - 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. A cycle repair service is provided by Cambridge Bicycle Workshop every weekday between 8.30am and 3pm, from the old potting shed on the private road. Opening hours are advertised on the notice boards. Bicycles may not be used on the College site off the private road. Students are not normally permitted to store bikes in their rooms; however, where a bike is of high value, and has an appropriate protective case an exception may be made by the Head of Estates. Please note that residents will be expected to fund repairs to rooms, when required as a result of storing a cycle within.

## **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. (<https://www.proctors.cam.ac.uk/motor-control>) Consequently, it is a University offence for a student to keep a car in Cambridge during Term without permission from the University Proctors.

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.

## **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, the cost of a single trip on this bus is subsidised and upon presentation of your University card, the current fare is £1. 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 Porters' Lodge can telephone a taxi on request.

Although cycling and walking are the main methods of getting around the city Cambridge enjoys a reliable and frequent public transport system. The usual bus timetables are displayed on the notice board by the Porters' Lodge and detailed information can be found easily online.

## **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 student 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 Head Housekeeper.

## **13. CONTRACTUAL RELATIONSHIP**

### **13.1 Room Agreement**

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 Bursar and, failing agreement at this level, to the College Council. A final appeal may be referred to the Office of the Independent Adjudicator under the ANUK Code of Practice ([www.oiahe.org.uk](http://www.oiahe.org.uk)).

General issues relating to the accommodation and services provided may be referred to student representatives on the Student Services and Facilities 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 agreement**

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:

Student residents will be required to vacate their College accommodation when their tenancy has reached its normal end date. A student may be required to vacate their College accommodation in advance of the normal end date of their 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.

## **6. ENVIRONMENTAL MATTERS**

The College is proud of its environmental credentials, and at the time of writing holds a gold award for the Student Switch Off Campaign and a platinum award for the Green Impact Challenge. All members of College and staff are expected to support these endeavours, below is a list of how you can do this.

1. Recycling facilities are provided on the loading bay and in the post room, as well as at other locations around site. Please ensure that you do not contaminate recycling bins as this renders them unrecyclable.
2. There is a facility to recycle plastic bags in the post room, for any student wishing to use them for shopping.
3. A British Heart Foundation bin is located on the loading bay for old clothes, linen and kitchen equipment.
4. Please switch off lights when you leave a room.
5. Try to avoid leaving your windows open when the heating is on, although some air flow is important for ventilation, if you are warm consider turning the heating down before opening a window.
6. Ensure that fridge doors are closed properly after use and that items are stored inside to maximise the use of the space whilst ensuring that there is sufficient air circulation.
7. When heating water for cooking, use a lid – this reduces the amount of time required. Only boil the amount of water you need in a kettle don't just fill it to the top.

**Appendix I: Electrical Safety** 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 or visual inspections annually on all College items. The College additionally offers free visual inspections of portable appliances that you bring to use at College, this is a mandatory requirement. Please visit [here](#) for more information for both undergraduate and postgraduate students regarding arrangements for testing.

As a College we would like both staff and students alike to be responsible for electrical safety. The College Estates 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 floating extension leads. The use of three-way plug-in block type adapters are not permitted. The maximum length of extension leads 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](http://www.chu.cam.ac.uk)

Tutorial Officers (undergraduates)	<i>Stephanie Cook</i>	<a href="mailto:stephanie.cook@chu.cam.ac.uk">stephanie.cook@chu.cam.ac.uk</a> (3)31672
	<i>Louise Ranger</i>	<a href="mailto:louise.ranger@chu.cam.ac.uk">louise.ranger@chu.cam.ac.uk</a> (3)36208
	<i>Sharon Knight</i>	<a href="mailto:sharon.knight@chu.cam.ac.uk">sharon.knight@chu.cam.ac.uk</a> (3)36230
Tutorial Assistant (undergraduates)	<i>Sarah Partridge</i>	<a href="mailto:sarah.partridge@chu.cam.ac.uk">sarah.partridge@chu.cam.ac.uk</a> (7)64598
Postgraduate Student Administrator	<i>Rebecca Sawalmeh</i>	<a href="mailto:postgrad@chu.cam.ac.uk">postgrad@chu.cam.ac.uk</a> (3)36157
Postgraduate Admissions Officer	<i>Sharon Knight</i>	<a href="mailto:sharon.knight@chu.cam.ac.uk">sharon.knight@chu.cam.ac.uk</a> (3)36230
Estates and Operations Director	<i>Tom Boden</i>	<a href="mailto:estates.director@chu.cam.ac.uk">estates.director@chu.cam.ac.uk</a>
Facilities Manager	<i>Paolo Paschalis</i>	<a href="mailto:facilities.manager@chu.cam.ac.uk">facilities.manager@chu.cam.ac.uk</a>
Head Porter	<i>David Reece</i>	<a href="mailto:head.porter@chu.cam.ac.uk">head.porter@chu.cam.ac.uk</a>
Porters' Lodge		(3)36000
Head of Buildings and Capital Projects	<i>Michael Doyle</i>	
Report a maintenance fault online at:	<a href="http://www.chu.cam.ac.uk/student-hub/resources/maintenance">www.chu.cam.ac.uk/student-hub/resources/maintenance</a>	(Raven password req.)
Health & Safety Manager	<i>John Moore</i>	<a href="mailto:healthandsafety@chu.cam.ac.uk">healthandsafety@chu.cam.ac.uk</a>
Head Housekeeper	<i>Heidi Willers</i>	<a href="mailto:housekeeping@chu.cam.ac.uk">housekeeping@chu.cam.ac.uk</a>
Accommodation Officer	<i>Agi Lajko</i>	<a href="mailto:accommodation@chu.cam.ac.uk">accommodation@chu.cam.ac.uk</a>
Meeting room/party bookings	<i>Events Office</i>	<a href="mailto:churchill.conferences@chu.cam.ac.uk">churchill.conferences@chu.cam.ac.uk</a>
Dean's Form:	<a href="http://Booking College Rooms &amp; Grounds - Churchill College (cam.ac.uk)">Booking College Rooms &amp; Grounds - Churchill College (cam.ac.uk)</a>	
AV Manager	<i>Chris Cummins</i>	<a href="mailto:audiovisual@chu.cam.ac.uk">audiovisual@chu.cam.ac.uk</a>
Dean	<i>Matthew Dorman</i>	<a href="mailto:dean@chu.cam.ac.uk">dean@chu.cam.ac.uk</a>
Bursar	<i>Tamsin James</i>	<a href="mailto:bursar@chu.cam.ac.uk">bursar@chu.cam.ac.uk</a>