ACCOMMODATION HANDBOOK 2026/27

WELCOME

1. ROOMS

1.1 College Accommodation

Churchill College offers a broad range of accommodation options to suit all residents. This includes family accommodation for postgraduate students and a few rooms adapted for those with limited mobility.

The student must tell the College if they have a disability which might hinder them escaping a building in the event of a fire so that a Personal Emergency Evacuation Plan (PEEP) can be developed. If the student has not been in contact with the Accessibility & Disability Resource Centre (ADRC), contact must be made with the Tutor and the Head of Facilities before the student's arrival at College as they will facilitate the construction and implementation of a PEEP.

The student must complete an online inventory form detailing the furnishings and condition of their allocated accommodation. Please follow this link: Accommodation Handbook, Insurance and inventory forms.

Students are expected to keep their accommodation in a clean and tidy condition throughout their occupation. A student's room may be inspected at any point and if it is found to be in an unsatisfactory condition, the student will be asked to take corrective action.

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

1.2 Allocation

The Postgraduate Office, the Tutorial Office and the Accommodation Office will work together to allocate College accommodation. Priority for postgraduate students is given to those who are in the first year or their course 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 students if they are moving to private accommodation, assuming, of course, that they have paid rent in a timely fashion, have maintained the accommodation in an acceptable condition, and have 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 and their agreement.

A copy of a Room Licence covering the terms of the occupation of a college room will be sent electronically before the start of the Michaelmas Term. It is important that the student reads its conditions carefully, signs it electronically and returns it via email as directed. Once the keys to a room have been signed for and the student has taken possession, the student will be deemed to have entered into the Agreement.

The College may require the student to move rooms at any time in an emergency but will otherwise endeavour to give reasonable notice. This is a rare occurrence.

1.3 Rents and charges

The rent that the student pays covers the provision of central heating in their room and network access. Additional charges include electricity charges (see section 3), and room contents insurance at £8.84 for the year per resident (see section 4.2), together with meal charges at privileged rates, printing charges and any fines that have been incurred.

The room rent levels are determined annually considering 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 the student is no longer a member of Churchill College against our 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 their 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, the student will be liable for rent for the whole academic year. Payment for the 10 weeks rent will be required in advance i.e., at the beginning of each Term.

If the student wishes to stay in College accommodation outside of the Periods of Residence, and where possible, they may be able to remain in their permanent room except for the duration of the Long Vacation, when specific staircases are allocated for student use. If the student can be accommodated, but their permanent room is required for other College purposes, they will be moved to a temporary standard room. This is particularly the case where they are in an ensuite room. The student will not be charged their normal room rate but will be charged £212 per week (£30.50 per night) for a standard room. Room rates in ensuite rooms outside the Period of Residence will be £252 per week (£36 per night) for rooms in the original courtyards and £317.50 per week (£45.50 per night) for rooms in Cowan Court. The room rates outside the Period of Residence include electricity.

Students will incur a fine of £50 if they do not move into their temporary room on the date given by the Accommodation Office, 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.

2026/27

Period of Residence

03.10.2026 - 12.12.2026

16.01.2027 – 27.03.2027

17.04.2027 – 26.06.2027

Full term

06.10.2026 – 04.12.2026

19.01.2027 – 19.03.2027

27.04.2027 – 18.06.2027

b) Postgraduate Students The Accommodation Agreement for Postgraduate Students is for a fixed period of time over the academic year usually from 1st October to 31st August. The student will be given the opportunity to shorten this agreement later in the year, however it will not be possible to terminate a licence before 30th June.

If a student is staying in a College room the following year, it may not be possible to move directly into the 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, students are asked to provide us with advance information on their planned arrival time; the College should be informed immediately if this changes.

On arrival, a student may have to walk some distance with their luggage to their room, so it is helpful to bring luggage with wheels. 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 of the Period of Residence. If arriving early, the Accommodation Office needs advance information of actual arrival date so that rooms are clean and ready for occupation at the start of term. If a student arrives earlier than they have informed the Accommodation Office, they 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.

Students are expected to leave College on the last day of the period of residence unless they have requested permission to stay longer. If they wish to reside in College outside of the period of residence, they must state their reason for making this request on their 'Going Down' form before submitting it.

This requirement also applies to students who are graduating and wish to remain in College until General Admission. The student should not assume that their request can be granted until they receive confirmation from the Accommodation Office. All students are required to complete the online 'Going Down' form regardless of their departure and arrival dates.

Any change to a student's 'Going Down' form requested after the given deadline must be proposed by email to the Accommodation Office (accommodation@chu.cam.ac.uk). Changes requested after the deadline will incur a charge of £30 unless the changes are requested for academic reasons (authorised by the Director of Studies) or serious tutorial reasons (authorised by the Tutor) – in either of these circumstances, the student will not be charged.

Scholars and international undergraduates may occupy rooms in College outside the College Period of Residence and outside of their 10 weeks termly contract, at the relevant room rate, provided they give reasonable notice and subject to availability. They do not, however, 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 the student's room unless there is a locked cupboard over the wardrobe. If the student is returning to the same room and using the overhead locker, they must pack their belongings in suitable containers and ensure that they do not leave perishable items in the locker as these will attract pests. Please be mindful that in an emergency, a member of staff may need to unpack their locker.

When 'Going Down' at the end of the academic year, all possessions must be removed from the student's room, including any items in the overhead lockers. Any items that are left in the room will be considered abandoned and 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.

Upon departure from College, students must hand in their room key to the Porters' Lodge. The student should also submit the electricity meter reading for the room, if applicable. All students are required to sign out upon departure.

Postgraduate Students

Some of the postgraduate accommodation is several hundred metres from the College entrance. For students accommodated at the top of the College site, it is recommended that they ask the taxi to wait while they collect their keys from the Porters' Lodge, in order to take luggage close to the allocated room.

Students must let the Postgraduate Student Office know the date and approximate time of their arrival at least two weeks in advance so that we can ensure their room is ready. If not, it may not have been cleaned or set up. 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 the student needs to leave Cambridge to carry out research for more than a couple of weeks, with their Department's permission, the student should consult their Tutor about applying for leave to work away.

Students must sign in and out at the Porters' Lodge if going away from Cambridge, for whatever reason.

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 Office (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 cancellation, the Accommodation Office should be informed by 12pm one day prior to arrival, otherwise the charge will be incurred. Online pre-payment is required at the time of booking. Rooms are generally available from 3pm 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 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 £5.00 per night borrowed. Linen can also be hired for a charge of £7.00. Failure to return roll up mattresses or linen will result in a charge to the residing student equal to the cost of their replacement. All charges will be added to the student's College bill. Guests may only stay for a maximum of 3 nights in a student's room and students must register all guests with the Porters' Lodge (see Room Licence). The student is responsible for ensuring their guests comply with College rules.

Accommodation is available all year round (subject to availability) at The Møller Institute: the training and conference venue situated in the grounds of the College. It has 4-star facilities, including: ensuite accommodation with air conditioning, free car parking and free wireless internet access. Special rates for Churchill College members (and their parents) are currently £120 including VAT for single occupancy and £140 for double occupancy. These prices include full English breakfast.

To book, students should contact Reception at The Møller Institute, T: 01223 465500, E: reception.institute@chu.cam.ac.uk and state their connection to the College. For additional information see the website here: Conference Centre & Residential Training Venue In Cambridge (mollerinstitute.com). There is no accommodation for under 16s in the Møller Institute.

The presence of a guest in College should not cause nuisance to College 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 Senior Tutor during term time or the Accommodation Office whilst out of term.

College members are welcome to bring their own children into self-service meals in the Dining Hall and there are highchairs available. Children cannot attend formal dinners. 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, students must inform the Porters' Lodge immediately and notify their Tutor. All Porters are first aid trained and have a fully equipped first aid kit, and access to a defibrillator and EpiPen. 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, an accident form should be completed 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.

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

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

2.2 First Aid Provision

If students require first aid, there are several First Aid trained staff on-site, 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 website for surgery opening times: College Nurse.

Students must register with a General Medical Practitioner (doctor) while they are in Cambridge and inform the Tutorial Office or Postgraduate Office who it is by updating their record on CamSIS. Students must notify the College Nurse of any serious allergies they have. If unwell whilst the College Nurse is not on duty, students should contact their GP (doctor) or the out of hours GP support service (Telephone 111). Students should not go to the hospital except in an emergency.

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

Personal belongings that are potentially dangerous to others, or 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, highly flammable substances (including candles, tea-lights and oil lamps), E-Scooters and weapons or replica weapons of any kind - even when their possession is, strictly speaking, within the law (such as air guns). In case of doubt, students should consult the Head of Estates in advance.

2.4 Electrical Safety

Please see Appendix 1

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 is a schedule in all accommodation informing residents of the appropriate day. The sounding of the alarms at any other time should be considered indicative of a fire and an evacuation should be actioned.

A log is kept of all fire drills and the Head Porter is responsible for arranging drills for each staircase,

the main College buildings, and the hostels. If the alarm sounds continuously, students 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 each bedroom door.

The main cause of false alarms in the College is unattended cooking. Deep frying and the use of rice cookers in bedrooms, see further information in 5.1 re staircase snack kitchens, is forbidden. No cooking may be done in bedrooms, and this breach of safety rules puts the lives of all residents at risk. In the case of repeat incidents or gross negligence, the perpetrator may be reported to the Dean and the occurrence will be treated as a disciplinary offence. The fire sensors in the kitchens are heat sensors that 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. Students must always remain present in the kitchen whilst cooking.

Candles, oil lamps and tea lights must not be present anywhere in the College rooms. Mobile phones and chargers must not be plugged in overnight.

It is the duty of all College members, guests, and visitors to prevent fires. 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. They must:

- If you discover a fire, raise the alarm by the nearest call point and dial 999
- Evacuate the building and do not stop to collect personal belongings
- When safely out of the building, contact the Porters' Lodge
- Go to the Assembly Point designated for their 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 the fire evacuation protocol posted on the back of the door. It is important that escape routes, especially in staircases, which can act as a chimney, are kept clear of flammable material, such as paper, cardboard boxes, and cooking materials, as well as other belongings like shoes or sports equipment, which could impede a rapid exit 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 replaced where applicable. Any tampering with the fire detection/alarm systems or 'first aid fire appliances' (extinguishers etc.) is deemed a very serious offence and will be dealt with severely by the College; this could be considered a criminal offence resulting in police involvement.

Students who have a disability which might affect their ability to evacuate a building rapidly, should inform the Head of Facilities before they arrive in College so that appropriate assistance can be organised, and a PEEP implemented.

2.6 Smoking and Vaping

Smoking and vaping are only permitted on the College site in the designated places and not in any of the Courtyards.

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 the room is empty. Ground floor windows in communal rooms in the houses should be shut when the room is empty.

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_2 emissions. Therefore, to minimise the amount of condensation, or damage caused by condensation, students must:

- 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, if needed
- do not wash windows with vinegar, it damages the wood

Ventilation is very important, and it is imperative that extractor fans in both bathrooms and kitchen areas are used. If the extractor fan is not working, Maintenance should be alerted 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 a reduction of carbon emissions year on year.

3.1 Heating

Central heating is supplied to all College rooms and house 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 may be adjusted to suit.

Heating costs are reflected in College rents and occupants are encouraged to help save energy and cost by keeping windows closed in cold weather and using thermostats in College rooms sensibly—these should be turned down whenever rooms are empty or windows are open. Some rooms have a thermostat on the wall, others (mainly the postgraduate houses) have them on the radiator. Sometimes these valves may become stuck from not being used during the summer months. If there is a problem with the heating, Maintenance should be contacted (see section 8 below for fault reporting). If an extra blanket is needed 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 the electricity trips, students 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.

You are required to provide electricity meter readings if you live in North, South, East or West Court at the start and end of the fixed period of residence for each term. This enables the College to monitor its usage to help with energy saving initiatives, identify potential issues and reasonable use. An email reminder will be sent to you with a link to record the information.

Many of the rooms are fitted with heated towel rails - please note that these use a significant amount of electricity 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 as used by each flat.

It is a statutory requirement that a percentage of electrical supplies are tested each year. Maintenance will provide 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 houses, the kitchen cold water tap will be on the water mains and is suitable for drinking. Student are asked to report any leaks to the Maintenance Department using the website job logger (Churchill College Help Center - Jira Service Management).

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 wastewater systems (via basins, baths, showers, toilets or external drains, e.g., under rainwater downpipes) but 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 College undertakes disinfection of the showerheads every three months which will require access to all rooms (with prior notice).

3.7 Lighting

If a light bulb fails, and the student is unable to change it themselves, it should be reported it to Maintenance using the link on the College website Maintenance - Jira Service Management (atlassian.net). As far as possible, all light bulbs will be low-energy, long-life models. In College, the Porters will exchange a 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, hairdryers, electric razors) may be used; however, cooking equipment, other than a kettle, must not be used in 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. 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.

All undergraduate residents will be required to bring electrical appliances to a central point for testing. Postgraduates will have their appliances tested in their residences. 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 this number in their mobile phone for emergencies.

3.10 The College IT Network

All rooms in the College, including those in the houses 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 this can also be found as QR codes on the notice board outside the Computing Office and in the Porters' Lodge. This allows the use of 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, the University's free Wi-Fi network. Offsite houses generally have consumer-grade wireless broadband connectivity (BT, Virgin, etc.). There is wireless access with Eduroam 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. The rules relating to the College's policy for appropriate use of the network and the ban on peer-to-peer file sharing software should be noted.

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 and on College support at Computing Support.

3.11 Television

There is no communal aerial facility for College rooms (except Wolfson 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. Home licences are not sufficient. 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 house residents use a TV in a communal room, they must take out a TV licence for the house. The MCR Equipment officer can advise if there is a licence for the 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), students may continue to be charged rent. If the key is lost, there will be a charge of £30.

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 a College Card. There are also locks at the main entrance doors to postgraduate houses: it is recommended that these are kept locked at all times.

Unfortunately, experience shows that thefts of money, mobile phones, books, computers, and other valuables occur from time to time; therefore, students should take care to lock their rooms and shut windows whenever out, even if just going to the bathroom or snack kitchen. Valuable belongings should not be left in view of windows in a room or 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 all 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 houses.

It is strongly recommended that students mark all property and keep a note of identification numbers. Bicycle theft is particularly high in Cambridge and students must register their bike with the Porters' Lodge, and always lock it up in a cycle shed or designated cycle rack. It is a University statute requirement that students clearly mark their cycle with college ID as follows: 'CHU (followed by an account number)'. Permanent marker pens can be borrowed from the Porter's Lodge. A record of valuable items and serial numbers should be kept. Register them all at www.immobilise.com. The police may recover property from a thief before the owner even knows 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 Gallagher. The cost of £8.84 per person for the year will be added to College bills during Michaelmas Term. In the studio flats and maisonettes, the premium is twice this, but both residents are covered. Supplementary insurance can be bought online. These may be covered by Home household insurance already, but students should check first as many insurers don't cover students whilst away from home.

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, or at the end of their room licence agreement. Any items left behind will be treated as abandoned and may be sold in aid of charity.

Bicycles which are unregistered (see Transport) or registered to a student who has graduated from the College will be removed from College premises and disposed of.

4.4 CCTV

CCTV cameras are used around the main site to help 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 to monitor any suspicious activity, however 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. The CCTV Code of Practice can be found 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

Snack kitchens are provided 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. The student may only use the snack kitchen on their own staircase or in their house. **Food that is cooking must never be left unattended**. Hot snacks should be prepared in the snack kitchen located on each staircase or house and students should clean up promptly after themselves — Housekeepers are not required to clear up after students 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. For safety purposes, hobs have run-on timers that automatically turn off after a set time period. Toasters and kettles are not supplied. Students will need to bring their 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. 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 house kitchens for storage of food, as catering is provided on site for three meals a day. We advise students to label and date any food they leave in a College fridge.

If a student wishes to bring a fridge into their room, they must get permission in advance from the Head Housekeeper and put it on a waterproof tray. The student will be required to pay a £50 deposit (this will be charged to their College account) because the College must pay to dispose of any fridges left on the premises. Undergraduates must remove their fridge from the College during the summer vacation unless they make alternative arrangements with the Housekeeping Department. There are a limited number of quiet, low energy, leak proof fridges which can be rented from Housekeeping for £2.50 a week (forms are available in the Porters' Lodge during the first week of the new academic year). Fridges are rented for a period of 12 months at a time and must be left in the student's room clean and empty over the long 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.

When paying for meals, students should present their College card at the tills to benefit from the subsidised rates for College members. Self-Service meals in Hall are exempt of VAT for students, so College cards and fobs should only be used for meals that are for personal consumption.

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

6. CLEANING and CARE OF ROOMS

Any faults or damage caused to rooms during 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 by misuse will be charged to students in full.

The kitchens, bathrooms, and any communal areas of each house are cleaned twice a week and daily in staircases from Monday to Friday. The communal areas of the smaller houses will only be cleaned once a week unless exceptional circumstance requires otherwise. Ensuite rooms in staircases will be cleaned weekly by housekeepers.

6.1 Condition of room and furniture

Rooms must be handed back 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 the student's room each week to check that they are keeping their room reasonably clean, clearing their 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 the student is not maintaining their room to an adequate standard, they will contact the student with a list of what needs to be done. If the student disagrees with this, please contact the Housekeeping Manager who will make a second assessment. The student should also contact the Housekeeping Manager if they have extenuating circumstances (such as a health issue) which affects the ability to maintain their room to an acceptable standard. If a student's room has not been cleaned well enough when it is vacated, the student may be charged a minimum £25 and maybe more depending on how long it takes to bring the room up to the required standard.

A student must not stick things to the walls of their 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 furniture or fittings when students move into their room, this should be noted on the 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 if they have not already been contacted. Rooms will be checked during the year. Notice of this will be given in advance.

6.2 Rubbish and recycling

Rubbish and recycling arrangements vary by location of College residence and we aim to recycle as much as possible. 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 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.

Each kitchen has recycling arrangements shown on posters and bins. Please put items in the correct bins as otherwise contaminated recycling is treated as general waste and goes to landfill. Similarly, recyclable items should be rinsed off to avoid food waste contamination and risk of attracting insects etc.

Please break up boxes and bulky items and on main College site take directly to the loading bay recycling bins. Batteries and toner cartridges should be taken to the appropriately labelled box in the Post Room.

6.3 Bathroom, toilet and shower areas

Communal bathrooms and toilets in staircase rooms are cleaned daily by the Housekeeping department. Please remove hair from the shower or bath after showering, to prevent blockages. Please leave bathrooms and toilets in the condition that you would like to find them.

6.4 Ensuite Facilities on Staircases

Bathrooms in ensuite rooms are cleaned by the Housekeeping Department on a weekly basis for undergraduate staircases. There is no additional charge for this service. Please remove hair from the shower or bath 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.

Postgraduate students in ensuite rooms and flats are required to keep their ensuite shower rooms clean. Housekeeping can offer advice on suitable cleaning materials for toilets and showers.

6.5 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 ensure that these are taken to the collection point at the bottom of each staircase). There is a box for batteries in the Post Room near the Porters' Lodge and toner cartridges can be recycled at the Housekeeping Office. Light bulbs should be handed to the Porters for recycling/replacement. Students can request a green food waste bin from Housekeeping – please note that this will be withdrawn if the waste within becomes contaminated by items other than food. It is the students' responsibility to ensure that the green bin is emptied regularly using the appropriate food waste bin in the loading bay.

Electrical goods should be taken to Maintenance for safe disposal. If the College has to pay for disposal (e.g. of fridges), the charge may be passed on to students.

6.6 Houses

The arrangements for collection of rubbish by the City Council from houses can be found in the file in house kitchens, on their website (Bins, recycling and rubbish - Cambridge City Council) 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 the green (for organic matter) and the blue (for recyclable items) on the second week. Please note, the blue bin is for clean glass, plastic bottles, cartons, cardboard and tin cans only.

Residents are responsible for the disposal of all rubbish to the external bins. The residents of offsite houses are responsible for ensuring the appropriate bin is put out for collection on the relevant day and taken in once it has been emptied. Please break up boxes and bulky items to minimise volume and maximise bin space and ensure all bin lids are fully closed to reduce risk of attracting insects, rodents etc.

6.7 Flats

There are large communal bins near the flats. Window sill (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 they contain black bags or are contaminated with non-recyclable waste. As a result, staff may have to clear them out and we reserve the right to pass the cost of this onto the residents.

7. LAUNDRY AND LINEN

7.1 Bed Linen

College duvets and pillows for beds are provided to all student rooms. The College will also provide mattress protectors but not bed linen, and students are expected to use a sheet, pillowcase, and duvet cover. If students wish to use their own duvet, the supplied duvet should be stored in the wardrobe. Reasonably priced packs of bedlinen for single or double beds are also available for purchase in advance via a form that will be sent prior to the start of the new academic year. 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 the following locations:

- Laundry rooms at the bottom of staircases 42 ,47, and staircase 5 (where there is a drying room also),
- The basement of Cowan Court
- In the Wolfson Flats (for flat residents only)
- By the Sheppard Flats (for flat residents only)

Machines are operated via the Circuit Go app – details of which are displayed in the laundry. The equipment is owned and maintained by Circuit Group Ltd. If a machine in one of the main College laundries is faulty, please telephone Circuit on 0800 281 2288 or 01422 820026 if ringing from a mobile phone and refer to the number on the machine. Alternatively, faults can often be resolved by the FAQs via their website (https://circuit-go.com/) or email Circuitgo@circuitgroup.com. If the problem cannot be solved by these, the Porters' Lodge should be advised so that they can ensure it is followed up.

During peak times, there can be considerable demand on the laundries. The Circuit Laundry app shows which machines are in use and how long is left on each machine's cycle.

Laundry facilities are also available in Wallace House (for residents of Wallace House, Boyd House and 36C), and in staircases 61, 62 and 63.

Drying things in rooms should be avoided as this causes condensation and mould growth if there is no ventilation. The tumble dryer prices are deliberately pitched at an economical level. There are drying lines outside all the College houses and drying rooms by the Wolfson Flats and Staircase 5 laundries.

Some of the College houses are supplied with domestic style washing machines and dryers, where possible. Postgraduate students in College houses without laundry facilities may use the facilities in the College laundries. If there is a fault in one of the house machines, please report it to maintenance via the College website: https://www.chu.cam.ac.uk/support/maintenance-issue-logging/.

8. REPAIRS AND MAINTENANCE

Where possible, repairs are carried out when rooms are vacant. If necessary, repairs may occur during term time or when a student is still in residence. Students will be given at least 24 hours' notice where possible. The College reserves the right to enter the accommodation at all reasonable times to inspect rooms, carry out any necessary works, and to show others the property (e.g. builders, architects etc.). This may be without notice in case of emergency, or with only minimal notice if necessary.

Any maintenance problems should be reported promptly using the online reporting system, Jira, which can be found on the College website. A Raven password is needed to access the maintenance and housekeeping reporting system (see IT and College Computing). Only emergencies which result in significant risk to College property or Health and Safety will be dealt with out of hours. Please report these to the Porters' Lodge. The duty maintenance staff may wish to speak to the student to ascertain the importance of the fault.

The College will endeavour to repair or make safe any health and safety critical item within 8 hours of reporting, subject to the availability of parts. Most other problems should be investigated within 48 hours and will then be 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 projects. A list of approved contractors and copies of their Public and Employer's Liability Certificates are held in the Maintenance Office. Students should check with the Porters' Lodge if they are unsure as to the identity of anyone arriving to undertake work.

9. OTHER FACILITIES

9.1 Post/Mail

Each student, whether resident in College, a College house or living out, will be allocated a pigeonhole in the Porters' Lodge or in the post room opposite. 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. To help the Porters' Lodge correctly place post, students should ensure that they give their full name and the College address to persons and organisations with whom they wish to correspond. Parcels delivered by Amazon will be placed in the Amazon Parcel room to await collection. College Cards 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 few student bedrooms which can house Pianos and Clavinovas which can be rented. Priority for these goes to music students and Organ Scholars but if students wish to rent one, they should contact the Tutorial Office. Electronic keyboards may be re-located to College accommodation only. Facilities for practice and performance of music are available in the Music Centre next to North Court. These facilities include the Recital Room, housing a harpsichord and Steinway grand piano, one smaller practice room with an upright piano and a recording studio. The rooms may be booked via the College website by College members only once authorised as a user by the Music Sizar. Once authorised, the Music Centre can be accessed via College card. Non-college members wishing to use the Music Centre should consult the Music Sizar, who controls

access to the Music Centre. The rooms are available from 6am to midnight most days in term time with reduced hours during vacation.

The recording equipment in the studio/control room cannot be used between 11pm and 6am and College members must obtain authorisation and induction training from the AV Manager before using it. Alternatively, the studio control room can be used for instrumental practice without induction.

All music rooms 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 or vaping. Please switch off all lights when leaving any of these premises and lock up.

Additional music practice facilities are available in the Chapel by permission of the Chapel Trustees and can be used up to 11pm. Availability can be seen on the Chapel website (under 'Chapel' on the College website), alongside guidelines for using the Chapel and instructions for booking. The Chapel has an Organ and Yamaha grand piano. 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 roads from Madingley Road around Cowan and West Court and from Storey's Way around the Wolfson Flats must be left clear at all times.

Residents are welcome to pick the fruit from trees in College gardens of houses 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.

Games and social gatherings

Be respectful of others and 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 here: College bookings. College members can access the squash courts by College card. Users must wear flat soled sports shoes with non-marking soles in the squash courts. The College also has two dance studios adjacent to the squash courts. Football must not be played in the tennis courts and balls must not be kicked against the wire netting. There are three hard tennis courts with additional floor markings for netball and basketball hoops. During the summer there are three grass tennis courts also. The courts are for the use of College members - if students invite students from other Colleges to join them on the courts, they must remain with the group during the booking.

Students wishing to organise university team practices or to use the cricket, football and rugby pitches must book 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. Inductions can be booked with the Gym Supervisor using this link: College bookings, and all other enquiries can be sent via email to gym@chu.cam.ac.uk. Faults should be reported to the Facilities Manager. All equipment is used at the student's own risk and the College will not accept any liability for injury caused using said equipment. Only authorised Boat Club members may use the locked rowing machines. Churchill Road must not be used for any form of sport such as rollerblading or skateboarding due to traffic. There is outdoor exercise equipment near the Tennis Courts, including rowers and pull-up bars.

The University's sports centre is located on the West Cambridge site. 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 can 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 the use of rooms like the Dining Hall and the Wolfson Theatre. These codes can be consulted in the Conference Office or online and may include the completion of a Room Booking Form. 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. Rooms still need to be booked via the conference office. During 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 on the grounds, 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 Room Booking Form, available 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. Staircase Parties for a maximum of 10 persons do not require formal permission from the Dean. All College houses are subject to the same rules. Porters must be informed in advance if a staircase party is arranged. Parties must not cause disturbance to other students. Those that do will be closed down by the Porters.

For parties other than Staircase parties, the host must complete and submit the Room Booking Form, which can be found on the College website, at least seven days before the date of the party. There are additional restrictions on parties during the Easter 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.

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 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), Curator of Works of Art, can grant permission for use of the studio and the key will not be issued by the Porters unless the student's name is 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 to have cars in Cambridge under University Regulations, and there is no parking available to students on most University sites (apart from registered disabled students).

Bikes must be registered at the Porters' Lodge and marked with 'CHU' and the student's 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 bikes up in one of the College bike sheds at night. Be vigilant. The Porters' Lodge can provide the combination codes for the bike sheds. Unmarked bicycles may be removed at the end of the academic year or during the announced bike culls. Bicycles may not be left by the ponds outside the front of College. There are plenty of bike racks and sheds on the site.

It is important that bikes are roadworthy and that riders 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. Students are strongly urged to wear a helmet and light coloured or reflective clothes. An on-site 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 Housekeeping Manager. Please note that residents will be expected to fund repairs to rooms for damage caused by the storing of cycles within.

Unattended charging of E-Bike batteries is prohibited and will lead to the battery being confiscated.

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. Tutor's support must first be sought, and the required form submitted to the Motor Proctors, where necessary. The Head Porter must be advised. This does not automatically entitle students to a parking space in College. Permits are issued on an annual basis. All student cars must be parked in the car park at the top of the private road beyond the grounds and gardens compound.

10.3 Public transport

The College is 2 miles from the railway station and the U (Universal) bus runs to the latter from the stop 'near Storey's Way' (a 2-minute walk from the Porters' Lodge). The cost of a single trip on this bus is subsidised and upon presentation of a University card (the current fare is £1). Taxis cost about £10, and the Porters' Lodge can telephone a taxi on request. Long distance coach services to London, Oxford, major airports and elsewhere in the UK leave from the bus station on Emmanuel Street and Parkside (the road by the Police Station).

Although cycling and walking are the main methods of getting around the city, Cambridge enjoys a frequent and reliable public transportation system. The usual bus timetables and detailed information can be found easily online.

11. GOOD NEIGHBOUR POLICY

Students should be mindful of their proximity to neighbours, both within the College and the wider community. Particular attention is drawn to students residing in offsite/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 others. This is true both of noise from musical instruments, stereos, radios, televisions etc. and groups of people.

During quiet hours there must be no noise audible from outside student rooms. Quiet hours are:

- 11pm to 8am weeknights and Sunday nights
- 00.30am to 10am on Saturday nights.

Outside quiet hours, noise should be kept to a reasonable level. Noise is considered 'unreasonable' if it annoys or provokes a complaint. The playing of musical instruments or sound systems at an inappropriate level whilst doors or windows are open will usually be deemed unreasonable.

Those who persistently cause disturbance by noise - for example, where more than three warnings have been issued - may be sent out of College or required to vacate their house room. If students are troubled by noise, and the person responsible does not reduce it when asked, students should seek the assistance of the Porters. If these efforts are not successful, students should ask for help from their Tutor or the Dean; asking for noise to be reduced is not anti-social behaviour, making noise that consistently disturbs others is.

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, but students should check their College pigeonhole at regular intervals. 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 College rooms for maintenance, housekeeping, welfare or security reasons. Where possible they will advise occupants by note or email in advance. Where it has not been possible to provide advance notice, the visit should be recorded in the book at the bottom of the staircase or in the hall of the house. If this book is missing, students are asked to tell the Housekeeping Manager.

13. CONTRACTUAL RELATIONSHIP

13.1 Room Agreement

Every student living in College-provided accommodation will be given 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. Please note that whilst 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.

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 Estates and Operations Director should be informed, and an investigation will be undertaken.

Should the student feel their complaint is not resolved through these channels in a way they deem acceptable, they 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 (www.oiahe.org.uk) or under the ANUK Code of Practice (https://www.anuk.org.uk/)

Any general suggestions relating to the accommodation and services provided should be referred to

the student representatives on the Student Services and Facilities Committee.

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 (https://www.anuk.org.uk/) 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 Governance & official documents - Churchill College (cam.ac.uk).

13.5 Early termination of room agreement

Under Regulation 6, a student may be required to leave college accommodation permanently under specific circumstances. If required to leave College accommodation, the student's right to appeal the decision is stated in Regulation 6 of College Regulations.

14. ENVIRONMENTAL MATTERS

The College is proud of its environmental credentials and at the time of writing holds 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 to do this.

1. Recycling facilities are provided on the loading bay and in the post room, as well as at other locations around site. Recycling bins should not be contaminated as this renders their entire contents unrecyclable
2. There is a facility to reuse plastic bags in the post room for any student wishing to use them for shopping
3. Lights must be switched off when leaving a room.
4. Windows should not be left open when the heating is on, although some air flow is important for ventilation.
5. Fridge doors should be closed properly after use and items should be stored inside to maximise the use of the space whilst ensuring that there is sufficient air circulation.
6. When heating water for cooking, lids should be used – this reduces the amount of time required. Only the amount of water needed should be boiled.

Appendix 1: 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 are brought to use at College, this is a mandatory requirement. More information can be found here: Electrical Safety Inspections - Churchill College (cam.ac.uk).

As a College, we would like both staff and students alike to be responsible for electrical safety. The College Estates and Operations Department will be able to assist with any queries arising 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 equipment brought into College for private use, whether tested or untested.

1. If there are not enough electrical outlets in a room, the four-gang floating extension leads can be used. The use of three-way plug-in block type adapters is 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 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).

    b. Colour code: Brown (formerly red) = Live wire Blue (formerly black) = Neutral wire Green/Yellow = Earth wire

    c. 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).

    d. All plugs and adaptors must have the British standard mark on them

3. The student must check that the item they are going to connect to the supply is of the correct supply rating. The United Kingdom supply voltage is 240v. at 50Hz. Items that are not rated for this voltage should not be used 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

Porters' Lodge		(3)36000 or 01223 336000
Tutorial Office Manager	*Stephanie Cook*	tutorial@chu.cam.ac.uk (3)31672
Tutorial Officer	*Sarah Partridge*	tutorial@chu.cam.ac.uk (3)36208
Tutorial Assistant		tutorial.assistant@chu.cam.ac.uk (3)36132
Postgraduate Office Manager	*Rebecca Sawalmeh*	postgrad@chu.cam.ac.uk
Postgraduate Assistant	*Lily Hunter*	postgrad@chu.cam.ac.uk
Estates & Operations Director	*Dave Prinsep*	estates.director@chu.cam.ac.uk
Head of Facilities	*Giancarlo Picciullo*	facilities.manager@chu.cam.ac.uk
Head Porter	*Wayne Maund*	head.porter@chu.cam.ac.uk
Head of Buildings and Capital Projects	*Paul Lawrence*	
Health & Safety Manager	*John Moore*	healthandsafety@chu.cam.ac.uk
Housekeeping Manager	*Heidi Willers*	Housekeeping.Manager@chu.cam.ac.uk
Accommodation Manager	*Agi Lajko*	accommodation@chu.cam.ac.uk
Meeting room/party bookings	*Events Office*	churchill.conferences@chu.cam.ac.uk
AV Manager	*Chris Cummins*	audiovisual@chu.cam.ac.uk
Dean	*Sam Lambert*	dean@chu.cam.ac.uk
Dean's Form:		College bookings
Bursar	*Tamsin James*	bursar@chu.cam.ac.uk
Report a maintenance fault online		Churchill College Help Center - Jira Service Management (Raven password required)