

Useful Information for Residential Guests

Welcome to St Catherine's and thank you for your interest in staying with us. This document highlights some general points which apply to all guests resident at the College and so we ask that you please take note accordingly prior to your arrival:

General site information:

- Our address: St Catherine's College, Manor Road, Oxford. OX13UJ.
- As per UK law, we have a firm "no smoking indoors" policy. We ask that anyone wishing to smoke does so **only at the designated external smoking points** and that all cigarette ends are carefully and tidily disposed of. Smoking is NOT permitted in bedrooms and a surcharge may be levied for additional cleaning if guests are found to have been doing so.
- We ask that any cycles are parked only in the designated areas containing cycle stands and not left against walls.
- **Parking is NOT generally available to guests, other than blue badge holders.** The use of Oxford's excellent Park & Ride links are therefore recommended for most guests (the best Park and Ride site for access to the College being Thornhill).
- It is very unusual for the College to accommodate any guests under the age of 18 and most of our accommodation is in single occupancy rooms. Adjoining rooms can be requested for parties of more than one adult.
- The College is unable to take any payment on-site for accommodation. These payments need to be made via the 'Speedy Booker' B&B system on our conference web site (www.catzconferences.com). Should you wish to extend your visit (dependent upon availability), you should book the extension *at least 48 hours* before your check-out time (for Speedy Booker payments relating to weekends, booking may need to be earlier than this due to online cut-off times).
- St Catherine's is a college campus with listed buildings and natural hazards. There are control measures in place but risks cannot be 100% eliminated. Visitors are respectfully reminded of their responsibility to take care of themselves throughout their visit.
- First aid facilities and trained staff can be accessed 24/7 by contacting the Porters' Lodge.

Check-In, Check-Out, Breakfast and General Security:

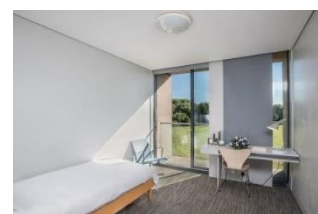
- **Check-in is available at the Porters' Lodge from 14.00 hrs.** The Lodge is open 24/7 and so later check-in times are perfectly acceptable. Limited secure luggage storage is usually available at the Lodge if required for early arriving guests.
- Out of respect for all residents, we ask for quiet between midnight and 08.00 (with the exception of banquets using our bar).
- Fire procedure details and a site map showing fire assembly points are located on the back on each bedroom and meeting room door. Please familiarise yourself with these on arrival.
- We ask that all persons follow the instructions of our staff in the event of a fire or an emergency.
- We ask guests to please contact the Lodge in an emergency or if they see anything suspicious (01865 271700).



- We recommend that guests lock their bedroom doors at all times – **the College accepts no liability for any items/cash/valuables brought on site**. Individual personal travel insurance policies are recommended where applicable. Guests may, however, deposit small items in the College safe - please contact the Porters' Lodge for this.
- We ask you not to divulge any door entry codes (where applicable) or grant access to any of the buildings to anyone that you do not know.
- Breakfast, where this has been pre-booked as part of your stay, is served in the main Dining Hall at any time between 08.00 and 09.00hrs each morning. This is usually a buffet style of both hot and cold offerings.
- **All bedrooms should please be vacated promptly by 10.00 hrs** on the day of departure (as they may be required for other guests arriving that afternoon). Secure luggage storage is usually available at the Lodge if required. *Please note that charges may be issued for late check-outs or unreturned keys.*

Bedroom Provision:

- All of our bedrooms have linen, towels, tea and coffee making facilities and toiletries provided as standard. Items such as hairdryers and adaptors can usually be acquired from our Lodge.
- Bedrooms at the College are student study bedrooms (occupied by students during term times). They are basically but comfortably furnished but do not have televisions/radios/telephones etc. Most are single occupancy ensuite rooms unless otherwise stated. Multiple occupancy will not be permitted – please request adjoining rooms if you have more than one adult in your party and we will do our best to accommodate that request.
- Rooms may be located on the 1st or 2nd floor with no lift access. Please add a note to your booking if you have specific access requirements.
- If you have a problem with your room or require items such as extra blankets etc. in winter please contact our Lodge Porters.



Social and relaxation:

- The College's JCR Bar is usually open to guests from 18:00hrs onwards during vacations unless booked for a private event.
- The wonderful College Gardens (largely designed by Arne Jacobsen and featuring secluded seating areas and inspiring statues) are open to all guests.
- Just behind the College (accessible via a footpath behind the Lodge) are the beautiful University Parks.
- Oxford has many attractions within the city ranging from theatres and museums to bars and nightclubs. The centre of the city is a circa 10-15 min walk from the College.
- Need a taxi? Contact our Lodge Porters who will be happy to call one for you.



Internet Access:

Wireless internet access is available to B&B guests via 'The Cloud' free Wi-Fi system. If you have relevant academic links, we also have the academic 'Eduroam' system available. In utilising this facility, you are agreeing to abide by our internet procedures and regulations, a copy of which can be accessed here - [IT Regulations 1 of 2002 | Governance and Planning \(ox.ac.uk\)](https://www.ox.ac.uk/governance-and-planning/2002)

Finally, we very much hope that you enjoy your time at St Catherine's and please do complete a feedback form after your stay to let us know your thoughts!

A map of the College site is included on the next page for reference.



ST CATHERINE'S COLLEGE
OXFORD

