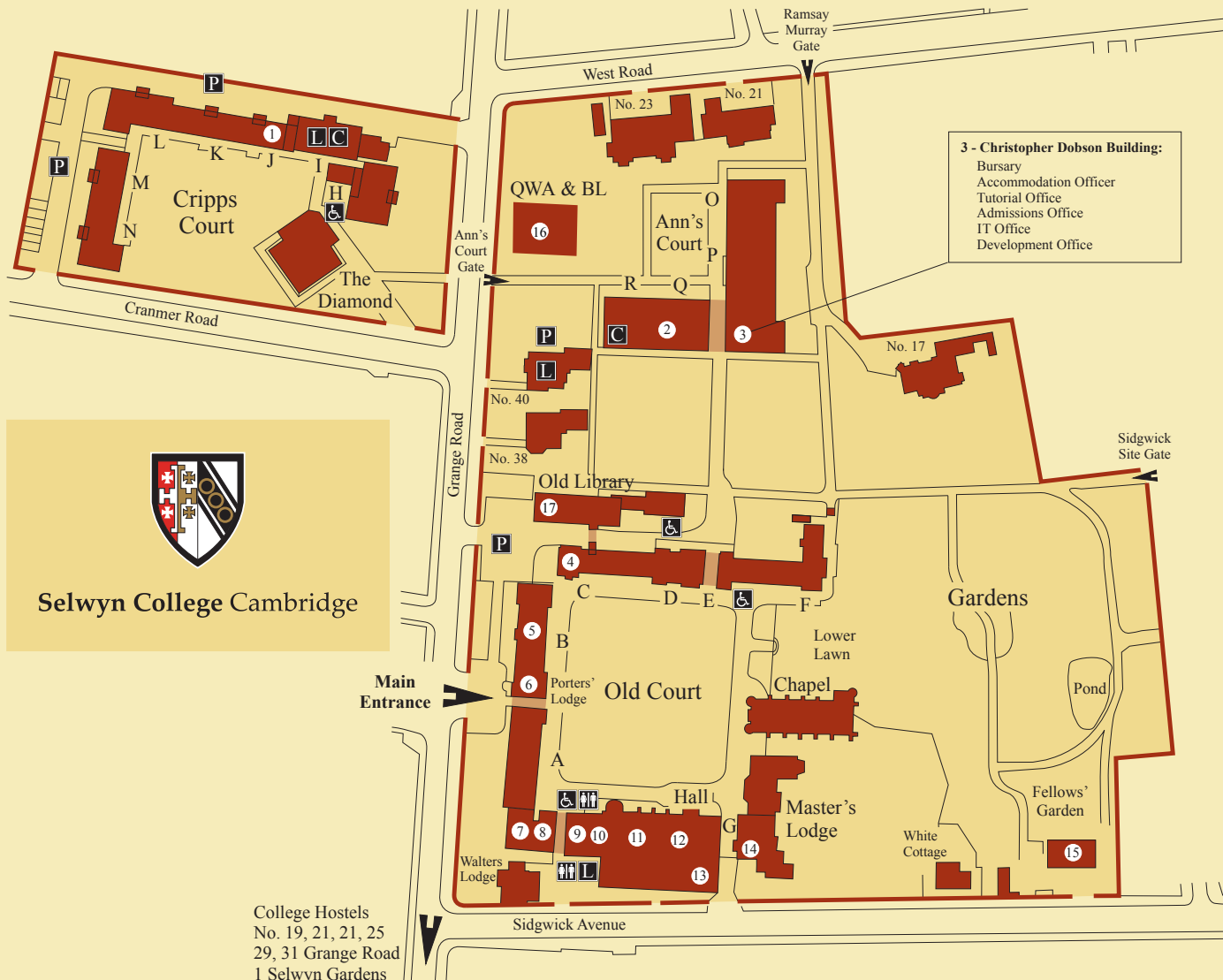


Visitors Information

Selwyn College
Cambridge

Selwyn College
Grange Road
Cambridge
CB3 9DQ

Telephone 01223 335846



- Map Key:
- | | | | |
|---------------------------------|-----------------------------------|---|---------------------|
| 1 - MCR | 8 - The Harrison Room | 15 - Maintenance | P Parking |
| 2 - JCR | 9 - Old SCR | 16 - Quarry Whitehouse Auditorium and Bartlam Library | ♿ Disabled Entrance |
| 3 - Christopher Dobson Building | 10 - Chadwick Parlour | 17 - Old Library: Meeting rooms 1-4 | ♿ Toilets |
| 4 - Walters Room | 11 - Chadwick Room | Development Office | L Laundry |
| 5 - Housekeeping | 12 - Borradaile Room | Alumni Parlour | C Computer Room |
| 6 - Kathleen Lyttelton Room | 13 - Catering & Conference Office | Archives, rare books and special collections | |
| 7 - Bar | 14 - Arthur Lyttelton Room | | |

Welcome to Selwyn College



Porters' Lodge

01223 335846 • porters@sel.cam.ac.uk

The lodge is staffed 24 hours a day, 7 days a week. The main gates are locked at midnight and reopened again at 6.30am. Visitors can access the College by using their room key.

Fire

Fire regulations are found on each staircase. Please make sure you read and understand the procedures in the event of a fire. On hearing the alarm you must vacate your room immediately and go straight to your nearest emergency assembly point. Rooms must remain free of any items that are hazardous such as candles and incense burners. If you have a condition that might restrict your ability to use the stairs in an emergency, please mention this in confidence to your host. Arrangements can then be put in hand to ensure your speedy and safe evacuation should such an emergency occur.

Emergencies

In the event of an emergency contact the conference organiser or the Porters' Lodge. First Aid facilities are available in the Porters' Lodge.

Telephones

A public telephone is located in the entrance of A staircase in Old Court. There is also a taxi free phone service in the Porters' Lodge.

Messages

Short telephone messages can be left at the Porters' Lodge and the blackboard outside the Porters' Lodge alerts delegates to these. Our telephone number is (01223) 335846 and our fax number is (01223) 335837.

Smoking

Smoking is not permitted in any College building including your bedroom. This includes E cigarettes. The designated smoking area is located in the Kitchen Yard; the Porters will be able to give you directions.

Housekeeping

Room Service

The College operates a daily cleaning service Monday to Friday. Towels are changed twice a week depending on length of stay. If you require your towels changed more frequently please arrange this with your conference organiser.

Laundry facilities

Laundry facilities are available for residents use and are operated via an app. No cash accepted. Details are displayed in each laundry room. Please see the map on the reverse for their locations. Your room key will gain access to the laundry rooms. Washing detergents can be purchased from the cafeteria. Irons and ironing boards are provided in the laundry rooms.

Post

Letters sent to visitors during the conference should be addressed to "Selwyn College, Grange Road, Cambridge, CB3 9DQ" stating the visitor's name and conference clearly. There is an outgoing mail box at the Porters' Lodge and the Porters will be happy to inform you of collection times. Stamps can be purchased from the Porters' Lodge as can College souvenirs.

Arrival and Departures

Check in is from **2pm**. On arrival, please check in at the Porters' Lodge to collect your room key and any information regarding your stay in College. Please vacate your room and return keys to the Porters' Lodge on the day of departure by **9.30am**.

The College does not accept liability for the loss or damage to property brought onto the premises. Visitors should obtain appropriate insurance cover. On leaving your room, you are advised to shut the windows and LOCK your door and that ground floor windows are not left open.

Catering Arrangements

Please refer to your own conference programme for all meal times as they may differ from those mentioned below.

Cafeteria is open:

8am – 7pm in Term
7.45am – 7pm Out of Term

Barista coffee, cakes, confectionary, sandwiches and hot and cold drinks available all day

Breakfast (served out of term time)

7.45am – 9.30am

Breakfast (served in term time Monday – Friday)

8am – 9.30am

Brunch (served in term time only)

Saturday 11.30am – 1pm
Sunday 11.30am – 1pm

Lunch

(In term time) 12pm-1.30pm Monday to Friday
Saturday and Sunday Brunch only, no lunch
(Out of Term) 12pm-1.30pm Monday – Saturday
No Lunch on Sunday

Dinner

6pm – 7pm

Bar

The College café/bar is open 12pm – 11pm / 11.30pm
Monday to Sunday.

Gardens

Visitors are welcome to use the College gardens but are requested not to enter the Fellows or Master's garden. Visitors are requested not to walk on the grass in Old Court or to play games, Frisbee etc in the gardens.

Car Parking

Car parking at Selwyn is by exception only and by prior arrangement. This regulation is strictly enforced.

Offsite parking can be arranged by prior arrangement and will be chargeable.