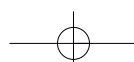


# Selwyn College Cambridge



## Visitors Information

SELWYN COLLEGE  
Grange Road  
Cambridge  
CB3 9DQ  
Telephone 01223 335846  
Facsimile 01223 335837  
[www.sel.cam.ac.uk](http://www.sel.cam.ac.uk)



## Welcome to Selwyn College

### Porters' Lodge 01223 335846

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 bedroom key.

### Fire

Fire regulations are found on each staircase. Please make sure you read and understand the procedures in the event of fire. On hearing the alarm you must vacate your room immediately. Rooms must remain free of any items that are hazardous such as candles and incense burners.

### 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

Public telephones are to be found 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. Please remind any relatives or friends who wish to contact you that they should allow for any time difference between your home country and the United Kingdom when telephoning.

### Smoking

Smoking is not permitted in any rooms within College. The Porters will advise you of the designated smoking areas.

### Housekeeping Room Service

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

### Laundry Facilities

Coin operated laundry facilities are available for residents use in Old Court and Cripps Court. Your bedroom 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 & Departures

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

### Meal Times:

<b>Breakfast</b>	8.00am - 9.00am
<b>Cold Snacks &amp; Beverages</b>	9.30am - 12.30pm
<b>Lunch-Self Service</b>	12.30pm - 1.30pm
<b>Dinner Self Service</b>	6.00pm - 7.00pm

### Bar

The College bar is open from 6.00pm-11.00pm on Monday to Saturday. The bar is closed on Sundays.

### Gardens

Visitors are welcome to use the College gardens but are requested not to enter the Fellows and 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

Please enquire at the Porters' Lodge on your arrival where you will be asked to register your car and will be directed to the parking area.

**THE COLLEGE IS UNABLE TO GUARANTEE  
PARKING ON SITE**