



NOTABLE CARDO BUILDING REGULATIONS FOR VISITORS

General

Please enjoy your time at the Cardo Building and please treat the College rooms with care.

We expect all visitors will be polite, decent and honest towards other visitors of the College and to everyone they meet within the College, including College staff.

Bedrooms and Communal Spaces

All residential rooms with one bed are for single occupancy only.

No candles or other open flames are to be used in rooms and smoking is not permitted in rooms.

Please do not attach anything to the walls or windows, instead please make use of the poster boards or pinboards.

Please do not place anything on the window ledges outside rooms.

Heavy furniture within bedrooms or meeting rooms should not be moved without previous consultation with the Conference Office.

There is no access via the rear of the building and no use of the small outdoor space to the rear of the building.

Please keep all fire doors closed and all doors to bedrooms locked when not resident.

Electricals within rooms

If socket adapters are needed, these must be compatible with the UK three-pin plug.

The electric shaving points in bedrooms should not be used for any other purposes, non-UK two-pin plugs should not be used.

Please do not unplug the fridges or any wireless routers that may be located in your room.

Please remember to turn electrical appliances (such as hairdryers/straighteners/shavers/chargers), off overnight and when leaving the room.

Reporting a problem

Any problems relating to the plumbing, lighting, electrical fittings or furniture in rooms should be reported to your conference organiser or to the Lodge.

Please report any accidental (and intentional) damage to furniture, furnishings, decoration or structure. If the damage is not accidental and seen to be carried out with malice, there will be a charge to replace/mend the item.

Bedroom wash-basins are not to be used for the disposal of waste. The cost of any clearance necessitated will be charged to the occupant of the room.

There should be no means by which you can reach the roof or balconies, however should this not to be the case, please report this to your Lead Organiser and under no circumstances should you proceed to the roof or balconies. Roof walking is dangerous and is prohibited.

Charges

Towels or bed linen that are permanently stained by hair dye will be charged to the occupant of the room.

Please return your room key to your Lead Organiser by 10:00 on your day of departure, late check-outs will incur a charge. If a key is mislaid please let your Lead Organiser know immediately, a charge of £50 + vat will apply if a new key needs to be cut.

In the UK it is a criminal offence to tamper with any fire safety equipment. Please note that a fine of at least £200 will be imposed for improper use of or damage to fire extinguishers or hoses and an extremely severe view will be taken of any interference with the Fire Alarm system, for example, covering smoke detectors.

Noise in the Cardo Building

We ask for quiet hours between 11 p.m. to 7 a.m. inside and outside the buildings. Those entering or leaving the building between these hours should be as quiet as possible. Please be mindful that the caretaker resides on site.

Sound systems and loud speakers should not be used, if music is played from a laptop, the volume should be regulated to a low level. The use of headphones is generally preferable and does not inconvenience other residents.

I.T. Regulations

Visitors that use the internet do so in compliance with the College and University I.T. Regulations. A complete copy can be obtained from the Conference Office or your Conference Organiser.

Smoking

All College premises including bedrooms are strictly non-smoking (including e-cigarettes).

Guests in College

If you reside as part of a group that permits guests, admission of guests is subject to prior arrangement authorised by your Lead Organiser who will inform the caretaker.

Thank you again for noting these regulations.