

Thank you for your interest in staying at Imperial this summer. In order for us to process your application more effectively, please read the following instructions.

- 1.) There are several different standards of halls available this year.  
Recently refurbished accommodation is available as well as unrefurbished accommodation.  
Unrefurbished: Fisher  
Refurbished: Southwell, Holbein, Willis Jackson, Bernard Sunley, Orient House, and Piccadilly Court.  
Please use the attached rate sheet to help you decide the Hall of Residence you would like to live in.
- 2.) We require that you complete the credit card form attached before processing your application. Please complete all sections and supply us with a photocopy of the front and back sides of the card you are using. If your accommodation is being paid for by someone else (e.g. your parents) then they will need to complete this form. Please return the credit card form to us when you return your application.
- 3.) If you are currently attending a university within the UK and are a full time student please remember to bring your student ID card. If you post, e-mail or fax this form back to us you will need to send along a photo copy of your student ID.
- 4.) Applicants who have not signed acceptance of our Terms and Conditions will not have their applications processed. Please ensure that you do this to validate your application.

Confirmation of your booking will be sent by return. Rooms are booked on a first come first serve basis.

If we can be of any further assistance, please do not hesitate to contact us at:

**Accommodation Link  
Imperial College London  
58 Prince's Gate,  
Exhibition Road  
South Kensington  
London  
SW7 2PG**

**Tel: 0207 594 9507  
Fax: 0207 594 9504/05**

### **Is there an internet connection in my room?**

In the Evelyn Garden Halls internet access can be acquired by registering with the reception located in house 67 of Evelyn Gardens. You will need to provide your MAC address along with your Operating System.

If you are staying in either Orient House or Piccadilly Court, these Halls of Residence have IP phones in the rooms so you will be able to connect direct onto the internet.

### **Am I able to make telephone calls from my room?**

Each room at Evelyn Gardens has a telephone which is on internal access only. To make a call from this phone you will be able to purchase pre-paid telephone cards from Reception which will allow for external dialling.

To make a telephone call or to access the internet from your IP phone, if you are staying in accommodation at Piccadilly Court or Orient House, you will have to use a pre-pay service through [www.mytelephonenumber4life.co.uk](http://www.mytelephonenumber4life.co.uk). Instructions on how to use this service will be given to you when you check in.

### **What is provided in the rooms?**

Rooms in Evelyn Gardens will have one or two beds depending on the room type booked, together with a wardrobe, desk, phone, chair and desk lamp.

Rooms in Orient House and Piccadilly Court will have one bed, wardrobe, desk, phone, chair, desk lamp and an in-room safe.

### **Is linen provided?**

Linen and towels are not provided. Guests must supply their own. Please be advised that our Reception do not carry spare stocks of linen or towels. However you can purchase bedding packs from Reception. A bedding pack consists of a duvet, cover, fitted sheet, pillow and pillow case for £25.00.

### **How many rooms share the bath/shower and toilet facilities?**

On average a bathroom and toilet facilities are shared between 4-6 bedrooms in Evelyn Gardens dependant on which Hall you are living in.

All bedrooms in Orient House and Piccadilly Court are en-suite i.e. each room has a private shower and toilet.

### **How many rooms share a kitchen?**

On average between 5 and 15 rooms in Evelyn Gardens share a kitchen dependant on which Hall you are living in.

Between 4 to 6 rooms in Piccadilly Court and Orient House share a kitchen area.

### **Other than major appliances is anything else provided in each kitchen?**

No. All food, cutlery, cooking utensils, pots, pans, washing up liquid, etc must be provided by yourself. We do not provide anything in the kitchens.

### **How often will my room be cleaned?**

Responsibility for the cleanliness of your room lies with yourself. However, Housekeeping will service our room once a fortnight.

### **Do I get my deposit back at the end of my stay?**

Your deposit is used to pay your first fortnight's accommodation as each room is rented a fortnight in advance. On arrival you will then be asked to pay for a further 2 weeks accommodation and payments will be taken every two weeks in advance thereafter until your account is paid in full.

### **What is the policy on noise / drugs?**

We operate a strict No Drugs Policy in accordance with Imperial College London Rules and Regulations.

As all our Halls of Residence are in residential areas we would politely request that all noise be kept at an acceptable level after 10pm.

### **What happens in the event of an Emergency?**

If you require assistance or have any questions you will be able to contact your respective Reception during its opening hours. Outside of its opening hours please contact Security on 58914 for non-emergencies. For all emergencies please dial 4444.

## **Kitchen Facilities:**

Self catering facilities are provided for the benefit of all guests. As there are a number of kitchens available we ask you to use only your designated kitchen that is made allotted to you at Check-In. Items left in your designated kitchen are done so at your own risk. As there are other persons using these facilities, we request that you respect the property of other residents and do not remove any items from the kitchen which are not your own.

Cooking facilities should only be used between the hours of 6:30am and 10:30pm. We request that occupants dispose of rubbish carefully and with consideration to fellow residents. Rubbish must be disposed of by using the refuse bins provided. Food and rubbish should never be left out on table tops or other surfaces.

Pots, pans and other kitchen utensils must be cleaned immediately after use.

## **Noise Pollution:**

Please remember that you are living in a residential area. Accordingly, we request that noise be kept to an acceptable level so as not to cause inconvenience to immediate your neighbours and other residents living within the Hall. Therefore, we ask that no music or musical instruments be played before 09:00am and after 22:30pm. It is not permitted to play music outside of these times, even for special occasions such as birthdays, so please do not ask.

Some people tend to talk more loudly than other. Again we ask that you give due consideration to your immediate neighbours and request that you speak at a voice level that does not affect them.

## **Visitors:**

For fire safety reasons all visitors must be signed in and out in the Visitors Log Book. This Log Book is kept at the Reception Desk in your Hall of Residence. Please note that unless a visitor has been signed in officially using the Visitor Log Book our Security or Reception Team will ask this person to leave the premises on their discovery.

No more than 4 visitors are permitted in a bedroom at any one time. No more than one visitor is permitted to stay overnight.

## **Housekeeping Services:**

Housekeeping will carry out regular inspections of your room. Please do not obstruct the work of the Housekeepers. These regular checks are essential for Housekeeping and Reception to carry out their duties.

## **Damage to Bedrooms:**

Where damage to a bedroom occurs the cost of that damage will be passed on to that bedroom's resident. Please note that if damage to the bedroom is caused by a visitor, the paying registered guest will bear the cost of the damage. Should the guest not pay or delay paying the demanded damages, the third party credit card will be used as payment in this instance.

Damage to public areas caused by a resident will be charged to that resident and again the third party credit card payment will be used in this instance, if appropriate.

## **Insurance Coverage:**

As mentioned in the Terms and Conditions, neither the Conference Office nor Imperial College London provides insurance for your personal items whilst left in your bedroom or in any other part of the building. Should you suffer a loss of any personal items, we ask that you complete an incident form that is available at reception. Please fax this form to 0207 594 9505. This form is for our information only and does not constitute in any part an insurance claim. We regret to inform you that neither the Reception at Willis Jackson, Orient House, Piccadilly Court nor the Conference Office can accept telephone calls pertaining to insurance claims.

*Accommodation is available in selected Halls. Completion of this form does not guarantee accommodation; and any accommodation offered may not necessarily be in the room of the current occupant. Halls may change without prior notice depending upon availability at the time. Only those who have registered in full are permitted to stay at Imperial's Halls of Residence.*

**Accommodation Dates:**

Accommodation will be available for students currently living in Imperial College London Halls from 24 June 2006 with the exception of Orient House and Piccadilly Court. For Imperial College London students not living in Halls of Residence, accommodation will be available from the 25 June 2006 with the exception of Orient House and Piccadilly Court. Accommodation for all other students and guests will be available from the 26 June 2006. All guests will need to depart on or before the morning of the 25 September 2006. Only students currently living in Orient House and Piccadilly Court will be allowed to check in before the 26 June 2006.

**Confirming Reservation:**

A deposit equating to 2 weeks rent is required to confirm your reservation. In the event that your stay is less than 2 weeks in duration full prepayment is required. All applications should be made via The Conference Office, and will not be accepted without the necessary cheque or credit card details. We will also require you to complete and return a signed third party credit card form which will be kept on file you're your registration details. The Conference Office is located at 58 Prince's Gardens, London, SW7 2PG.

**Charges for Cancellations and Changing Departure Date:**

In the event of a cancellation of less than 21 days notice, a cancellation charge equating to three weeks stay will be incurred. A minimum of seven days notice is required from those guests wishing to amend their departure date. Failure to provide notice in full will lead to guests incurring a cancellation charge and may cause inconvenience to those wishing to extend their stay.

**Payment of Rent:**

Payments may be made by cheque (payable to Imperial College London), Delta, Switch (Debit Cards), Visa and MasterCard (credit cards). Failure to pay rent 2 weeks in advance will lead to eviction by the College. **NO EXCEPTIONS WILL BE MADE.** Please note that during the vacation period guests will not be invoiced, but reminder letters will be sent at appropriate times. Please note that the Conference Office will use third party credit card authorisation in the event of non-payment of rent. All balances **MUST** be paid in full prior to a guest departing and there are no exceptions to this rule.

**Arrival and Departure Times:**

Imperial College London students who live in Hall of Residence may check in on the 24 June 2006 after 4pm with the exception of Orient House and Piccadilly Court. Imperial College London students who do not live in Halls of Residence may check in after 2pm on 25 June 2006 with the exception of Orient House and Piccadilly Court. Non Imperial College London Students and all other guests may arrive after 2pm on 26 June 2006. Guests are required to vacate their rooms by 10am on the day of departure, failure to do so will lead to an additional charge of one weeks rent payment.

**Reception and Collection of Keys:**

For arrivals on 24 June 2006 (before 4pm) please proceed to the Conference Office, 58 Prince's Gate, Exhibition Road, South Kensington, SW7 2PG. For arrivals on and after 25 June 2006 please proceed to the Reception at your booked Hall of Residence. Each Reception will be open at different times. Your confirmation will give you details as to the opening and closing times of each Reception. For reasons of safety and security all students, including those students wishing to stay in their current room, must sign a Registration Card on or prior to arrival. Failure to do so will invalidate your booking and may lead to eviction. Please be aware that only the appointed Reception Staff in each Hall has control over bedroom allocations during the vacation periods. We ask, accordingly, that you fully co-operate with the Reception. On no account should students change their room without prior agreement from Reception.

**Return of keys/swipe cards & key fobs:**

Guests are required to return their keys to Reception by 10am on the morning of departure. Keys must be handed to the Duty Receptionist and in return the Receptionist will issue you with a receipt of your stay showing a zero balance on your account. Please be aware that keys are issued to you as part of your Registration Contract. These keys cannot be shared with another person. If you are found to be allowing unauthorised persons access to a Hall, giving rise to a security problem, your eviction will follow automatically. A fee of £40 or more will be paid by the third party credit card for any lost or unreturned key fobs or key/swipe cards at departure.

**Cleaning and Bedding:**

Study bedrooms are serviced fortnightly. Communal areas are cleaned daily Monday to Friday. Guests must bring their own bedding (sheets, pillows, etc) since none are provided. Rooms will be checked, but not cleaned, daily by Chambermaids or Housekeeping. Smoking is **NOT** tolerated in designated non-smoking Halls. If you or your guests are found smoking you will be asked to vacate your room.

**Self-catering Facilities:**

All rooms are near fully equipped kitchens, where you will find fridge-freezers, kettles, microwaves, hobs, and ovens. Guests are also advised to bring their own cooking or kitchen utensils since none are provided. Please be aware that items left in the kitchen are left at the guest's own risk. Neither the Conference Office at Imperial College London nor Imperial College London itself accepts liability in any way for items that may go missing from these kitchens. A copy of the House Rules is attached with these Terms and Conditions and we ask that all residents should abide by these rules. Failure to do so will lead to the resident being asked to vacate his or her room.

**Insurance:**

There is no insurance cover provided for your personal items left in your room or in any other areas of the building. The Conference Office suggests that you arrange your own personal insurance. (This also applies to students of Imperial College London staying with us during vacation)

**Shared Rooms:**

We normally do not select students to share with each other, if you do wish for a student for to share accommodation with you then please indicate this on your application form. Imperial College London accepts no responsibility for any incidents that may occur as a result of the Conference Office choosing the person with whom you share you accommodation.

***This is to confirm that I have received, read and agree to be bound by the Terms and Conditions and House Rules for the period 24<sup>th</sup> June 2006 – 24<sup>th</sup> September 2006 inclusive.***

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_