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 top up cards or 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.

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

Meal Times
Breakfast (served out of term time)
7.45am – 9.30am

Breakfast (served in term time Mon-Sat)
8am – 9.30am

Brunch (Sundays within term time)
11.30am – 12.30pm

Cold snacks & Beverages
8am – 7.00pm

Cafeteria Lunch
12.30pm – 1.30pm

Cafeteria Dinner
6.00pm – 7.00pm

Bar
The College bar is open from 6.00pm-11.00pm 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 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.

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.

www.sel.cam.ac.uk