

GUEST INFORMATION



Contact Details:
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Phone - 01223 332040

Please review the information below ahead of your visit.
We hope you enjoy your stay at Fitzwilliam College!

Gatehouse Lodge Reception

The Lodge is staffed 24 hours a day. The Porters are a great source of information, and act as a help centre for guests staying at Fitzwilliam. Please do not hesitate to ask them if you have any queries. For various reasons a Porter may not be available at all times.

In the event of an emergency please contact the Porters' Lodge on (01223) 332000.

For residential guests

Please vacate your bedroom (including all luggage) and return your key to the Porters' Lodge no later than 10.00am on your day of departure. A charge will be made for keys not returned.

Luggage

If your departure is later in the day, the Duty Porter will gladly inform you where luggage can be left. Unfortunately luggage cannot be left in the Gatehouse Porters' Lodge or your bedrooms on the day of departure.

College Access

For security reasons the College is locked each night between 9.00pm and 6.00am. Access during these hours can be gained through the Gatehouse Porters' Lodge in Storey's Way and the North Porters' Lodge in Huntingdon Road by using the swipe disc on your bedroom key ring. Our Huntingdon Road entrance is unstaffed during the day. Access is still available by using the swipe disc attached to the bedroom key ring or on an intercom system located to the right of the main door.

Accessibility

All of the College's meeting rooms are accessible. There are accessible toilets in the Hall Building, Auditorium, Wilson Court and by the Porters' Lodge. Our full Accessibility Guide can be seen [here](#).

Getting here

Fitzwilliam College is on the north-west side of Cambridge, a 10-acre campus stretching between Huntingdon Road and Storey's Way, and a 10-minute walk from the town centre. If you have any difficulty finding us, please call the Porters' Lodge. For further information head to our [website](#).

Parking

Limited parking, including electric car charging, is available at the College on a first-come, first-served basis on both the Storey's Way side and the Huntingdon Road side. You must register at the Porter's Lodge on arrival. However, we encourage use of public transport to College and around the City.

Health & Safety

Fire Evacuation

The fire "assembly points" are located in the two car park areas in Huntingdon Road and Storey's Way. Please ensure you are aware of your nearest external fire assembly point. There are local "IN CASE OF FIRE" notices, and fire exit signage to direct you to these assembly points. Please note that all elevators must not be used during a fire alarm evacuation, therefore, please exit via the staircases.

Personal Emergency Evacuation Plan (PEEP)

If you have a need for assistance with your PEEP prior to or during your visit, please contact the Head Porter at head.porter@fitz.cam.ac.uk or the Porters' Lodge (01223 332000), or your event organiser to discuss your PEEP requirements.

Fire Alarm Testing

Testing takes place on a weekly basis: Main College site between 13.30 and 15:00 on Wednesday afternoons and if the fire evacuation alarm sounds for longer than 10 seconds, please evacuate the building using your nearest fire exit. Go to your external fire assembly point and wait for further instruction. Please do not re-enter buildings even if the alarm is silenced until the Duty Porter/Fire Officer tells you it is "safe to do so".

First Aid

The Duty Porters are First Aiders and the Porters' Lodge is staffed 24/7. The Porters have access to first aid equipment to assist you. All accidents or near misses should be reported to the Duty Porter for record keeping purposes.

Smoking/Vaping

Fitzwilliam College is a 'No Smoking/Vaping' site. The designated smoking areas are located on Huntingdon Road car park and Storey's way car park.

Electrical Equipment

Guests are asked to ensure that all personal electrical equipment brought into the College conforms with current UK safety standards. UK adaptors are available to purchase from the Gatehouse Porters' Lodge.

A small quantity of hairdryers are also available (a refundable deposit is required).

Please note that we do not accept cash payments anywhere on site.

Meals

Breakfast is served in the Dining Hall from 7.45 - 9.00am

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

Coffee Shop and College Bar

Timings

The College Coffee Shop is usually open to guests, opening times are displayed in the Hall Building.

The College Bar is available most evenings but closes for periods during August. Please check timings in the Bar.

A note on Sustainability

Please help us with our sustainability efforts by using the designated recycling bins.

Single use coffee cups are provided in our coffee shop for take away drinks at a charge of 20p, avoid this charge and waste production by bringing your own reusable cup.

A water refill station is located in the Coffee Shop.

Housekeeping

In order to reduce our impact on the environment we will service rooms and refresh linen after 3 days of stay.

Tea and coffee facilities are provided. If you require further supplies, please contact the Gatehouse Porters' Lodge.

Please be mindful of energy wastage and assist us in maintaining efficient facilities by closing windows and turning off lights when leaving rooms, turning off taps and electrical items when not in use, and only flushing the three P's.

Internet Access

The College provides complimentary wireless Internet access for Conference guests and visitors.

Members of the University can log on using their UniOfCam username and password to connect to the "UniOfCam" wireless network.

Visitors and guests can connect via 'UniofCam-guest', and gain access by entering your email address (other options are available).

Please note: you must adhere to the regulations of the Joint Academic Network policies and legal requirements. Breach of these policies and requirements will result in a disconnection.

