

## DOMESTIC MATTERS 2003/2004

### GENERAL INFORMATION

Staff with whom Junior Members may have contact on domestic matters are listed below with their areas of responsibility, office location and telephone number:

<i>Head of Department</i>	<i>Responsibilities</i>	<i>Office Location/Telephone No</i>
<b>The Housekeeper</b> – Mrs Ann Patten	In charge of the bedmakers, the College Laundry and looks after soft furnishings. She also deals with guest room bookings	Hostel basement: Tel no 34216.
<b>The Head Porter and Health and Safety Officer</b> - Mr Mike Dorling	In charge of the Porters' Lodge and for security within College. He is also the College Health and Safety Officer and Fire Officer.	Porters' Lodge: Tel no 34274
<b>The Buildings Manager</b> - Mr Tony Smith	Has overall responsibility for the maintenance of the College buildings and oversees all refurbishment projects.	Top of A4 staircase, near the Bursary: Tel no 34204
<b>The Head of Maintenance</b> - Mr Trevor Andrews	Responsible for the day-to-day running of the Maintenance Department	The rear of North Court in the corner through the cycle racks: Tel no 34238
<b>Head of the Service Unit</b> - Mr Brian Webb	Responsible for moving furniture, cleaning of public areas, replacing light bulbs and minor maintenance etc.	Emmanuel House Room 3: Tel no 31869
<b>Function Rooms Co-ordinator</b> - Mr Kevin Beckett	Responsible for the setting up and cleaning of public rooms, audio visual aid equipment etc	Emmanuel House Room 9: Tel no 34228
<b>Head of Catering</b> - Mr Francois Reverchon	In charge of the Catering Department	N1 (New Court), or office at the rear of the kitchen: Tel no 34277
<b>Head Chef</b> – Mr Matt Carter	Responsible for the kitchen, menu planning and dietary requirements	Office at the rear of the Kitchen: Tel no 34262
<b>Catering Administrator</b> – Miss Jane Sears	Responsible for the administration in relation to dinners and functions etc	Office at the rear of the Kitchen: Tel no 34235
<b>Conference and Bookings Manager</b> - Miss Dorcas Fowler	Responsible for organising functions held in College, and for booking of public rooms throughout the year	Top of A4 staircase, near the Bursary: Tel no 62099
<b>The Bursar</b> - Dr Mike Gross	Has overall responsibility for Domestic Matters	B4: Tel no 34225

### 1. Rooms and Keys

- a. The following College Regulations (3, 4, 5 and 22) set out the formal conditions covering the occupation of rooms by Junior Members:
- “3. Students who are allocated a room in College or in College-owned accommodation are permitted to occupy such rooms only during the Normal Period of Residence, and subject to the right of the College to resume possession at any time, whether or not the student is allocated other accommodation by the College.
  4. All such rooms shall be vacated during every Vacation, and in the Easter Term on the last day of the Normal Period of Residence.
  5. Residence outside the Normal Period of Residence may be granted by the prior written permission of the Senior Tutor.
  22. “..... Every student's College bill for any term shall be paid by the second Friday of the following Term. The College reserves the right to levy charges against students whose bills remain unpaid by that date. No student whose education fees and/or College bill remains overdue shall be allowed to return or to remain in residence after a vacation without the prior written permission of the Senior Tutor. Since the University Regulations require residence in a College or College approved accommodation as a condition of pursuing a course of study in the University, this means that non-payment of bills can result in the interruption or termination of your course of study at Cambridge.”
- b. Rooms for undergraduate Freshers are allocated by the Senior Tutor and for graduates by the Graduate Tutor. The Bursar is responsible for their decoration, furnishing and maintenance. With the Buildings and Services Committee he is also responsible for the assessment of rents. In general Junior Members in College occupy bed-sitting rooms which are adequately furnished and provided with bed linen; towels are not provided. Junior Members are provided with clean bed linen once a week, with the dirty linen collected the following day. Junior Members are expected to make their own beds. Crockery and cutlery are not provided and these items must not be taken from the Catering Department. With the exception of Old Court, each staircase has bathrooms or showers, WCs and gyp-rooms (small kitchens). On every occasion when coming into residence the Residence Register at the Porters' Lodge must be signed in order to obtain a room key. On every occasion when going out of residence, the Residence Register must be signed and the room key returned. Failure to return a room key and to sign the Residence Register on the date of Final Exeat will make the undergraduate liable to a fine at the discretion of the Senior Tutor, the fine being added to the undergraduate's College bill. Should the room key be lost a charge, to be agreed annually by the Senior Tutor and Bursar, will be made and added to the Junior Member's College bill. If a Junior Member mistakenly locks a key inside a room, a temporary key will be issued without charge provided it is returned to the Porters' Lodge the same day. Junior Members are also issued with a cor-key which will allow them access to various parts of the College. If a cor-key is broken a charge of £5 will be made for its replacement.
- c. Keys for graduate rooms are issued from the Porters' Lodge on completion of a form which is held in the Lodge until the keys are returned.
- d. Pictures/posters may be hung on the walls provided that appropriate hooks rather than adhesives are used (College Regulation No 16 refers). Suitable hooks are available free from the Maintenance Department (North Court) and the ECSU Shop. **Blue Tac**,

**drawing pins, sellotape and other adhesives must not be used on walls in College rooms.**

- e. The rooms allocated to students are fully furnished. If students experience any problems with these furnishings or have any special requirements, they should discuss the matter with the Housekeeper, who, in consultation with the Bursar, may agree to the replacement of the items concerned. Students should not substitute items of their own furniture for those supplied by the College without the express permission of the Bursar, nor should they add items of their own nor remove College items without written permission from the Bursar. At the end of each term the room should be vacated. Items of property may only be left in the room with the prior permission of the Senior Tutor.
- f. **Please remember that rooms are exchanged annually and that you must leave the room at the end of the year in the condition in which you found it. The College will charge for all non-accidental damage to rooms or furnishings, including damage caused by the use of adhesives on walls (see also 21 below). If rents are to be kept at a reasonable level it is not possible to redecorate rooms at intervals of less than 5 years. Junior Members are strongly recommended to take out an insurance policy to cover both personal possessions and damage to College property (see 19 and 21 below)**

2. **Mail**

Mail for Junior Members is placed in pigeon-holes in the Post-Room by the Porters. Advanced Students who live out of College and work for the most part in a University Department may have their mail forwarded to their Department if they so request the Head Porter.

3. **Cycles**

- a. Cycle racks are provided in the following areas:
  - Chapmans Garden
  - East Court
  - North Court
  - Some outside properties
- b. All cycles must be registered with the Head Porter and must bear the allotted College number.
- c. Cycles belonging to members of the College must not be left outside the entrance to the College: the few racks at the entrance are for the use of visitors who have business in the College. Cycles improperly parked are liable to be removed by the Porters.
- d. Bicycles may not be brought inside the College except to wheel them from the gate to the nearest cycle shed or rack. They may not be wheeled through Front Court other than on the direct route from the Front Gate to the Chapman's Garden cycle sheds; they may not be stored or kept elsewhere in the College; nor may they be leaned against the walls of College buildings. (College Regulation 42 refers).
- e. **Bicycles must not be stored in any College room or the common parts of College properties.**

4. **Guest Rooms**

A few guest rooms are available for Junior Members' guests and these should be booked through the Housekeeper. If charged to a Junior Member's account the cost per guest per night is £13.35 charged to the guest VAT must be added making a nightly charge of £15.69

per guest. Junior Members are reminded that there are certain rules, concerning the entertainment of overnight guests, which are clearly stated in College Regulations 18, 19, 20 and 21.

## 5. Laundry and Ironing

- a. A laundry to serve Junior Members is situated in the basement of the Hostel which is at the north east end of the Paddock. The service provides for the washing (but not ironing) of one bag a week of laundry weighing not more than 10 lbs. The cost of this service is included in the Room/Service charge appearing on your termly bill.
- b. Additionally there is a small launderette in the North Court Cloisters which can be used by Junior Members to launder items which are unsuitable for the Hostel Laundry. Keys to the Launderette are available in the Porters' Lodge, and must be signed for and returned after each use of the machines. There is no charge for this facility.
- c. There are ironing rooms in North Court and the Hostel.

## 6. Electricity: Safety Precautions

- a. No alterations may be made in the electrical fittings of College rooms except by members of the maintenance staff or by those who have been authorised by the College. Electrical household appliances other than those approved in section 23 of the College Regulations are not allowed and in particular additional heating devices may not be introduced into College rooms. **Electrical equipment which is old or defective can be dangerous and all Junior Members bringing their own electrical equipment into College should, prior to arriving, have the equipment tested and certificated by a reputable electrician. Any items obtained whilst in College can be checked by contacting the Head of Maintenance.** It is forbidden to interfere with sealed radiator valves.
- b. Particular care must be taken to avoid overloading the electrical supply system. While residents in the College and College Hostels are responsible for the safety of their equipment, they, and College Staff, have a duty to report immediately any unsafe wiring or equipment which they may notice. **The use of 3-way adapters is not allowed. Multi-gang fused sockets only may be used. These may be obtained from the Maintenance Department and charged to your College bill.**
- c. All privately owned electrical equipment used in College accommodation is the responsibility of the owner; all such equipment must conform to the appropriate British Standard.
- d. The use of personal computers in rooms is allowed provided they conform to the appropriate British Standard or have been tested and passed fit for use by the College Electrician as described in 6e. Electrical equipment such as computers, mobile telephone chargers etc, must be turned off and unplugged when the room is unoccupied. Laptop computers used in the Library must be unplugged when not in use.
- e. Owners of equipment which does not conform to British Standards MUST seek the advice of the College Electrician before connecting such equipment to the mains. He can be contacted through the Head of the Maintenance Department. He will test any such equipment and advise whether or not it can be used; if appropriate he will specify what plug and fuse must be fitted. A similar service is available to owners of equipment conforming to British Standards.

- f. Heating is provided in all College rooms and additional heating devices may not be introduced into rooms.
- g. **Because of the danger of fire, candles and inflammable solvents are not to be used in any College room. Any Junior Member found burning a candle in their room will be liable to a fine at the discretion of the Senior Tutor. Fines recently imposed have been in the region of £50. Fairy lights and paper lampshades are not allowed.**
- h. Automatic door closers must not be disconnected, and **fire doors throughout College, including those in the Library, must not be propped open.** Any interference with fire doors reduces the effectiveness of the fire precautions and jeopardises the safety of all residents.
- i. Microwave ovens have been installed in Old Court sets. With the exception of kettles, no other electrical cooking equipment may be brought to College for use in the sets in Old Court. This restriction has been introduced at the instruction of the City Fire Officer.
- j. Microwave ovens have been installed in some gyp rooms in College and in outside properties. Instructions for the use of these microwave ovens are displayed in these gyp rooms, and the ovens must not be removed from the gyp rooms.
- k. Microwave ovens must not be used in rooms or gyp rooms elsewhere in College.

#### 7. **Repairs/Faults**

Details of any matters requiring the attention of the Maintenance staff should be entered without delay in the book kept in the Porters' Lodge for the purpose. The book is reviewed daily and all items are investigated and appropriate action taken. Any matter which has safety implications should be indicated as such in the Maintenance book and remedial action will be taken as soon as is possible. Problems concerning light bulb failure in public areas, faulty curtains and tracks should be entered in the Service Unit log book in the Porters' Lodge.

**It is important that every member of College takes responsibility for reporting a fault or breakage which has safety implications; it should not be assumed that the fault has already been reported by someone else.**

#### 8. **Light Bulbs**

Replacement bulbs for lights in student rooms may be obtained from the Porters' Lodge. Details of any difficulties experienced in changing light bulbs, and the reporting of defective light bulbs in the public areas, should be entered in the Service Unit's log book held in the Porters' Lodge. This is reviewed daily and appropriate action taken.

#### 9. **Refrigerators**

All Junior Members in College accommodation have access to a refrigerator located near or in their room. Refrigerators must not be moved. Faults should be reported to the Head of the Maintenance Department.

#### 10. **Private Telephones**

Telephone lines are provided in the majority of rooms. Where the College has arranged telephone access through a particular company to a set of rooms, the Junior Member will be required to use that company's services. Telephone numbers are allocated to a particular room and will not be available to the Junior Member if they occupy another room.

Extensions from one telephone to another may not be installed. Junior Members must provide their own instruments (College Regulation 15 refers).

11. **Television Sets**

The use of private television sets in rooms is allowed provided that the appropriate licence is held by the occupant. All sets require licensing.

12. **Sharps Box**

Sharps boxes for the safe disposal of syringes etc are available in the Housekeeper's Office in the Hostel basement and in the Porters' Lodge. Syringes etc must not be disposed of in waste paper bins; consideration for safety of bedmakers and other members of staff must be shown in the disposal of such material. A Junior Member who requires a personal sharps box in their room should apply to the Housekeeper.

13 **The Safe Disposal of Broken Glass**

All broken glass and other items which might cause injury if handled must be disposed of in the special bins provided in gyp rooms. Broken glass and other items that may cause injury must **not** be left in waste paper bins, sinks, gyp rooms etc.

14. **Payment of Termly Bills** (Freshers are asked to refer to the note from the Bursar on 'Payment of Termly Bills and Payment of Fees' which has been previously circulated)

Bills for the Michaelmas, Lent and Easter\* Terms must be paid by dates shown below. **Reminders are not sent, and any bill not paid by the appropriate settlement date will be subject to various charges including interest which will be charged on a daily basis until payment is made.** Bills will be found in individual pigeon-holes on your return into residence and should be paid to the Income Section of the Bursary, A3 staircase. Bills for 3rd year Undergraduates who are leaving College at the end of Easter Term will be posted to home addresses.

The following are the dates by which Undergraduate termly bills should be paid:

Easter Term 2003 by 15 October 2003  
Michaelmas Term 2003 by 21 January 2004  
Lent Term & 'Estimated'\* Easter Term 2004 by 28 April 2004

The following are the dates by which Graduate termly bills should be paid:

Long Vacation 2003 by 15 October 2003  
Michaelmas Term 2003 by 23 January 2004  
Lent and 'Estimated'\* Easter Term 2004 by 28 April 2004  
Easter Term 2004 by 25 August 2004  
Long Vacation 2004 by 13 October 2004

Payment may be made by depositing a cheque only please (a receipt should be obtained for cash) in the box located on the wall outside the Income Section A3 staircase.

Junior Members should inform their Tutor of any difficulty which they may have in paying their College bill.

**NB: \* 'Estimated' Easter Term bills are included on the Lent Term bills of all Graduands. Any services not included on the Estimated Bills, eg special dinners, functions and additional days of residence etc, must be paid for in advance.**

15. **Queries Relating to Bills**

The Income Section of the Bursary will deal with all queries relating to College bills. The

normal hours during which this section is open for general queries are between 11 am and 12.30 pm and 2 pm and 4 pm on weekdays. Queries relating to meal charges on the Electronic Point of Sale system in the Catering Department should also be addressed to the Income Section between these times.

16. **Dates of Terms etc**

The dates of University and Full Term and Normal Period of Residence for the Academic Year 2003/2004 are as follows:

	<b>Michaelmas</b>	<b>Lent</b>	<b>Easter</b>
University Term starts	1 October	5 January	10 April
NPR starts	2 October	7 January	10 April
Full Term starts	7 October	13 January	20 April
Full Term ends	5 December	12 March	11 June
NPR ends	10 December	17 March	19 June
University Term ends	19 December	24 March	18 June

17. **Residence out of Normal Periods**

- a. Graduate Students: some graduates occupy their College rooms on the same basis as undergraduate students, and the rent paid by them only covers the NPR. Other graduates pay a higher termly rent and are entitled to occupy their rooms for 12 weeks each term.
- b. Charges paid by undergraduates such as the contribution to kitchen fixed costs and Room Rent cover only the Normal Period of Residence, not the University Terms. Undergraduates wishing to stay in College outside the Normal Period of Residence must get the permission of the Senior Tutor and pay a charge of £8.50 per day which covers Room and Service Charges. Such permission will normally be given to overseas students but only to a limited number of home students who must have good reason for staying in Cambridge. During the Long Vacation if permission is granted by the Master and Tutors' Committee for a student to occupy College rooms a higher charge may be levied and payment will be required in advance. Applications to stay and study must be supported by the Director of Studies and a form for this can be obtained from the College Registrar. Outside the NPR it must be fully understood that there is no guarantee that a student may continue to occupy his or her "own" room. Students allocated rooms in New Court (N, O and P staircases) will only be allowed to occupy their room during the Normal Period of Residence. In the case of Graduands it should be noted that :
  - a. Room Rent charged to Graduands in the Easter Term is higher than for the other two terms as those graduating may stay in residence until graduation.
  - b. Guest rooms booked for a period beyond the Normal Period of Residence in the Easter Term must be paid for in advance before accommodation can be reserved.

18. **Luggage Storage**

- a. A very limited amount of storage space is available in South and in North Court for items being left in College over the vacations. All such items are deposited at the owner's risk.
- b. Keys giving access to the South Court store are held in the Porters' Lodge.

- c. Deposits to and collections from the North Court store can only be made when members of staff are available to unlock the store. A notice on the door to the stores and in the Mail Room will indicate the times at the beginning and end of each Term at which the store will be open. Access to the store will not be possible outside of these times. It should also be noted that the store will not be accessible at weekends or outside of normal working hours.
- d. All items to be deposited must be securely packed and be clearly and prominently labelled with the name of the depositor and the date of deposit.
- e. Unless specific arrangements are made with the Bursar, and confirmed in writing, any items left in the stores by individuals who are no longer in residence will be disposed of.

## 19. Security/Insurance

### a. Personal Belongings

The College accepts no responsibility for the personal possessions of Junior Members and you are advised to ensure that doors are locked and windows closed whenever your room is unoccupied - even for very short periods. You are advised to take out an insurance policy to cover the loss of valuables eg cameras, stereos, computers etc: details of appropriate policies may be available in the pigeonhole room. Accommodation in multiple occupation offers tempting opportunities for thieves: there is much coming and going and it is all too easy for a stranger to disappear into the background. For this reason it is important that strangers encountered on staircases should be challenged politely and asked who it is they are visiting, and the room number they are looking for: this is usually enough to deter someone who does not know the answer. If answers are unsatisfactory such incidents should be reported to the Porter on duty without delay. Similar precautions should also be taken in the Boathouse and the Sportsground Pavilion.

### b. College Fixtures and Fittings

The College reserves the right to charge for damage caused to fixtures and fittings (see para 21) therefore, in addition to insurance of personal possessions, cover should be extended to damage caused to College owned fixtures and fittings.

**The College has a large and open site. In order to maintain security all Members of College must take responsibility for ensuring that doors are kept locked, faults with doors, gates or lighting are reported in the Maintenance Book in the Porters' Lodge, and any strangers who do not appear to be visiting a Member of College are reported to the Porter on duty as soon as possible.**

## 20. CCTV

There are close circuit television cameras installed at various locations around the College. These are connected to a recording system. The Bursar is in overall charge of the CCTV system, and the Head Porter manages it on his behalf. The object of the system is to create a safer working and living environment, and to protect property. In the event of an incident, the CCTV recording would be used in an attempt to identify those responsible. The system will not be used to infringe an individual's right to privacy. Any enquiry relating to the CCTV system and its operation should be directed, in the first instance, to the Bursar.

## 21. Damage to College Property

The College will charge for all non-accidental damage to rooms, fittings and furnishings such as spillages which stain carpets, or damage resulting from hot pans or irons. The College also reserves the right to charge for accidental damage to College rooms and in order to guard against this, students should take out insurance cover for themselves. This is not a trivial matter since replacement of an accidentally burned carpet can cost as much as £300 and specialist carpet cleaning as much as £80.

22. **Smoking**

By Governing Body decision, there is a policy of no smoking in all public rooms. This includes The Queen's Building in its entirety but excludes the JCR Bar in South Court. The policy extends to private functions in public rooms (for example, a Club dinner).

23 **The Queen's Building**

Eating and drinking are not permitted in the auditorium of The Queen's Building. Take-away food must not be consumed in the MCR.

24 **Emergency Telephones**

The Porters' Lodge can be called from any pay phone in College, by dialling Memory Recall followed by Zero. This facility is for emergency calls only. In some of the outside properties University Network telephone lines have been installed in the hallway for emergency contact to the Porters' Lodge by dialling 34200. From these phones the emergency services (Fire/Police/Ambulance) can be called by dialling 999.

## CATERING ARRANGEMENTS 2003-2004

1. **Service of Meals**

The following meals are served in the Hall during the Normal Period of Residence (see below) at the times stated:

<u>Breakfast</u>	8.15-9.15am	Monday-Saturday, self-service cafeteria.
<u>Lunch</u>	12.15-1.30pm 12.15-1.15pm	Monday-Friday, self-service cafeteria. Saturday, self-service cafeteria Sunday outside Full Term, self-service cafeteria
<u>Brunch</u>	11.15am-1.00pm	Sunday only in Full Term, self-service cafeteria

Dinner

Informal Hall 5.45-7pm	[1]	Daily, self-service cafeteria (service extended to 7.15 pm on Wednesday evenings)
Formal Hall 7.30pm		Daily except Wednesday A set three course meal, followed by coffee, with waiter service. Gowns must be worn.

Outside Normal Periods of Residence an early evening informal hall with a set menu will be served at 6.15 pm and may be booked via the EPOS terminal. At the end of the Normal Period of Residence in the Michaelmas and Lent terms continental breakfast only will be provided, but after the end of the Easter term full breakfast will be provided until Graduation weekend. At the beginning and/or end of the Normal Period of Residence, if the numbers in residence are low, a cafeteria meal in the evening may not be provided. In such a case a notice to this effect will be posted in the cafeteria and in the pigeon hole room.

2. **Formal Hall**

Formal Hall is provided each evening except Wednesday. On Monday, Friday and Sunday evenings Formal Hall is more traditional with a limit of 3 guests per person, while Tuesday, Thursday and Saturday evenings are open to Clubs and Societies wishing, with the permission of the Senior Tutor, to book functions involving the invitation of a larger number of guests, although individuals with or without guests may also dine on these evenings. If Clubs and Societies wish to hold a function on any other evening the organiser may book a private room (see 6 below). If a large group wishes to dine on a Wednesday, this may be possible (for example for a birthday party) but permission must be sought from the Senior Tutor and arrangements discussed with the Head of Catering (Mr Reverchon) at least one week in advance.

The Kitchen staff need to know how many people will be attending Formal Hall, so that they can provide the number of meals required without undue wastage. You must therefore book in advance by 7 pm on the day before you intend to dine. Formal Hall Bookings can be made using the Electronic Point of Sale (EPOS) terminal set aside for this purpose in the Cafeteria. Once your individual EPOS card has been swiped through the terminal you must follow the instructions and select the night on which you wish to dine. You must also follow the instructions for booking guests. A Formal Hall ticket will then be printed by the machine and the cost of the meals booked will be charged to your College account. You will need to take the Formal Hall ticket with you when you go to dine and present it as you enter the Hall. A few places at Formal Hall may be available for late booking; enquiries should be made in the Catering Office.

Guests are welcome, but must be booked in as above. If you wish to bring more than three guests permission must be sought from the Senior Tutor who will only give permission to large groups for the three nights specified, ie Tuesday, Thursday and Saturday. If entertaining three or more guests pre-payment will be required. Tables cannot be reserved in advance.

If you or a guest is a vegetarian, please indicate this when booking the meal via the EPOS terminal. If your guest requires some other special diet, please consult the Head Chef.

During Normal Period of Residence cancellation is permitted without penalty until 10.00 am on the day of the meal. Before 1.00 pm on the same day you can cancel a booking by taking the Formal Hall Ticket produced by the EPOS terminal to the Catering Office. After 1.00pm on the day of the meal it is no longer possible to cancel, and the price of the meal will be charged to your account if you do not take it.

On occasions when special dinners are held in Hall (e.g. Matriculation) a self-service meal may be obtained as usual from the servery from 5.45pm, and eaten in Upper Hall.

Formal Hall is a special occasion and students should always have regard for their fellow diners, College property and staff. A notice displaying guidelines for behaviour at Formal Hall is displayed in the Buttery on the wall above the machine from which tickets for Formal Hall are purchased by Junior Members. Breach of these guidelines in Formal Hall will be considered a disciplinary matter and will be dealt with by the Senior Tutor and the Master and Tutors' Committee.

Purchase of Drinks The Buttery Shop stocks a wide range of wines and other drinks which can be taken into Formal Hall. The Shop is open from 5.30 pm until Formal Hall begins at 7.30 pm.

### 3. Superhalls

Several times a term a meal with a special theme is served. Guests are particularly welcome on these occasions. The price varies according to the nature of the meal. Entry to Superhalls etc is by ticket. The tickets may be purchased from the EPOS booking terminal in the Catering Department.

4. **Parents' Formal Hall**

Two Parents' Formal Halls may be served each term, probably at the beginning and end of each term, and which are for members of College and their close families. Other College members are able to dine but no other guests are allowed.

5. a. **Special Diets**

Vegetarian dishes are always available in the cafeteria, and a vegetarian alternative is available at Formal Hall. Please consult the Head Chef if you have other dietary requirements.

b. **Food Allergies**

Junior Members who are allergic to particular food ingredients, for example nuts, should discuss the matter with the Head Chef as soon as possible after coming to College. The Head Chef will be able to advise on the ingredients in particular dishes. The College kitchens collect information from suppliers as to the ingredients in products purchased from suppliers and seek to avoid the unnecessary use of nuts and nut products. However, the possibility of cross contamination of nuts, nut products or other ingredients, either during preparation or serving, can not be ruled out. The elimination of all potential allergens is an impracticable objective and the College cannot guarantee that any dish produced in the kitchens is free of nuts or other potential allergens. The nature of a kitchen which produces a wide range of dishes means that, despite the precautions that are taken, there is an element of risk and if in doubt particular items or dishes must be avoided. The Head Chef will be able to discuss particular requirements further.

If you are allergic to a particular ingredient the responsibility for your health rests with you. The British Allergy Association advises that:

“Adults, you are responsible for your allergy, you know what you are allergic to and can make informed decisions about what constitutes a reasonable level of risk when you choose a processed food or eat out..... Always carry your autoinjector(s). If you have to use your adrenaline injection then you must go to hospital for observation .... If you do have a reaction in a public place, you must inject yourself first and delegate someone to call an ambulance.”

6. **Special Dinners**

Apart from Club and Society functions that, with the permission of the Senior Tutor, may be held in Formal Hall on Tuesday, Thursday and Saturday nights (see 2 above), the Catering Department is glad to arrange special dinners and other functions for College clubs and societies, or for individual members of the College. Rooms needed for such events must be booked through the Conference and Bookings Manager who will provide a special form which must be completed and returned so that the booking request can be considered by the Rooms Booking Committee. Once the room booking has been confirmed by the Conference and Bookings Manager, arrangements for catering must be made promptly with the Head of Catering. Catering arrangements must be finalised at least 7 working days before the event. In the Easter Term, it should be noted that any charges to 3rd year undergraduates arising from Special Dinners or other functions, must be paid in advance.

7. **Charging for Meals**

- a. **Undergraduates** pay a contribution towards the fixed costs of operating the College Kitchens (£118.75 a term in 2003/04). This represents an apportionment of the fixed cost of running the kitchen, whether meals are taken or not. Having paid this contribution towards fixed costs, undergraduates are entitled during the Normal Period of Residence to pay a reduced price for meals. The contribution to fixed costs appears on your College Bill. Out of NPR all Junior Members are charged the full price for meals.
- b. **Graduates** who live in College accommodation on the main College site pay the same contribution to fixed costs as do undergraduates (£118.75 a term) and are entitled to take meals at a reduced cost during NPR. Graduates who live in College accommodation off the main College site pay a reduced contribution towards the fixed costs of the kitchen (£48.00 a term), but are again entitled to meals during NPR at a reduced cost in the same way as undergraduates. Graduates who do not live in College accommodation, and Graduates living in married accommodation are not required to pay a contribution to the fixed costs of the kitchen, but must therefore pay the full price for any meals taken. Graduates in this category may, if they wish, elect to pay the contribution towards fixed costs (at the rate of £48.00 a term) and then pay the reduced price for any meals taken.

#### 8. **Payment for Meals**

You will be issued with an EPOS plastic card which must be presented to the cashier whenever you purchase meals from the cafeteria or goods from the Buttery Shop. The till will read your account number from the card and the cost of your purchases will then be transferred to your College Account in the Bursary. The cost of any Formal Hall meals that you book will be transferred to your College Account in the same way. When your College Bill is issued each term (see General Information para. 14 above) a weekly summary of all your spending in the College Kitchens and on Formal Hall will be shown.

**IMPORTANT:** Please note the following points carefully:

- (i) Cash will not be accepted for the purchase of meals. Please ensure that you have your card ready before you join the queue.
- (ii) If you lose your card, the loss must be reported to the Income Section of the Bursary. The card will then be cancelled and a new one issued. If a card is lost or damaged a charge of £10 will be added to your College bill to pay for the issue of a replacement card.
- (iii) You will not be charged for the first card issued.
- (iv) Each time you use your EPOS card to make a purchase from one of the tills in the Kitchens, the total amount that you have charged to your Catering Account so far that term will show on the till display.
- (v) You can also check the amount charged to your Catering Account during the Term by using the Terminal set aside for booking Formal Halls and following the instructions shown there.
- (vi) If you have any questions about the operation of the EPOS system, or the charges which have been made to your Catering Account, you should visit the Income Section in the Bursary, between 11 am and 12 noon and 2 pm and 4 pm on weekdays, where a detailed breakdown of the spending on your Catering Account will be available.

During the Normal Periods of Residence, the lower prices for meals are charged to those who have paid the contribution to kitchen fixed costs. Outside those periods, all meals are charged at the higher rate. The kitchens will be closed as follows:

After lunch on Monday 22 December - lunch on Tuesday 6 January

After lunch on Friday 26 March - lunch on Tuesday 6 April

After lunch on Saturday 14 August - lunch on Wednesday 1 September

9. **Buttery Shop**

The Buttery Shop sells wine, beer and minerals, milk, bread and confectionery for cash. Items can also be purchased from the Buttery Shop using your EPOS card. The Shop is open at the following times:

Monday - Friday 11.00am - 1.30pm and 5.30 - 7.30pm

A list of the items stocked, with prices, is on display outside the shop. In addition there is a vending machine for soft drinks and one for confectionery nearby.

**The Buttery Shop stocks a wide range of wines suitable for Formal Hall or other functions, and these can be purchased immediately prior to the beginning of Formal Hall.**

10. **Special Catering Arrangements and Queries**

Junior Members wishing to discuss arrangements for special dinners or other matters can see the Head of Catering, Mr Reverchon, by appointment. Wines, beers and minerals are available for purchase from the Buttery Shop for parties and functions held in the Public Rooms in College.

11. **Payment of Bills and Queries**

See General Information paras. 14 and 15.

July 2003

M J Gross  
Bursar

---

[1]

Service continues until 7.00pm, but diners must leave the Hall by 7.10pm so that staff may complete preparations for the 7.30pm Formal Hall.