The University of Nottingham
Your A-Z guide to living in halls 2015/16

For further information, please contact:
Hall Management Teams
See pages 24-25 for Hall contacts
The University of Nottingham aims to provide you with quality accommodation along with efficient services delivered by our friendly staff. In return, as one of our residents, you have a responsibility to make a positive contribution to your new hall community by following hall rules, being considerate and courteous to your fellow residents and by respecting our neighbours in the local community.

Our halls are looked after by an excellent team of staff. Your first point of contact will be your Hall Management Team based in The Hall Office. They are responsible for the day to day management and running of the halls including reception, cleaning, maintenance, safety and security. If they are unable to answer a query then they will assist in pointing you in the right direction towards the people who can.

Welfare and discipline within the halls is the responsibility of the Hall Warden Team who rely on your support and consideration in maintaining a harmonious environment in which to live, work and sleep. The Warden, Deputy Warden and Tutors live in halls and there is a tutor on duty in the evenings 10.30pm to 8.00am, 7 days a week during term time.

In addition there is the Students Union based in Portland Building on University Park. Each hall has its own Junior Common Room Committee (JCR), the members promote the general interests of the student body and organise a range of social and sporting activities for you to participate in.

My team and I want you to enjoy your student experience at Nottingham and if you have any comments or suggestions on how we can improve our services then please let us know.

Barry Chadwick
Operations and Facilities Director

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Top tips
For a safe and enjoyable stay at The University of Nottingham

- Attend your Hall's welcome meeting; this is a good starting point
- Access the hospitality web link at www.nottingham.ac.uk/nh for all information on Halls and Catering. If you don't have your own computer, all of our halls have a computer room. Ask a member of staff if you require more information
- Regularly read your hall notice board, it contains useful information
- Get to know your tutor
- We are all here to help you, please don’t hesitate to ask a member of the hall’s team
- Keep safe, keep valuables out of sight, always close your windows and lock your door when your room is unoccupied
- Respect staff and your fellow students
- Most importantly, enjoy yourself and embrace hall life
Putting you first

Our mission is to provide a great sense of community in a healthy, safe, clean and pleasant environment to enable students to learn, live and socialise.

We are aiming to be recognised as achieving the Customer Service Excellence standard and are currently working towards this accreditation.

The Accommodation Code of Practice
Where you live is a big part of your university experience and we are signed up to the Code of Practice: www.thesac.org.uk

We have joined The Code because we want to make our accommodation services first class and we welcome any feedback.

The purpose of this A-Z guide is to provide you with as much information as possible for living in halls.

If you have any questions, please do not hesitate to contact the Hall Office.

We hope you enjoy your stay.

Halls Management Teams
Absence from Hall
In the interest of fire and safety residents are asked to sign out at hall reception if you intend to stay away from hall overnight.

Access to Rooms
During your stay, access is required by University staff and third parties under our control for the following: cleaning, cleaning checks, maintenance, sanitary bin replacement or for any emergency situation. There are strict regulations in place for access.

Accommodation Room Inventory
Please complete the Room Inventory and return to your Hall Management Team within five days. We hope you are happy with your choice of room type but if there is anything you wish to discuss, please contact a member of The Hall Management Team.

Accommodation Services
For administration and payment enquires e: accommodation@nottingham.ac.uk
w: www.accommodation.ac.uk/accommodation

Accommodation Dates

<table>
<thead>
<tr>
<th>Term</th>
<th>Arrival</th>
<th>Departure</th>
</tr>
</thead>
<tbody>
<tr>
<td>Autumn 1</td>
<td>Sunday 20 September 2015</td>
<td>Saturday 12 December 2015</td>
</tr>
<tr>
<td>Spring 2</td>
<td>Sunday 10 January 2016</td>
<td>Saturday 19 March 2016</td>
</tr>
<tr>
<td>Summer 3</td>
<td>Sunday 17 April 2016</td>
<td>Saturday 18 June 2016</td>
</tr>
<tr>
<td>Melton Hall</td>
<td>Saturday 19 September 2015</td>
<td>Saturday 10 September 2016</td>
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</tbody>
</table>

Address
Please see the address for your hall in the contacts page at the end of this booklet.

Animals
No pets are allowed in hall.
Bar
The campus bars are open 7 days a week
Echo @ Derby Hall*
Latitude @ Hugh Stewart Hall*
Hops @ Lenton & Wortley Hall*
Vesper @ Willoughby Hall*
Mooch @ SU, Portland*
Core @ Newark Hall, Jubilee*
* Bar lunches Mon - Fri 11.30am – 2.30pm
Your Hall Bar is also available for events, gigs, open mics, pub quizzes and fancy dress organised by the Bar Manager or through the JCR committee. See Event Form.

Barbecues
These are not allowed in the hall grounds. If you want a barbecue please complete an events form and we can organise one for you.

Bedding
Please bring your own bedding with you to make your room more homely.

Bicycles
Bike sheds are available on campus and outdoor stands are available at most halls. Bikes are left at owner’s own risk. Your hall insurance does not cover bicycles unless it is topped up by you.

Bins and Recycling
All students are asked to empty their own bins by taking the contents of their general waste and recycling to the bin store outside of the hall. You are asked not to leave bags of rubbish in the corridors and pantries as this is a fire risk.

Please ensure that you recycle as much as you can.

C

Car Parking
Car parking at UoN is regulated by purchase of a permit. Students who live in Halls of Residence or who have a term time address within a radius of 15 miles of University Park are not eligible for a parking permit. Visitor parking is available and parking permits/vouchers or pay and display tickets are required to be displayed on vehicles on University campuses between 9.15am and 4.00pm weekdays.

Catered Halls
The hall will provide you with 19 meals a week Breakfast at scheduled times Monday to Friday and brunch (mid-morning) at the weekends. A flexible meal card (University Card) is offered for lunch (Monday – Friday) so you can eat in any of our retail, café bar and hall’s outlets on Jubilee Campus or University Park.

Dinner at scheduled times every night, with plenty of dishes to choose from including vegetarian. If you have any specific dietary requirements, including Halal, please discuss this with your head chef who will devise tailored solutions with you. There are formal dinners held throughout the year and smart dress is required.

Meal Times are displayed in your dining room.
www.nottingham.ac.uk/hospitality/cateredhalls.aspx

Cleaning
Your room will be cleaned by the Housekeeping Team once every two weeks. A schedule will be posted in the hall from the start of term. You are asked to move all belongings from surfaces and floors to allow access for the Cleaning Team, they will not move items of a personal nature. Melton Hall – check notice board for details.

Code of Discipline
Regulations on discipline are necessary because the University is a society in which good standards of communal life must be maintained, so that all its members may enjoy conditions enabling them to achieve their aims in joining it. Present students should also, in their behaviour, show proper concern for the reputation of the University and its effect on their contemporaries and their successors.
www.nottingham.ac.uk/governance/documents/code-of-discipline.pdf

Complaints
For any problems or issues you may have during your time in halls, please don’t hesitate to approach the Hall Team or your Hall Warden or Deputy and Tutors who are there to ensure the hall functions as a community that benefits everyone who lives there.

They are also responsible for making sure everyone adheres to the Hall Regulations and the University Code of Discipline.

We want to provide a supportive and inclusive environment in which you can feel safe and comfortable. The tutor on duty at night can assist with confidential support and advice.

If you have a complaint arising under your licence agreement, please speak to your Hall Management Team.
www.nottingham.ac.uk/accommodation/currentstudents/complaints.aspx

Contacts for the Hall Management Teams
Please see your individual hall on the contacts page at the end of this booklet.

Counselling Service
The University Counselling Service offers free support to all staff and students by offering confidential, professional help with personal, emotional or mental health problems.
www.nottingham.ac.uk/counselling

Departure
When you depart at the end of each term you must leave your room in an acceptable condition. You must remove all your belongings and empty any rubbish to the bin areas. You are required to hand in your key to the Hall Office no later than 10.00am.

Doctor
We recommend you register with a doctor on campus. Further information is contained in the health section of Student Services web pages.

Drugs
Students are warned that the use or possession of illicit drugs is strictly forbidden in the hall and its precincts and will result in disciplinary action being taken by The Warden.
Repeat offenders may be referred to the Senate Disciplinary Committee and may face suspension from the University by the University Assessor. Any student found to be using or supplying illicit drugs will be reported to the Registrar, University Assessor and Security who may inform the Police.
**Electrical Items**

In order to comply with electrical safety requirements, you need to complete the “Privately Owned Electrical Equipment” Registration Form and return this along with your Inventory Form (found at the back of this booklet) to your hall office within 5 working days of your arrival in Hall. It may be considered as a disciplinary offence to fail to complete these forms and a fine may be imposed.

You have a responsibility to update your “Privately Owned Electrical Equipment” Registration Form by contacting the hall Office Teams if this changes. Please see the list of prohibited items later in this document.

Only University owned and tested electrical appliances are permitted to be used in the pantry areas of the hall.

**Emergency Contacts (out of hours)**

**Security 24 hours**

For Security issues or to report on non-violent crimes:

(0115 95) 13013

Emergency services ambulance/fire/police contact

Security emergency number:

(0115 951) 8888

There are internal telephones located around the hall please make a note of their locations. It may be useful to programme these numbers into your mobile phone.

**Event Form**

All student run events need to be approved by the hall and Student’s Union and an event form submitted at least 14 days prior to the event. 

secure.jotformeu.com/UoNSU/Event_Approval__Form

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**First Aid**

There are First Aid boxes available in the reception area of each hall. At other times contact the Hall Porter or Duty Tutor. The Security Team is on duty 24 hours a day and can be contacted on 0115 9513013 or in an emergency 0115 9518888.

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**Feedback**

Your views are very important to us and help us to improve our service to you. If you have any comments, suggestions for improvement, questions or complaints, please contact us:

e: acc-feedback@nottingham.ac.uk
text: 07800 003285

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**Fire Safety**

For your safety and that of your fellow residents, please ensure you read the fire information provided and attend the Fire Talk in the hall.

Find out when your fire alarm is tested, where your nearest emergency exit is and where your assembly point is.

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**Fire Regulations**

A Fire Safety and Security Session is held early in the autumn term – ATTENDANCE IS COMPULSORY.

All students and visitors must evacuate the building following the activation of a fire alarm. Disciplinary action may be taken against any student who fails to evacuate the hall on activation of a fire alarm or re-enter before the all-clear is given. On evacuating the hall, all students must report to their respective Tutor/Fire group located at the assembly point and ensure that their names are ticked on the occupancy fire lists.

Tampering with fire equipment is a criminal offence, this includes the smoke detectors, which will result in a disciplinary meeting and a fine as well as the replacement/repair cost(s) of the appliance(s). Disciplinary action may be taken if any student activates the fire alarm through negligence.

All student guests must be recorded in the “Signing-in” book held in the hall office.

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**Events**

Any overnight guest must be signed into the guest book located at reception and they are only permitted to stay for a maximum of 3 nights.

You are responsible for your guest’s behaviour throughout their stay.

**Grounds and Local Area**

The grounds of the University and your halls are a fantastic asset to the University. Please enjoy them and keep them tidy. Ball games are not allowed in the vicinity of your hall, however there are ample sports areas available for use.

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**Hall Management Team**

Are based in the hall office and are responsible for the general running and operation of the Hall Facility and provide specific services such as: cleaning, maintenance, safety and the security of the hall, please call in to see us if you have any queries.

Contact numbers are displayed on the office window. The team can be contacted via the telephone in reception if there is no-one in the office at that time.

The hall office is open from 8.00am – 5.30pm, Mon-Fri.

**Hall Manager / Assistant Manager**

Mon-Fri – 8.00am-5.30pm

**Porters**

Mon-Fri – 4.30pm-midnight

Sat-Sun – 6.00pm-midnight

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**Hall Rules**

These are displayed on the hall notice board.

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**Hall Warden Team**

The Hall Warden, Deputy Warden and Tutors are responsible for your pastoral care, welfare and discipline. The duty tutor is on duty from 10.30pm – 8.00am and their contact number is displayed in reception by the telephone.

The Warden and Tutor team are available for confidential support and advice and can refer to other services as appropriate to ensure the hall functions as a community that benefits everyone.

The Warden’s Secretary can be contacted during office hours, see hall contacts page.
Health and Safety
Please report any health and safety issues you may have to the Hall Office.

Heating
The building is environmentally controlled to provide a comfortable temperature whilst minimising waste. As the weather gets colder the heating system compensates for the outside temperatures to ensure a constant temperature. If you feel that your room is often below 21°C please contact the Management Team.

Hopper Bus
The University provides free hopper bus services that run from the main University Park Campus to Jubilee Campus, Sutton Bonington Campus and King’s Meadow Campus. www.nottingham.ac.uk/about/datesandcampusinformation/busservices.aspx for the up to date timetable and more information.

How We Contact You
When you register with the University you will automatically be given an email address. Please use your University email account; this is how we will to contact you.

International Students
The University of Nottingham International Office provides specialist support and guidance for students, staff and visitors from over 150 countries. www.nottingham.ac.uk/InternationalOffice

Internet and IT Support
The University provides a Wi-Fi facility in all of the halls of residence. This is included in your accommodation fees.

Contact the IT helpline between 8.00am – 6.00pm. An out of hour’s service is available via telephone.
t: 0115 9516677
e: student-it-helpline@nottingham.ac.uk
www.nottingham.ac.uk/it-services/services/students.aspx

Problems with coverage or loss of connection should also be reported to the Hall Management Team.

Illness and Accidents
All cases of illness or accident must be reported to a tutor or the Warden or a member of hall staff as soon as possible.

Insurance
Personal contents insurance is provided under the University block hall scheme through Endsleigh. Register online once you have accepted your place. www.endsleigh.co.uk/personal/home-insurance/student-room-insurance

Junior Common Room (JCR) Committee
The organisation called the JCR is a subordinate body of the Students’ Union. The aims of the JCR are to promote a community spirit in the Hall, provide a means of communication between students, other faces of the SU, Hall Management and the Hall Warden and to provide services to students in the Hall. They organise events, sporting activities and look after your welfare and represent your views.
There are pantries throughout the hall, with University electrically tested equipment for your use. Please keep these areas clean and tidy to avoid pests and leave it as you found it. The pantry bin is only for pantry waste, not bedroom waste.

Equipment available in each pantry for students to use: toaster, kettle, microwave, iron and ironing board so there is no need for you to bring these items with you.

Prohibited Items

The use of candles, tea lights and incense sticks, shishas/bongs in study bedrooms or any other part of the hall and its precincts is strictly prohibited due to safety concerns.

The use of electrical toasters, hotplates, kettles, microwaves, cookers (or any cooking appliance or food preparation item), irons, decorative lights, electrical under-blankets, lava lamps and heaters in study rooms within hall is also strictly prohibited.

No electrical device may be used which individually or collectively would overload the power outlet in study rooms or elsewhere.

Food MUST NOT be cooked or prepared in study rooms.

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The UoN Print Service uses Multifunctional Devices (MFDs) which offer printing, copying and scanning. You can release your print or copy job at any MFD across the University. Each hall has this facility.

The University operates a strict no smoking policy and smoking inside the building is strictly prohibited (including e-cigarettes).

If you have to move out of your hall before your contract is finished you must complete an early departure form. Help and advice can be found on the Accommodation Services website. You should discuss this with the Warden or Deputy Warden.

www.nottingham.ac.uk/accommodation/currentstudents/roomexchangesandearlydepartures.aspx

If you want to stay in your room over the vacation, ask your Hall Management Team for details. Please be aware that there are limited spaces, and you may need to move to another room throughout the vacation. The sooner you make your commitment the more chance you have of securing a room over the vacation periods.

www.su.nottingham.ac.uk
Students’ Union shop
Mon-Fri – 8.30am-9.30pm
Sat – 9.00am-5.00pm
Sun – 11.00am-5.00pm

Student Services
The Student Services Centre is the home for Academic Support, Disability Support, Financial Support, Student Fees and official documentation. www.nottingham.ac.uk/StudentServices

Jubilee Campus
Opening hours:
Mon-Fri – 10.00am-3.00pm

Contact details:
A Floor
Amenities Building
Jubilee Campus
Nottingham
NG8 1BB
t: +44(0)115 95 13710
f: +44(0)115 82 32083
e: ssc@nottingham.ac.uk

University Park Campus
Opening hours:
Mon-Fri – 9.30am-5.00pm

Contact details:
B Floor
Portland Building
University Park
Nottingham
NG7 2RD
t: +44(0)115 95 13710
f: +44(0)115 82 32083
e: ssc@nottingham.ac.uk

Study areas
Study areas are available in all halls.

T

Television
There is a TV available in hall in the communal area which is covered by our TV Licence, however, you will need your own separate TV licence if you watch your own TV in your room. The students welcome guide has more information on this.

Term Dates - Academic
Autumn Term
Monday 21 September 2015 – Friday 11 December 2015

Spring Term
Monday 11 January 2016 – Friday 18 March 2016

Summer Term
Monday 18 April 2016 – Friday 17 June 2016

Get your stay and storage booked.

U

University Card
Look after your University card; if lost it will cost you £15 to replace. Lost or damaged cards need to be reported to the main Security Office at the rear of Hallward Library, on University Park Campus.

W

Water
The water from the taps in the bedrooms and pantries is suitable for drinking.
How do I get my meal card?
The Entitlement to meals in Catered Halls is added to the Students University Identity Card, which will automatically allow the customer provision to food in Halls.

What happens if I lose my card?
You will need to obtain a replacement from Security at a cost of £15. Until that time you will have to eat in your own Hall or Cluster Hall if yours is closed for lunch.

What happens if my card gets accidentally damaged?
When you apply for a replacement card there will be a charge of £15. However, we will consider the type of damage to the card and if appropriate we may replace the card free of charge.

What happens if I forget my card?
You will have to pay for your meal with cash. A refund will not be given under these circumstances.

Can I use my card in other halls?
You can for lunch, Monday to Friday, but not for breakfast or dinner as this proportion of your hall fee is automatically allocated to your hall.

Can I give my card to anyone else to use?
No, your card is not transferable.

Can I buy alcohol with my card?
No.

What happens if I spend over my allocation?
The balance will need to be paid by cash.

Does any balance left on one day transfer to the next day?
No, the balance is not transferable.

What happens if I am out on University business or a University activity and miss my meal?
You can order a packed lunch or dinner (or brunch on Saturday or Sunday) if you are out on University business or a University activity. You will be given a choice and will need to give a minimum of 24 hours’ notice.

Can I use my card more than once in one day?
Yes you can, but the balance will reduce from £5.30 with each transaction. Lunch in halls is an automatic £5.30 charge so if you have used your card in a retail outlet before lunch you will have to pay the balance in halls.

What is my entitlement in hall for breakfast, lunch and dinner?
The following guidelines apply:

**Weekday Breakfast**
You can help yourself from the selection available – up to the nominated number of hot items; and also have two of: fruit or yoghurt. Drinks are unlimited.

**Weekend Brunch**
We will serve you your main dish and you can help yourself to everything else.

**Weekday Lunch**
A retail offer is available with a meal deal at £5.30. Machine vended drinks are also unlimited.

**Dinner**
We will serve you your main dish, and you can help yourself to everything else, and also have a dessert and a piece of fruit or yoghurt. Machine vended drinks are also unlimited.
Privately owned electrical equipment

This information is for you to keep for reference and if you have any additions to your electrical items please come to the hall office to add them to your electrical registration form.

Most study bedrooms are equipped with 5 amp power outlets, giving a maximum power facility of 1200 watts per socket. For this reason the use of the following items is strictly prohibited at all times:

- Electric kettle
- Electric fire or heater
- Electric toaster
- Household electric iron
- Microwave oven
- Cookers or any cooking appliance
- Decorative lights (fairy lights)

Permissible installations

Items consuming less than 1200 watts may be permitted provided there is no other reason for barring their use. Typical power consumption of the following items is given for guidance, but should always be checked by reference to the data shown on the appliance itself.

<table>
<thead>
<tr>
<th>Item</th>
<th>Wattage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clock/radio</td>
<td>10</td>
</tr>
<tr>
<td>Computer</td>
<td>20-100</td>
</tr>
<tr>
<td>Desk lamp</td>
<td>60</td>
</tr>
<tr>
<td>Digital clock</td>
<td>2</td>
</tr>
<tr>
<td>DVD/CD player</td>
<td>40</td>
</tr>
<tr>
<td>Electric guitar – amplifiers</td>
<td>400+</td>
</tr>
<tr>
<td>Electric shaver</td>
<td>10</td>
</tr>
<tr>
<td>Hair straighteners¹</td>
<td>400-650</td>
</tr>
<tr>
<td>Hairdryer</td>
<td>800-1200</td>
</tr>
<tr>
<td>Radio</td>
<td>10-50</td>
</tr>
<tr>
<td>Stereo system</td>
<td>40-300</td>
</tr>
<tr>
<td>Television</td>
<td>50-150</td>
</tr>
<tr>
<td>Travelling iron²</td>
<td>250-500</td>
</tr>
</tbody>
</table>

This is not an exhaustive list of equipment. If you are in any doubt, seek permission before installing any equipment.

Students will be held personally responsible for ensuring that the total wattage of equipment used NEVER exceeds the power facility of the socket.³

Equipment that is not manifestly safe must be removed immediately. Installation may be subject to inspections during the session.

¹ please use extreme caution due to previous experiences of burn marks on furniture.
² please use in the pantry only.
³ you must ensure that equipment is kept in a safe condition and used responsibly, and that any cables are not in a position that could cause accidents.

Privately owned electrical equipment registration form

You are required by the Hall Regulations to register all mains operated electrical equipment that you have brought with you to use in your Hall of Residence. Please list below all items of equipment and return this form to: The Hall Office by the first Friday of term.

If you acquire additional equipment in the course of the session, you must notify the Hall of this by obtaining a new form and submitting it, duly completed to: The Hall Office.

<table>
<thead>
<tr>
<th>Name and initials (print please)</th>
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<tbody>
<tr>
<td>Hall</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Type of equipment</th>
<th>Manufacturer</th>
<th>Wattage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clock/radio</td>
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² please use in the pantry only.
³ you must ensure that equipment is kept in a safe condition and used responsibly, and that any cables are not in a position that could cause accidents.

Signature   Date

The Hall Manager and/or Warden has the right to refuse certain types of equipment for reasons other than electrical safety. Guidance on permissible power limits are listed on the reference page.
Inventory form

<table>
<thead>
<tr>
<th>Hall Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name (print please)</td>
</tr>
<tr>
<td>Academic Year</td>
</tr>
</tbody>
</table>

Please check the contents of your room and tick below against the items that are in your room. It is essential that you note alongside any damage or faults to any item. This form must be returned to the Hall Office by the first Friday of term.

It is in your interest to return this form, otherwise any damage/items missing from your bedroom at the end of session will be attributed to you.

All rooms are checked regularly during term time and at the end of each session. Please look after your room carefully to avoid any fines for damage of missing items. Ensure you leave your mattress cover at the end of each term or you may be charged for this.

| 1 Bed base | 1 Desk lamp |
| 1 Mattress | 1 Pair Curtains |
| 1 Mattress cover | 1 Waste bin |
| 1 Desk chair | 1 Wardrobe |
| 1 Bedside cabinet | 1 Desk |
| 1 Fridge | 1 Book shelf |
| 1 shower curtain | 1 Mirror |
| 1 Fire notice | 1 Notice board |

Please write down the condition in which you find the following:

- Carpet (e.g. burns, stains, etc)
- Curtains
- Walls
- Windows
- Doors
- Furniture
- Shower/shower curtain (if applicable)
- Toilet & toilet seat (if applicable)
- Toilet roll holder (if applicable)
- Notice boards

Declaration
I have received and familiarised myself with both the rules & regulations of the Hall and the safety information within the student information pack in my room.
I certify that the above to be a correct account of the condition of my room on arrival.

Signature | Date
Ancaster Hall
The University of Nottingham, University Park, Nottingham, NG7 2RE
Hall Manager: Donna Beswick
Assistant Hall Manager: Shane Evans
e: ancaster-hall@nottingham.ac.uk
t: 0115 951 3154
Deputy Warden: Adam Algar
Warden’s Secretary: Sara Dowzell
t: 0115 951 3100

Cavendish Hall
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Warden’s Secretary: Pamela Worrall
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Warden: Jan Bradley
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