WELCOME TO
CONNAUGHT HALL
The University of London is a federal University. It consists of 18 self-governing Colleges of outstanding reputation, and is one of the oldest, largest and most diverse universities in the UK. It was established by Royal Charter in 1836 and is recognised globally as a world leader in higher education.

Leading the way
The University of London has always been at the forefront of innovation and change. It was the first University in the UK to:

- open its doors to all (men) irrespective of race, creed or political belief (1836)
- introduce evening classes (1855)
- establish a science faculty (1858)
- open its degrees to distance learning (1858)
- admit female students (1878)
- appoint a female professor (1912)

Central excellence
The University of London’s central academic bodies and activities deliver academic and service excellence including:

- distance learning to 50,000 students in over 180 countries
- access to nearly 4 million books and over 25,000 periodicals
- facilitation and promotion of research in the humanities and social sciences undertaken by the School of Advanced Study
- careers services to 79 higher education institutions, 30 non-HE organisations and over 7,000 employers
- leading-edge information technology solutions and services to over 250 customers nationwide
- accommodation for over 3,000 students
- advice on housing to 50,000 students a year
- services to over 120,000 students and the country’s largest number of sport competitions

The Intercollegiate Halls
The University of London has a wide range of accommodation options for its students and most find that we have an accommodation solution to suit their needs. A number of constituent Colleges have their own Halls to accommodate their students but some of the smaller, more specialised Colleges and Institutes do not, so the University also has Intercollegiate Halls to which students from all University of London Colleges may apply. The Intercollegiate Halls currently incorporates five halls of residence, namely College Hall, Connaught Hall, International Hall, Lillian Penson Hall and Nutford House. Our halls of residence offer a variety of accommodation and are all situated in Central London, close to all College campuses, and offer a positive and safe setting for student life.
Connaught Hall is owned by University of London and provides accommodation for full-time students at its constituent colleges. Connaught Hall was established by HRH Prince Arthur, the Duke of Connaught, the 3rd son of Queen Victoria, in 1919, at Torrington Square. He gave the Hall to University of London as a gift in 1928 – the university naming the hall after him as a sign of appreciation. The Hall moved to its current pleasant location to a splendid Georgian terrace with a grade II listed façade overlooking the greenery of Tavistock Square Gardens in 1961.

The Hall is very centrally located in London with most of the major attractions within walking distance or a short bus or tube ride away. If you are new to London, we have included some useful advice about getting around the city.

If you have any questions regarding your booking, please contact us at: info@uolaccommodates.co.uk quoting your booking reference in the subject.

If you have any questions regarding the payment, please contact our Finance Department at: UOLACC.Finance@london.ac.uk quoting your booking reference in the subject.

What’s included?
Breakfast, including English breakfast, cereals, pastries, fruit and hot and cold drinks are provided*. All rooms have a work desk and a wardrobe. Towels, bed linen and a complimentary set of toiletries. We do not provide hair dryers or deposit boxes. A launderette is available to the guests at an additional charge.

Reception
Reception is on the ground floor and is open 24 hours a day, 7 days a week. The building is accessible for residents 24 hours a day.
T: +44 (0)20 7 756 8200
For assistance please visit Reception or dial ‘0’ from the phone in your room.

Check-in
Your room will be available from 2pm on the day of your arrival. Please check-in at Reception where you will be given your key and a hall card to be used for taking your meals.

Guests with special needs
If in an emergency you feel you would have difficulty evacuating the building or need special assistance during your stay with us, please inform Reception.

Receiving mail
If you are expecting mail during your stay, you should give the address to make sure that it reaches you, and inform reception that you are expecting it.
Phones
Please ask for your extension number at Reception and use the hall’s main phone number as follows to receive direct incoming calls: +44 (0) 020 7 756 + extension number. Please note that the phone in your room is only for internal and emergency calls. Please note that you can only receive calls on the phone.

Security
We make every effort to ensure that Connaught Hall is secure. For your own safety, please keep your room locked at all times when it is not occupied. We cannot accept responsibility for loss or damage to personal belongings.

Emergencies
For assistance please dial ‘0’ from the phone in your room to speak to Reception. If you need to contact the emergency services, please dial ‘9’ to get a dialling tone, then ‘999’.

IN CASE OF FIRE
If the alarm sounds, please leave the building immediately using the nearest stairs. Do not stop to collect your personal belongings and do not use the lifts. Please go to your designated assembly point as outlined on the evacuation plan on the back of your bedroom door. Please note that fire drills are held at 1pm on each Wednesday when the alarm will be tested and will sound for a few seconds.

Hospital (with A&E)
UCH (University College Hospital)
235 Euston Road
London
NW1 2BU
T: +44 (0) 845 155 5000

Private Doctor
Harley Street Health Centre
17 Harley Street
N1G 9QH
London
T: +44 (0) 207 323 3830,
E: info@harleyhealthcentre.com
W: harleyhealthcentre.com

Emergency Dentist
Please visit
24hour-emergencydentist.co.uk
T: 0208 748 9365.
Baker Street, Kensington,
Liverpool Street and
Hammersmith.

Internet Connection
All bedrooms have wired internet access – cable is provided. WI-FI is provided in all common areas and bedrooms (from mid-June 2015). During your stay your WI-FI Username and Password can be obtained from reception. If you have any problems with your connection please contact the IT Help Desk on +44 (0)207 862 8092 or on swan.support@london.ac.uk Monday to Friday between 9am-5pm. WI-FI connection is available in some common areas. There is a daily password that can be obtained from Reception.
Noise
If you are disturbed by noise at any time you should contact Reception. Please keep the level of noise to a minimum at all times and especially between 11pm and 7am. The university reserves the right to remove any guest creating unreasonable noise or disturbance. No refunds will be made.

Visitors
You may invite guests to Connaught Hall provided they do not cause a disturbance to other residents and are 18 years or over. Please collect your guest from Reception on arrival as they will not be allowed in unaccompanied. We ask that all visitors leave the building by 12am, midnight. No visitors are allowed to stay in your room overnight. If you would like to book a room for your guest for the night please speak to the office from Monday to Friday, between 9am to 5pm. All single rooms are let for single occupancy only.

Use of equipment
It is prohibited to use large electrical appliances other than those provided in your room.

Smoking and candles
The hall operates a strict No Smoking policy throughout the whole building – it is illegal to smoke in public buildings in the UK. The use of candles is prohibited due to fire safety regulations.

Bathrooms
Showers and toilets are for shared use – apart from en-suite rooms – please leave them as you would like to find them yourself.

Cleaning
Your room will be serviced every 7 days between Monday and Saturday – this includes cleaning of the room and toilets (in en-suite rooms) and change of bed linen. Towels are changed every Monday, Wednesday and Friday and bins are emptied every day.

Pantries
There is a pantry on each floor of the building with a sink, kettle, microwave and a fridge for communal use. Please make sure you leave the pantry clean once you have used it.
DURING YOUR STAY

Maintenance
Please report broken or faulty furniture or equipment in the maintenance book at reception. Most problems will be dealt with the next working day. Report any potentially dangerous problems to a member of staff in the office or the Duty Senior Member via reception.

Vending machines
There is one vending machine selling soft drinks and one hot drinks machine on the ground floor.

Laundry
There is a top-up card-operated laundrette on the lower ground floor. The cards can be collected at reception and topped up following the instructions. Detergent can be purchased from local shops. You will find an iron and ironing board in each pantry.

LAUNDRETTE

How to top up your Laundry Card

1. Go to www.washstation.co.uk
2. Click on the icon which says ‘Top Up Your Card’
3. If you are a returning Pinmate customer please log in to your account. If you are a new customer please click the “New Customer/Not Registered? Click here” to register your card and type in the card number which is found at the back of your Washstation card.
4. Top up your card by following onscreen payment instructions (minimum £5.00). Please note that there is no option for a refund. One wash costs £2.20 and one drying cycle costs £1.00.
5. Record your unique six digit pin number.
6. Go down to the laundrette located on lower ground floor, Connaught Hall (if unsure, please ask Reception for directions).
7. Once inside the laundrette, place your washstation card against the card reader on the Pinmate machine located at the back end of the room.
8. Enter your unique six digit pin number. The Pinmate machine will register that your card has been topped up and your card is now ready to use.
9. To use card; hold against card reader on washing machine or tumble dryer, and your card will be debited for the chosen cycle.
Check-out time
Please vacate your room by 10am on the morning of your departure to avoid incurring additional charges.

Returning your key
You should return your room key to Reception on departure. Failure to do this will result in a £45.00 charge as the lock will need to be changed for security. Please remember to check with Reception if you have any mail or messages, as it is very difficult for Hall Management to forward these on once you have departed. Any unclaimed post will be returned to the sender after your departure.

Left luggage
Storing space for luggage is limited but we will do our best to accommodate all storage requests. If you are travelling with a large group, please contact the office before your departure date in case we need to arrange for additional storing space. Please note that we do not store luggage overnight. You will, however, find luggage storing facilities at all mainline train stations; the nearest ones being King’s Cross St Pancras and Euston Station. For further information please visit www.networkrail.co.uk

On weekends, we provide a packed breakfast (carton of juice, two pieces of fruit, yoghurt, either a croissant or a pain au chocolat and a plastic spoon/napkin) for our guests, which you can book up to 7pm the day before, and collect from reception the next morning. If you would like to join us for dinner, please note that tickets can be obtained from reception after purchase of £6 is made online. To do this, simply follow these steps:

Pay an invoice online now

In the box labelled ‘Amount (£)’, write £6 and click ‘Add to Basket’:

When asked for your Customer ID, write: ICH(Family Name)
For example: ICH “SMITH”
When asked for your Invoice Number, write: UOLACC (Booking Reference)
For example: UOLACC “12345”

You will then be directed to a page on which you can register your details, and from there you will be directed to a secure means of online payment. This method can also be used to pay for extra nights but this must be arranged with the Reservations Office or Hall Managers Office.

* Dinner is subject to closure depending on uptake
Bloomsbury is the literary and academic district of Central London, historically patronised by an impressive tableau of celebrated writers and artists, including the novelist Virginia Woolf, poet T.S. Eliot, and artist Roger Fry.

At its centre sits Russell Square, named for the Russell family of the 17th and 18th centuries whose investment in the area transformed it into the fashionable residential and cultural locale it is today. Additional gardens, such as Tavistock Square, Torrington Place and Gordon Square are pleasant, quiet places to sit and relax, all within walking distance of the Hall.

Also worth noting are the numerous research hospitals and healthcare institutes, housed typically in grand buildings of Georgian architectural design, as well as the cluster of central University of London campuses; academic bodies which enjoy an almost unrivalled international prestige, each able to boast global recognition in its respective field.

As well as being the city’s largest and most famous scholarly area, the accessibility of the West End’s theatres, cinemas, shopping attractions, and other famous metropolitan landmarks truly make Bloomsbury feel like the epicentre of the city. The trendy bars, cafes and restaurants that line the streets all contribute to the lively, friendly and diverse atmosphere of the area, while internationally renowned institutions like the British Museum and the British Library are within a stone’s throw and certainly worth a visit while in London.
Banks
HSBC Bank, 1 Woburn Place, Russell Square, WC1H 0LQ
NatWest Bank, Tavistock House, Tavistock Square, WC1H 9NA
Barclay’s Bank, 73 Russell Square,
Bloomsbury, WC1B 5BA

Bureaux de Change
17 Woburn Place, Bloomsbury, London, WC1H 0LU

Supermarkets
The Brunswick Centre, Marchmont Street, WC1H
This is a small open air shopping centre with cafes, restaurants, fashion stores, a mobile phone store, the Renoir Cinema and Waitrose supermarket for groceries.
Tesco, Bernard Street – opposite Russell Square Underground Station.

Restaurants
There is a wide variety of options to eat out in the area with several restaurants to be found in the Brunswick Centre, along Marchmont Street, Southampton Row or on nearby Tottenham Court Road. You can also visit www.squaremeal.co.uk and search for a specific type of restaurant or area.

Fitness/Gyms
Most local gyms will offer guest memberships for short periods, as well as a pay-as-you-go admission. There is a gym and swimming pool at Student Central (www.studentcentral.london/energybase/) on Malet Street and the Bloomsbury Fitness gym is located at UCL Union on Gordon Street - both of which are very nearby. There are also Fitness First, Nuffield Health, Living well and Bannatyne gyms within easy walking distance of the Hall.
**London Underground – The ‘Tube’**

The tube covers the whole city, is easy to use and is usually the quickest way to travel. Travelcards – for daily, weekly or monthly use – are the most economical way of getting around the city as they give you unlimited travel within your chosen zones. Besides the tube, travelcards cover all bus journeys and travelling on train within your zones.

The closest tube stations are Russell Square, King’s Cross St Pancras, Goodge Street, Euston Square and Euston.

You can hire a car as well, but the congestion charge (£10.00/day Monday – Friday to drive in central London), parking fees and sheer volume of traffic make it advisable to use public transport instead. [www.tfl.gov.uk/assets/downloads/standard-tube-map.pdf](http://www.tfl.gov.uk/assets/downloads/standard-tube-map.pdf)

**Red London Buses**

These are one of the sights of the capital and can be used to travel across most parts of London. It is a slower alternative to the tube but has more regular stops in more residential areas and certainly has more interesting views.

http://www.tfl.gov.uk/tfl/gettingaround/maps/buses/

For further information on public transport please visit [www.tfl.gov.uk](http://www.tfl.gov.uk).

**Black cabs**

These taxis are licensed and can be hailed from the roadside when the yellow ‘For Hire’ light is on. For your own safety, never use an unlicensed minicab or taxi.

**Bicycle Hire**

A Transport for London bicycle hire station is located opposite ULU on Malet Street. Cycling in London can be very dangerous and we strongly advise you to wear suitable protective and high visibility clothing including a helmet, and to use cycle paths where possible.

Details of cycle paths can be found at [www.sustrans.org.uk](http://www.sustrans.org.uk), and further details about cycling in Camden can be found at [www.camden.gov.uk](http://www.camden.gov.uk).

**National Rail and Eurostar**

Euston, King’s Cross, and St Pancras national rail / mainline stations are all within 15 minutes’ walk of International Hall. St Pancras is also the main Eurostar terminal, for international connections to Paris and Brussels (passports and/or visas may be required). For tickets & timetables: [www.nationalrail.co.uk](http://www.nationalrail.co.uk) and [www.eurostar.com](http://www.eurostar.com).
University of London, Connaught Hall, 36-45 Tavistock Square, London, WC1H 9EX