

# WELCOME TO YOUR NEW HOME



## Richmond Park

The information in this booklet is designed to help answer some essential questions you may have before your arrival at University Residences.

\*The information provided in this booklet is correct at the time of writing, however may be subject to change



## So you're moving in – what next?

Just over 450 people work within the residences here at the University of Manchester who will all help to settle you in and make sure your life in hall runs smoothly. Staff will be on site during our main arrival days in September, please feel free to ask for any assistance you may require. Please also refer to the online Residences Guide for more detailed information.

### **Contact Details**

Address: Reception, Owens Park, Fallowfield, 293 Wilmslow Road, Manchester, M14 6HD  
Reception Number: 0161 306 9900  
Email: [centraladmin.fallowfield@manchester.ac.uk](mailto:centraladmin.fallowfield@manchester.ac.uk)

Reception is located in Owens Park and is open 24hrs a day. The Central Administration team are also located at reception and are available Monday – Friday 0900hrs – 1700hrs

### **Finding your way to Richmond Park**

**By Air:** Manchester Airport is approximately 8 miles to the south of the city; a taxi typically costs around £15-£20 to the Hall. Buses and rail shuttle service also run into Manchester city centre.  
**By Car:** Manchester is situated in the heart of the North West of England and has superb road networks into the city centre.  
**By Coach:** Chorlton Street bus station is approximately 4 miles to Owens Park, a taxi typically costs £9 - £12  
**By Rail:** Piccadilly train station is approximately 4 miles to Owens Park; a taxi typically costs £9 - £12.

### **Residents Information**

Richmond Park is located on the Fallowfield site, only a couple of minutes' walk away from the centre of Fallowfield where you will find shops, supermarkets, bars, restaurants and takeaways. It is also conveniently located to access superb sports facilities at the Armitage Centre.

Richmond Park consists of 2 main buildings, Willow Court and Poplar Court and accommodation is provided in eight blocks. Each block houses eight flats with eight individual en-suite rooms. Residents share kitchen / lounge facilities.

An amenity block is located centrally and provides a laundry, mail area and a large common room for social activities, individual or group study areas etc.

### **Key Collection**

During the online induction process you will be asked to book an arrival slot (September arrival only), if you need to come earlier than the official contract start date shown on your offer, you can book and pay for extra nights' accommodation please contact reception or book via our on-line store. Rooms will be allocated subject to availability and are not guaranteed.

Room keys will be available from Richmond Park Amenity Building between 09:00 and 19:00 (please arrive according to your slot time chosen during e-induction) on your chosen arrival date. Outside of these hours keys for all of Fallowfield can be collected from the main reception.

Please remember to bring with you the key release form (this is printable at the completion of your online induction) and some photographic ID.

You will also be able to collect your Student ID card at your key issue point (providing you have successfully completed your online registration) The student ID card will give you access to your accommodation however a temporary swipe card will be issued if you arrive out of hours.

If you will be arriving later than your contract start date, please do contact us to let us know when to expect you.

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If you lose your key /swipe card at any time during your stay at Richmond Park please let us know immediately. There is a cost for replacement.

### **Mail**

Please ensure that your mail is correctly addressed. Letters will be delivered into mailboxes located in the Amenity building at Richmond Park. Larger items, registered letters or parcels will be delivered to the reception for you to collect during office hours, please note that you will always be asked to show your student ID card to collect items.

Please make sure you tell everyone your correct address – your name / house Name / flat number / room number followed by:

Richmond Park  
Whitworth Lane  
Fallowfield  
Manchester  
M14 6YY

### **ResFit !**

Included in your licence fee is a silver gym membership at the Armitage Sports Centre for semester one. You need to activate this and when you pick up your key you will be given a pass that you can take with you along with your student card and the team at the Armitage will sort this out for you. Silver membership entitles you to use the gym between 9am -4pm on week days and between 8.30am – 7.30pm on weekends. If you wish to upgrade to gold membership this can be done for just £80 for the academic year of £45 per semester. This offer applies only at the Armitage Sports Centre.

**For further general information about living in halls please check our website**

<http://www.accommodation.manchester.ac.uk/essential-information/getting-ready/prearrivalinfo/>