

WELCOME TO YOUR NEW HOME



Liberty Point

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



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 : Liberty Point, Manchester, 29 Berry Street, Manchester M1 2AR
Reception Number : +44 (0) 161 273 8608
Email : libertypoint-manchester@libertyliving.co.uk

The University of Manchester leases the accommodation at Liberty Point; however your licence agreement, rent payments and ResLife support are provided by the University.

Please note that reception opening hours are Monday to Friday 7am – 8pm. As well as the Liberty Living office team security staff will be on duty outside of office hours to ensure that there is someone available to help you 24/7. The emergency mobile number is 0791 9113 519.

Finding your way to Liberty Point

By Air : Manchester International Airport is 12 km to the south of the city. Taxis cost around £15 - £20 from International Arrivals to the hall. There is also an express Rail Shuttle running every 10 minutes or so from the Airport Station to Piccadilly Station.

By Car : North Campus Halls are situated between London Road, Whitworth Street and Granby Row, adjacent to Piccadilly Train Station, within sight of the Mancunian Way (A57M) which links into the M56, M6, M60 (Manchester Orbital Motorway), M61, M62, M66, M67 and M602 Motorways. From the A57M, follow the signs for the University of Manchester. SatNav reference : M1 2AR

By Coach : North Campus is 5 minutes' walk from Manchester International Express Coach terminal on Chorlton Street.

By Rail : Piccadilly main line station is within a 2 minute walk. National Rail Enquiries: 08457 484950, National Rail Enquiries from overseas (Please note: International rates apply): +44(0)20 7278 5240 or web link: <http://www.nationalrail.co.uk/contact/>

Residence Information

The University of Manchester is pleased to be working in partnership with Liberty Point. Liberty Point is located near to the City Centre and very close to the University campus. The residence offers accommodation in flats with 6 En suite bedrooms. Residents share a lounge / kitchen dining area which is equipped with an oven and grill, hob, microwave and fridge-freezer. For more information please search for Liberty Point, Manchester.

University of Manchester students should be aware that the hall accommodates students from the many different academic institutions in the City which provides a great opportunity to meet many new people and experience cultures from all over the world.

Liberty Point produces an arrival guide for residents, for more information please click [Here](#)

What do I need to Bring ?

In your room we provide a bed, desk, desk chair, wardrobe and under bed storage. You will need to bring with you bed linen, duvet, pillows and towels. As the residence is self-catered there is an oven, hob, fridge and freezer in each flat. You should arrange to bring with you any cooking utensils, crockery, cutlery and pans you may require. A word of advice is to wait until you arrive to see if you can arrange to purchase these with your new flat mates so you don't end up with large quantities of the same item!

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 night's accommodation by contacting 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 Liberty Point Reception on your chosen arrival date, please arrange to arrive during your designated time slot. If you arrive outside of these hours, the keys will be issued from the Liberty Point Reception by Security. Please remember to bring with you the key release form (this is printable at the completion of your online induction) and some photographic ID.

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

If you lose your key / fob / swipe card at any time during your stay at Liberty Point, please let reception know immediately. There is a non-refundable charge for replacements, the cost of which will be advised by reception.

Arrival by Car

If you are arriving by car please note that car parking is limited, once you have unloaded your car we ask that you remove it from the car park to allow others to unload.



Hotel Accommodation

If we cannot provide you with early arrival accommodation or if your family wish to stay locally over your first few days then information on Manchester hotels can be found at <http://www.manchester.com/hotels/>.

Rent Payments

By accepting your licence agreement you agree to pay the rental value on the property you will be occupying. This can be done either via one instalment, due in October or by 3 instalments in October, January and April. If you haven't done so already please complete a direct debit mandate form which will allow a transfer of funds from your bank account to ours and tell us which instalment plan you would like to use. If you have not set up a direct debit you should note that you will become liable for the full rental costs for the full rental period in October. If you want to discuss this further please contact our student services centre on 0161 275 5000 who will be able to assist.

Mail

Each resident receives an individual post box, situated in reception which can be opened with their room key. If we receive a parcel for you, you will get an email from the on-site team notifying you.

All parcels can be picked up from the office during office hours or from the resident assistant when the office is closed. You'll be asked to sign to confirm that you got it. Please note that we accept no responsibility for your parcels, whether signed for or not. It is very important that your full address is on each letter or parcel.

Your address is:

Your flat: _____, room: _____
Liberty Point
29 Berry Street
Manchester M1 2AR
United Kingdom

Room Inventories

The inventory document is included in your Welcome Pack; it's a list of everything you should have inside your room. If you can't find it, don't worry – you can always ask for another copy. You need to go through the inventory and make a note of everything that is included on it.

Also, check the following:

- Is everything listed on the inventory actually there?
- Is everything in good shape? If not, make a note of it

Contents of this information booklet correct at time of writing, these may be subject to change

- If there are extra items there, add them to the inventory

You can ask a member of staff to run through your inventory with you if you're unsure. Once you've checked and filled in the inventory document, please sign, date it & return it to reception within 48 hours of moving in.

All of the rooms have been professionally cleaned before your arrival, but if you have any concerns or they're not quite up to scratch, you should report these to reception when you arrive to allow us to deal with your concerns.

Please feel free to ask for a copy of this document when you return it to the Residence Team. Please also remember that we will compare your inventory from when you move in with your check-out report. So if you find anything wrong with your bedroom or flat when you move in, please tell reception. Sure, it might seem a little tedious to fill out now, but it's all for your benefit in the long run – we're aware of any problems right away and we also know you're not to blame!

Insurance

All University of Manchester halls are included in a block insurance policy, this is provided by Endsleigh. A basic cover is provided and you are recommended to check on the details to ensure that this level of cover suits your needs. Information on the cover provided can be found [here](#), our policy number is HH1053.



Smoking
All halls are non-smoking areas; this includes the use of
E-cigarettes

Computer Network

Ask4 is the preferred partner at Liberty Point and they're one of the leading providers of broadband and telephony services across the UK. Ask for more details when you arrive.

Guests

One of the pleasures of living independently is being able to have family and friends around – it's your home, after all. Please bear in mind that you're responsible for them whilst on site though, so make sure they're on their best behaviour. Please book all visitors in and out with the on-site Residence Team so that there is an accurate record of all visitors on-site in case there is a fire evacuation.

You should also be aware that you're only allowed to have visitors on-site when you're there with them. The Residence Team has the right to restrict the number of visitors that you may have and the hours they are allowed to stay.

Your Safety & Welfare

Our Residential Life team (ResLife) are also on hand for any help or support you may need, they will introduce themselves over the first few weeks of residence. Residential Life Advisors (RLA) work on a duty rota and are available from 6pm every night and over the weekend. The number for the RLA for Liberty Point is 07464 493921 again why not add this number to your phone contacts now ?

Residences Life Team

In conjunction with your Residents Association (RA) and Junior Common Room (JCR) ResLife will be organising events, trips, lectures, volunteering events and much more during your time in halls. Please do get involved, these events are a great way to meet new people and find your way around your new city.

Fire Safety & Alarms

Fire notices and regulations are displayed throughout Liberty Point and we would ask you take time when you arrive to read this and also familiarise yourself with the fire alarms and your nearest emergency exit.

If you discover a fire:

Raise the alarm immediately by breaking the glass in an alarm unit. Once you've reached safety, dial 999 and ask for the fire services – give the full address and location of the fire. Leave the residence and go to the assembly point (you can find out where this is by checking the Fire Action Notices)

If you hear a fire alarm:

Leave the residence immediately by the nearest exit. Try to keep calm, and don't run. Don't try to use the lifts. Where possible close windows and doors behind you. Go to the assembly point.

You will be required to attend a fire safety talk during welcome week, the details of which will be confirmed to you on key collection.

Fire alarm systems are tested weekly and you will be told when this will take place. At all other times please do evacuate the building – it's for your own safety.

The University health and safety policy is available for you to view at [Here](#).

Laundry Facilities

There are washers and dryers in the on-site laundry, open 24 hours a day. These operate using an electronic card system which you'll need to top up in advance. Please remember that most students tend to do their laundry at the weekend and so the laundry can get a little overcrowded at this time.

Bicycles

Liberty Point has designated bike shelters and storage for you to use. Please ensure you secure your bike using a D lock. The University also runs a bike registration scheme and subsidised D lock purchases. For more information view <http://www.estates.manchester.ac.uk/services/security/estates-services-ian-ourservices/crimereduce/>.

TV Licences

We do not cover any of our residences with a TV licence; therefore you are advised to ensure that you purchase the appropriate licence either prior to or immediately after arrival. If you watch or record programmes as they're being shown on TV or live on an online service - **on any device** – you need to be covered by a TV Licence.

All of the team look forward to welcoming you to Liberty Point in September

