**Please Note: Payment must be made in full in advance.**

**Payment can be made by cash or by credit/debit card in person or by telephoning the hall administration office**

**FALLOWFIELD VACATION RESIDENCE INFORMATION**

**HALL DETAILS**

Oak House (Fallowfield Residences)

293 Wilmslow Road

Manchester, M14 6HD

Telephone +44 (0)161 306 9900

E-mail: centraladmin.fallowfield@manchester.ac.uk

**PAYMENT**

Payment must be made in full in advance. Payment can be made by cash or by credit/debit card in person or by telephoning the number advertised on the booking form.

**FACILITIES**

Oak House comprises of 5 low rise blocks containing 2 story flats for groups of 8 single study non –smoking bedrooms, with shared bathrooms and basic kitchen facilities.

**BEDDING**

Bed linen is not provided but bedding packs may be available to purchase from the Hall Administration Office at a cost of £20.

**KITCHEN**

Kitchens are equipped with basic facilities but we do not provide pots, pans, crockery or kitchen utensils, you must bring your own and take it with you when you leave.

**CLEANING**

Residents are responsible for cleaning their own rooms, rubbish removal, recycling and washing pots. The communal areas of the flat are cleaned weekly by our housekeeping teams.

Additional charges will be made for any rooms/flats left in untidy state.

**ARRIVAL**

Keys may be collected from Reception on the first day of your booking. The reception is open 24 hours a day.

**KEYS**

Lost keys should be reported to Fallowfield Reception. A charge will be levied of up to £50.00 per set of keys. All keys should be returned to Reception on departure.

**LAUNDERETTE**

The laundrette is located in the basement of Squirrels Bar. Cards can be purchased from the vending machine in Reception or you can download the Circuit Laundry App to manage and add credit via your mobile at <https://www.circuit.co.uk/mobile-app/>.

**WIFI**

WiFi is available in most of our halls for student registered on eduroam. Non-students will need to access The Cloud to access WiFI service. Further information is available from the University’s IT Services pages: <http://www.itservices.manchester.ac.uk/wireless/>.

**MAIL**

Mailboxes are located in Carrill House. All mail and parcels sent to you must state:

VACATION RESIDENCE

Name, Flat, Room Number

1 Moseley Road

Fallowfield

Manchester, M14 6HX

Large parcels and registered items will be held at Fallowfield Reception and a slip will be placed in your mailbox. **Proof of Identity** will be required to collect the item.

**PARKING**

Please note that there is no parking on the Oak House site, however you will be able to use Richmond Park car park at an additional cost of £5.00 per week. We reserve the right to remove without warning any vehicle found at the residence which is not in a designated parking area. All vehicles must be serviceable, fully insured and have valid road tax. The University is not liable for any theft or damage to vehicles. Bicycles may not be stored in the accommodation. Bicycle must be stored in the storage areas provided.

**FIRE ALARMS**

The fire alarms are tested weekly on Wednesdays. Residents should familiarise themselves with the fire procedures and exit routes from their accommodation.

**REPAIRS AND MAINTENANCE**

Report immediately any loss, breakage, damage or failure of facilities and services online using your own computer. The link for Building maintenance can be found: [HERE](https://idp.stars.manchester.ac.uk/discovery/bm.wayf?entityID=https%3A%2F%2Fbm.stars.manchester.ac.uk%2Fshibboleth&return=https%3A%2F%2Fbm.stars.manchester.ac.uk%2FShibboleth.sso%2FBMDS%3FSAMLDS%3D1%26target%3Dcookie%253A29002348). If you do not have a log on and password, please report all repairs to Fallowfield Reception.

**TV LICENSES**If you watch or record Television as it’s being broadcast in your room in hall, either using a computer or a TV, then you need a Television Licence. For further information refer to: <http://www.tvlicensing.co.uk>

**RESLIFE**

There is a ResLife team available in your hall. ResLife are available out of office hours and can provide support and guidance to all residents. The ResLife Advisor can be contacted on 07789 480 917.

**SECURITY**

The University has a 24 hours security service. Uniformed officers patrol the residences. They are contactable on a free phone telephone number 0800 838907.

**INSURANCE**

There is block hall insurance, for details of the insurance, see the following web link: <https://www.endsleigh.co.uk/personal/home-insurance/check-your-student-cover/>.

The reference is HH1053. This is not travel insurance.

**ACCESS**

If any guest has special requirements, please ensure that you notify us as far in advance as possible and we will try to assist.

**OTHER INFORMATION**

Noise – All guests are requested to respect the quiet hours between 2300 – 0800 hours

**There is a No Smoking Policy** which also includes electronic cigarettes throughout our Hall of Residence and University buildings.