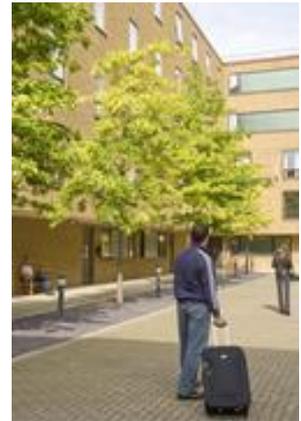


FRANCES GARDNER HOUSE

Wren Street, Gray's Inn Road, London, WC1X 0HD

Situated just off the Grays Inn Road, behind St. Andrew's Gardens, Frances Gardner House provides budget summer accommodation for groups and individuals. Reception facilities including check-in, are located at Langton Close, which is at the same location. All guests staying at Frances Gardner House can use the facilities at Langton Close.

Accommodation is offered in single en-suite rooms. Kitchens are shared with up to seven other guests. The accommodation is self-catering, but there are many cafés and restaurants in the area.



Within walking distance are a number of museums including The British Museum, Dickens House Museum, the Foundling Museum and Sir John Soane's Museum. The Brunswick Centre and Exmouth Market are both conveniently located within walking distance, providing shopping and dining opportunities. The West End is easily accessible by bus and underground, as are the Royal Courts of Justice, St Paul's Cathedral and the City of London.

King's Cross and St Pancras International (with the Eurostar terminal) stations are about a 10-15 minute walk away. The UCL buildings on Gower Street where TISLR will take place are about 15 minutes' walk away.

Important notes:

Frances Gardner House does NOT have lift access to all floors. Please do let us know if you require lift access when booking.

Additional Information

- Check in is at Langton Close from 2pm; there is no latest check in time
- 215 single en-suite bedrooms
- Common room (at Langton Close)
- Restricted lift access
- There is wired (ethernet) internet in the bedrooms, not WiFi

Nearest underground stations

- **Chancery Lane (Central Line)**
- **Russell Square (Piccadilly Line)**
- **Kings Cross St Pancras (Northern, Victoria, Piccadilly, Metropolitan, Circle, Hammersmith & City Lines)**

Rooms for TISLR Conference

Rooms at Frances Gardner House, at a cost of £40 per night including VAT, can be booked through the online booking link on the TISLR website. Cancellation: bookings can be cancelled or changed without charge within 7 days of booking date, after which a 20% charge will apply. No refund can be given for cancellation on or after Monday 24th June.



INFORMATION FOR SUMMER VISITORS

Welcome to UCL Student Accommodation. Please take the time to read the information about the Residence and the local area. We hope you enjoy your stay at Frances Gardner House.



The **Office** staff will assist you with any problems that you may have. The Office is open 8am – 8pm daily. A security guard is on duty overnight. A duty Manager is available 24 hours a day in case of emergency, please call 07769 881 358 for assistance.



Check out time is 10.00am on the day of departure. We reserve the right to charge for an extra night if rooms are not vacated by the stated time.



London is a large city, and it is regrettable that **petty crime**, especially theft, can be a problem. Please keep your door locked at all times, even if you are just visiting the kitchen. Do not allow strangers into the building – all bona fide residents have keys. Report anything suspicious to a member of staff. If you lose your **keys**, a charge of £30.00 will be levied.



The **Common Room** is available for the use of all guests. It is situated in Langton Close, on the lower ground floor, next to the computer cluster room and has a TV, DVD player, projector, table football, pool table and vending machine. If there are noise complaints after 11.00pm, the room will be closed, and those visitors will be asked to check out of the residence.



Smoking is not permitted in any part of the building. Smoking in communal areas is a criminal offence and may result in prosecution by the Police.



Fire Alarms: On hearing the alarm, you must evacuate the building. Please leave the building by the marked fire escape routes immediately – do not wait for any lifts as they will be turned off, and assemble on the pavement, opposite the Langton Close office. The fire alarms are tested every Wednesday at 12:00 noon – you do not need to evacuate at this time. **Please take note of the fire notices and ensure that you are aware of the fire escape routes.**

Tips to prevent accidentally activating the alarms:

- Do not wedge fire doors open.
- If you burn something in the kitchen, open the window and switch the extractor fan on. **Do not open the kitchen door.**
- Items such as kettles and microwaves must only be used in the kitchens; the use of portable cooking equipment in the bedrooms is strictly prohibited.
- Never leave cooking unattended.
- Do not spray anything such as hairspray or deodorant in the vicinity of the smoke detector, as the detector will think the particles are smoke and activate the alarm.
- Do not attempt to remove the detectors in the hope of disabling them, as this will cause the alarm to go into fault, with your room identified as the culprit.
- Do not tamper with the door closers, or cover the smoke detectors, they are a legal requirement.
- Never use candles/incense/hookah pipes.
- Do not remove the extinguishers from their stands unless you are going to use them to fight a fire. **Please do not use them to prop doors open.**



Please note: **Any room which causes the fire alarm to be activated unnecessarily, by any means, will be fined a minimum of £25.00 per person. Tampering with fire fighting equipment and breaking the fire regulations is a criminal offence and will lead to a large fine and possibly to prosecution by the Fire Brigade. You will also be required to vacate your room permanently.**



Electrical equipment and plugs must not be tampered with under any circumstances. Do not overload the sockets. Please use UK bought appropriately fused adaptors (usually 13 amps). All personal electrical equipment should be checked for safety (casing, wire and plug) before it is brought into the building.



Frances Gardner House is a student residence and not an hotel. Our aim is to provide agreeable accommodation in a friendly environment at affordable prices. The rooms are **serviced** and the bed linen changed after each guest departure or weekly for stays over 7 nights. The kitchens and shared bathrooms are also cleaned

Mondays, Wednesday s and Fridays – however it is your responsibility to do your own washing up.



Frances Gardner House provides **recycling** containers in every kitchen. A list of items suitable for recycling can be found on each container. There is also a recycling point inside the car park gates.



The coloured bins in the **toilets** are for the disposal of sanitary towels only (this does not apply to en-suite rooms). Please do not put toilet paper or other items in them. Only toilet paper should be put down the toilet bowl.



Please refer any **problems** regarding your accommodation, or maintenance issues to the Office as soon as possible so that we can deal with these matters expediently.



Respect other people's peace by keeping **noise** to a minimum at all times especially between 11.00pm and 8.00am. **Visitors who are noisy and causing a disturbance between these hours will be asked to check out of the residence.**



University College London does not accept responsibility for the loss or damage to the personal property of visitors to its premises, or for their personal safety whilst on College premises.



We reserve the right to refuse admission, or ask anyone to leave UCL premises if their behaviour causes, or could cause a breach of house, fire or safety rules, or if they are causing a disturbance to others.



There is a coin operated **payphone** located in the ground floor lobby area of Langton Close, near the office for the use of all residents.



For security reasons, we do not let unaccompanied **visitors** into the building.



There is a coin operated **laundry room**, which is open 24 hours a day and contains washing machines and tumble driers for the use of the guests.



There is a **first aid** box in the Office. The Duty Managers are all qualified first aiders. The nearest Accident and Emergency Department is located in University College Hospital on Euston Road. The UCL **doctors' surgery**, Gower Place Practice will see guests staying at Frances Gardner House; it is located at 3 Gower Place, WC1; they can be contacted on 020 7387 6306.



The **Britain and London Visitor Centre** is located at St Paul's Churchyard EC4M 8BX, and provides free information and a selection of over 1,000 brochures and leaflets. The centre can serve as a 1 stop shop for all visitors - you can book accommodation, purchase all travel tickets, buy attraction and event tickets, change your currency, collect your London Pass and check e-mails.



The nearest **Police Station** is on 10 Lambs Conduit Street, WC1N 3NR, call 999 for emergencies and 101 for non-emergencies.



The nearest **Underground Stations** are Russell Square (Piccadilly line), Kings Cross (Piccadilly, Victoria, Hammersmith and City, Metropolitan, Circle lines) and Chancery Lane (Central line)



Guests staying at Frances Gardner House are eligible to use the UCL Bloomsbury Fitness Centre, 15 Gordon Street, WC1, for a daily or monthly rate, please see <http://uclu.org/facilities/bloomsbury-fitness> for further information.



The nearest **supermarkets** are Waitrose in the Brunswick Centre, Tesco on Caledonian Road and Russell Square and Sainsbury's on High Holborn (near Chancery Lane).



The nearest **Post Office** is at Mount Pleasant Street and Euston Road, opposite King's Cross Station . You can buy ordinary first or second class stamps from any newsagents.



The nearest **Places of Worship** are as follows:

- Church of England Church: Holy Cross, Cromer Street, WC1H 8JU
- Catholic Church: The Church Of St Peter & St Paul - 3-5 Amwell Street, EC1R 1UL – 020 7837 2094
- Mosque: Goodge Street Mosque, 46 Goodge Street, W1T 4LX – 020 7636 7568
- Synagogue: West Central Liberal Synagogue, The Montague Centre, 21 Maple Street, W1T 4BT – 020 7636 7627



We hope that you have a trouble free stay at Frances Gardner House. However, if you have cause for complaint, please speak to reception in the first instance. If your problem remains unresolved, please write to the Manager.