



INFORMATION FOR BYE FELLOWS

ARRIVAL IN COLLEGE

The College address is:
Grange Road
Cambridge
CB3 9AN

For advice on how to travel to the College, please visit our website here:
<http://www.robinson.cam.ac.uk/contact-us/visiting-robinson-college>

INTRODUCTION TO ROBINSON COLLEGE

Your Sponsor is your contact in College as you settle in and they should either be available over your first week to help you yourselves, or to have ensured that there is someone else to whom you can turn – please check with them.

Your Sponsor will:

- introduce you to the Porters Lodge to register your arrival/issue your key and for general day-to-day help;
- introduce you to the Senior Tutor's Assistant to arrange for your University Card and letter to the University Library;
- give you a short conducted tour of the College to include the Senior Combination Room (SCR), Library, Chapel, Conference/Catering Office and Housekeeping/Maintenance.

UNIVERSITY CARD

This card acts as a key for the SCR and Library as well as some entry doors to College. You can also use it as a charge card for spending in the catering food outlets.

MEMBERSHIP OF THE SCR

All Bye Fellows are automatically members of the SCR and your University Card will enable you access. Your Sponsor should arrange to take you into lunch as soon as convenient to familiarise you with the signing-in system and to introduce you to members of the Fellowship.

A charge of £10 per term for the use of the SCR will be included in your termly bill. Please sign on lists provided for honour bar consumption and lunches in the SCR.

DINING

Bye Fellows may be granted an allowance towards subsidising meals. Anything above that expenditure would be charged for, including any guests you may have.

The under-mentioned facilities will be available during **Full Term** and at various other times as posted on the College website. Queries should be addressed to the Catering Manager (39119), the Fellows' Steward (35394 or 39577) or the Porters' Lodge (39100).

GARDEN RESTAURANT

The Garden Restaurant is open at the following times during Full Term:

Breakfast	7.30am	–	9am	Monday to Friday
Lunch	12.20pm	–	1.40pm	Monday to Friday
	12.30pm	–	1.30pm	Saturday and Sunday
Supper	6pm	–	7.15pm	Monday, Wednesday, Thursday
	6pm	–	7.15pm	Tuesday, Friday

There is no supper service on Saturday or Sunday. (The times indicated are for servery closure, not for finishing your meal.)

No booking is required but **please carry your University Card to identify yourself.**

THE RED BRICK CAFÉ BAR

Open from 9.30am daily (11am at weekends) during Term time, offering quality coffees and snacks and more substantial meals throughout the day. From 6pm, hot and cold bar meals and alcoholic drinks are available. Outside Term, opening times will be posted on the website and evening meals are not available:

<http://www.robinson.cam.ac.uk/college-life/catering/garden-restaurant-opening-hours-summer-vacation-2018>

In both the **Garden Restaurant** and **Red Brick Café Bar** you will need to use your University Card at the till to identify yourself which can be used to charge your bill to your College account.

MEALS IN THE SCR

Lunches: are held in the SCR on weekdays in Full Term from 12.30pm to 1.30pm only, to which guests may be invited. However, Bye Fellows are requested to limit the number of guests they bring to lunch on the days when there are meetings of the College Council and Governing Body. **PLEASE SIGN** the list in the SCR dining room when you take lunch.

Coffee: will be available after lunch (Monday-Friday). Coffee will also be served after Formal Hall.

Drinks: a limited number of drinks will be available in the SCR on an 'Honour Bar' basis, namely: sherry, port, beer, lager, juices, wine and some limited spirits. The bar is in the cupboard to the right of the windows, and opens with the standard SCR key. **PLEASE SIGN** for any drinks on the sheet provided in the cupboard.

Kitchen: coffee and tea-making facilities are available in the SCR kitchen. (Please return dirty cups to the kitchen.)

Wednesday Supper: An informal self-service supper for Fellows and partners is normally held in the Upper SCR on Wednesday evenings in Full Term. Please book by 5pm the day before.

Newspapers: and magazines are available every day.

FORMAL HALL

Formal Hall is held on both Tuesday and Friday evenings at 7.30pm during Full Term. Gowns are worn. The Tuesday Hall is a meal where providing there are three or more Fellows there is separate High Table; if fewer than three, all Members of the College may mix and sit freely. Friday's Formal Hall has a separate Fellows' High Table.

Tuesday: Sherry in SCR (Honour Bar): wine list on table (charged to your account).

Friday: Sherry on Hall Gallery: wine served with meal and charged to all those who attend.

Those not wishing to partake of wine should indicate when signing up for the meal by ticking the 'No Wine' column

Bookings should be made using the on-line meal booking system (Raven account required) by 5pm Monday for Tuesday Hall and 2pm on Thursday for Friday High Table, or by ringing the Catering Office on (3)39119 by the same times.

CHILDREN

Please note that children under the age of 16 are not allowed in the SCR or permitted to dine in Hall. Children are welcome in the Garden Restaurant and Red Brick Café Bar.

ELECTRONIC PAYMENT IN CATERING

An Electronic Point of Sale (EPOS) system is in use in the Garden Restaurant and Red Brick Café Bar. Members of the College (including Senior Members and Bye Fellows) must identify themselves using their University Card. Once identified, Members may purchase meals at the Members' price and the cost is charged to the Member's account. If you pay for your personal guest's meal in the same transaction, then this will also be charged at the Members' rate + VAT.

PHOTOCOPYING

Two photocopy machines are available for use by Fellows, one in the Library (please use this first) and the other in the main College Office (mainly intended for staff use). These may be used without cost for teaching and research materials; for personal photocopying the current charge is for black and white 10p per copy for a single-sided sheet and 20p for both sides, 20p per side for colour copies. Both machines use A4 or A3 paper and will enlarge, reduce, duplex, collate and staple. Charges for personal photocopies will be added to your account.

LIBRARY

The Library is open 24 hours per day; access is through use of your University Card. Bye Fellows have use of the Library master card but are asked to sign the book as usual.

COLLEGE OFFICE

Your accommodation charges along with any other charges raised will be invoiced to you on a quarterly basis (earlier upon request) or upon your departure. Please ensure that all invoices are settled within 28 days and/or prior to departure at the latest. Office opening hours are as follows:

9am – 12.30pm and 2pm – 5pm Monday to Thursday

9am – 12.30pm and 2pm – 4.30pm Friday

FAX MACHINE

A plain paper fax machine is available in the College Office for Fellows' use. The number for incoming faxes is (01223) 351794.

MEETING ROOM BOOKINGS

Public rooms in College may be booked through the Conference Office (32859).

GUEST ROOMS or B&B ACCOMMODATION

Guest Rooms may be booked through the Porters Lodge, normally for a maximum of 3 nights - if you require accommodation for an academic guest for a longer period, please consult the College Steward. The charge for Guest Rooms is around £45.00 for single and £70.00 for double rooms per room per night - please check with the Porter for the current charges. Payment should be made through the Porters' Lodge. Breakfast is not included but may be taken in the Garden Restaurant at a supplementary charge.

B&B accommodation is available from time to time during vacation periods and may be booked through the College website <http://www.robinson.cam.ac.uk/conferences/stay>. Rates will vary according to season.

BYE FELLOWS ACCOMMODATION

If you have booked accommodation, this will have been detailed to you on our Accommodation Form. This sets out the type of accommodation, the room or flat booked, the dates of your stay and the applicable charge. If you have any queries with this, please feel free to consult the Accommodation Officer.

Flats and rooms are fully furnished, and bed linen, towels etc. are provided. Flats have kitchens which are fully equipped with white goods, crockery, cutlery, glassware and cooking utensils, etc.

All of our accommodation is serviced by our Housekeeping staff on a weekly basis between 9am and 1pm. The bedmaker's name and approximate time of service will be stated on the welcome letter that you will find in the flat on your arrival. The bedmaker will change the beds and towels, empty the bins and clean all rooms.

Larger flats have a washing machine. Alternatively, there is a launderette in College. Launderette Cards can be obtained with a £10 deposit from the Porters'Lodge, (refundable on return). Cards are then to be registered online with the company provider and funds added for use.

Charges include the costs of heat, light and power and Internet connection, but additional charges are made for telephone calls and extra linen. Bye Fellows will also have to cover the cost of their own TV licence.

A detailed Residence Guide is available in Flats and Guest rooms, which we hope will provide all the information you may need. Otherwise, please feel free to consult the College website for more information <http://www.robinson.cam.ac.uk/>

We wish you a comfortable stay in Cambridge.



Nick Milne
College Steward
collegesteward@robinson.cam.ac.uk

July 2019