



HELPFUL INFORMATION

- π Please wear your name badge at all times. In addition to being a security measure, the colour coding enables College staff to easily distinguish between visitors.
- π Ensure that you use the luggage tags provided and do not leave your personal belongings unattended at any time.
- π If you leave the College site for any reason, please advise Reception staff prior to your departure and on your return. This will ensure that we know exactly who is on the site at any time.
- π In the event of the fire alarm sounding you should leave the building and assemble on the lawn in front of the Main House.
- π Any accidents or near miss situations should be reported at the Main House Reception to ensure appropriate measures are taken and the correct procedures are followed.
- π If you discover any faults or defects, these should be reported to the Main House Reception for the problem to be investigated.
- π The College operates a no smoking policy throughout its buildings and it's not possible to purchase tobacco products on the premises.
- π Telephone messages will be placed on the message board in the Training Centre Coffee Lounge or, if out-of-hours, the letter rack opposite the Restaurant.
- π Stamps, newspapers and toiletries may be purchased from the Main House Reception. Cold drinks and snacks can be purchased from vending machine in the Training Centre Coffee Lounge.
- π The cold water supply in the Accommodation Block is classed as suitable for drinking. In all other areas 'drinking water' is signed and there are chilled water dispensers situated around the College.
- π The following departure arrangements can be booked during your stay by completing the forms on the Delegate Information Notice Board near the Main House Reception by 09:00 on your last day:
 - π Free minibus transfer to York Railway Station leaving at 13:00. Alternatively, you may book a taxi from the Main House Reception, at your own expense
 - π A packed lunch on the final day, collect from the Main House Reception, if you do not wish to use the restaurant.
- π Please check out of your rooms before 09:00 hours on your day of departure and hand in your room swipe card at the Main House Reception.

