

Welcome to Warsash Accommodation



Welcome to Warsash Maritime Academy, Blyth and Shackleton Residencies. Here are some tips and useful information that you need to know...

Check-In

You are able to check in from 1pm onwards on your day of arrival. If you arrive out of office hours the Duty Officer will issue your keys.

Check-Out

Please check out of your room by 9am on the day of departure, handing in all keys/unused meal cards (if applicable) to the Reception staff or deposit in the key box in Reception. Failure to do so will result in a further day's room charge. If you require any luggage to be stored this can be done at Reception.

Paying for your accommodation

For private delegates payment for the duration of your stay is required on arrival. If you arrive outside of office hours please call into Reception during office hour at the first available opportunity.

The Accommodation Office

The Accommodation Office is located in Reception, which is opposite the flagpole. The Office is staffed between 08:00 to 17:00 Monday to Thursday and 08:00 to 16:30 on Friday.

Cancellation Policy

We operate a 48 hour cancellation policy. Should you wish to cancel your accommodation please do so by giving 48 hours notice before your day of arrival. If you have paid a deposit we will refund by the method paid. If you cancel within the 48 hours we will keep your deposit as a cancellation fee. Please note, should you decide to leave early during your stay, you will not be entitled to a refund.

Your Room

Every room has an IT connection point for Internet use and a free connection cable for each resident.

Always take your keys with you and lock your bedroom, even when you are only leaving for a short time - you never know who may be walking past and the University can't take responsibility for your belongings.

Your room is your own responsibility and damages will be charged for, either individually or on a 50/50 basis for twin rooms.

Duty Officers

Duty Officers are located in Reception and are on site Monday to Friday from 15:00 to 10:00 and 24 hrs a day on Saturday and Sunday. They are there to check on the Residences and to assist with problems that arise during the evening. Their number is: **07740 924873**

Security

Try not to lose your keys as a replacement lock and a new set will cost you £35. All visitors must sign in at Reception and be collected by you from there. You are responsible for visitors and their actions. All visitors must leave by 23:00.

Car Parking

Due to high demand parking is limited onsite and is not guaranteed. Parking is offered on a first come first serve basis.

Cleaning and Laundry

Your room will be cleaned once a week by our cleaners who work Monday to Friday, from 08:30 to 12:30. Their remit is to clean and vacuum clear surfaces only. They also clean all communal areas and the kitchen area. Unfortunately, they don't do your washing up!

The laundry room is accessed through the Common Room on the right of the TV and has irons and ironing boards available. A wash is £1.70 and £1.00 for the dryer. There is a linen change every Thursday between 08:00 and 09:00 in the Common Room where residents can swap used bedding for clean items.

The Refectory

Included in the price of the accommodation is breakfast and dinner Monday to Friday and brunch and dinner at the weekends, all served at the Refectory located in the Moyana Building.

Monday - Friday Breakfast 7:30 - 8:30 Dinner 17:15 - 18:45

Weekends Brunch 11:00 - 12:30 Dinner 17:45 - 18:45

If your course starts before brunch is served at the weekend, please order a pre-packed breakfast the day before at Reception. The Refectory is open for lunch Monday to Friday from 12:00 - 13:30. There is also the Mariners bar, serving drinks and snacks located in the Moyana building, open from 11am to 11pm Monday to Friday and 10am to 10.30pm at the weekend.

Your Health and Safety

... is our priority! In the event of a fire alarm sounding you **must** leave the building and assemble outside on the lawn behind Hamblemeads. Do not re-enter the building until you are given the all clear by a member of staff. Emergency procedures for residents are displayed in each room.

First Aiders

Cut finger or something more serious? Come to the Reception if you have an injury or serious illness, as there are trained First Aiders on duty. Or call the Duty Officers mobile: **07740 924873**

Smoking and Smoke Detectors

All our residencies are non smoking buildings and smoking is also not permitted within 5m of any bedroom window or campus building, so please extinguish any cigarettes before approaching the buildings.

PLEASE NOTE IT IS AN OFFENCE TO COVER A SMOKE DETECTOR.

Maintenance

If you report a fault in your room or communal area, the job will be prioritised according to its urgency and responded to as soon as possible. Report any problems directly to Reception who will direct the problem to the Residences Manager to rectify.

Keep it...down!

Please respect your neighbours and keep the noise down if you come back late at night. If noisy neighbours are disturbing you, then call the Duty Officer on their mobile at any time and inform Reception in the morning.