

Residential Accommodation

There are 850 rooms available for letting during the summer vacation (letting periods are shown in our conference tariff) which are designed to suit a range of budgets. We can also accommodate guests with a variety of special requirements in our adapted rooms. Towels, bedding and a small vanity pack are provided in each bedroom and tea/coffee making facilities are provided in the kitchens of each flat. All accommodation packages include a full English or Continental breakfast served in the Bramber House Restaurant, located on the first floor. Please see our Catering section for further details on meals and refreshments. As well as B&B, we also offer half-board, full-board and 24hr rates (for the Conference Centre).

(Please see Appendix D for the Conferences & Events tariff).

En-suite Accommodation

Northfield Residence is our newest residence, having been completed in the summer of 2011. Located behind Lewes Court, Northfield is a development of six-person flats. All rooms are en-suite and there are also several rooms designed for students with disabilities. Each flat has its own kitchen/dining/lounge area. There is a launderette on site.

Swanborough, conveniently located opposite Bramber House, comprises flats sleeping four, six, or seven people in en-suite, single study bedrooms with a shared kitchen/lounge area. There are 244 rooms, four of which have been designed for wheelchair users. Swanborough is our second newest residence, having first opened its doors in 2008.

Standard Accommodation

Lewes Court Phase I built in 1990, comprises flats sleeping five or six people, in single study bedrooms (each with a washbasin), with shared bathroom facilities and kitchen/lounge area. There are 238 rooms in this complex, of which four are designed for wheelchair users. The kitchen/lounge area in each of these flats is also accessible.

Lewes Court Phase 1 includes a small launderette containing coin-operated machines.

Budget Accommodation

Lancaster House / Kent House is perfect for schools and student groups. Our budget accommodation, located close to Bramber House, was built in the 1960s, accommodates 120 people in single study bedrooms, each with a washbasin. Bathroom facilities and a compact kitchen are shared between ten to twelve people on each corridor.

There are also several bedrooms within each of the residences, with the facility to use mobile fire alarms for visitors with hearing/visual impairments.

Facilities for Visitors with Special Requirements

In addition to the adapted rooms in Swanborough and Lewes Court, **Kulukundis** is a specially designed residence to meet the needs of visitors with physical disabilities. There are in total four single study bedrooms, two specially equipped bathrooms, kitchen, lounge, and a self-contained flat which can be used for independent living by a carer.

Single Occupancy of Rooms

Organisers should make it clear to their delegates that rooms are for single occupancy only. This is a health and safety requirement of the University which must be enforced.

Room Allocations

It is the responsibility of the conference organiser to allocate residential accommodation, although Conferences & Events are happy to advise and provide detailed plans of the residences to assist with this (see appendix G). Organisers will be asked to populate the room-list template, provided by Conferences & Events.

Early Arrivals/Late Departures

Subject to availability, delegates are able to arrive one day early, or stay one night beyond the end of the conference. This is subject to a supplement of £5.50 per person, per night, plus the normal B&B rate.

Telephones

Every bedroom on campus is equipped with a telephone which can be used to make and receive internal and external calls. Phone credit can be purchased (minimum spend £5) using your debit or credit card.

Full details on how to operate the telephones can be found in each bedroom upon arrival. Calls between, and within, the residences are free of charge whilst external calls are charged at less than mobile and BT rates.

Porters and Security

Porters will be on duty in each residence for core hours Mondays to Fridays, usually 08:00 to 17:00 hours, and at other times if conference delegates are expected. Conferences & Events will agree these times with you prior to your event. In addition the **24 Hour Reception Desk in York House** is permanently staffed, and delegates may use the telephones in their bedrooms to call (**free of charge**) for assistance or advice. The University's **Security Office** is also located in York House, and can be contacted 24 hours a day, seven days a week by dialling **3333** from any internal telephone. Full details of what to do in case of an emergency are provided in every bedroom.

Emergency Contact Numbers

In addition to the telephones in every bedroom, messages for conference delegates can be taken overnight by the 24 Hour Reception Desk in York House and by Conferences & Events during normal working hours Monday to Friday. These will be passed on to the person concerned as quickly as possible.

Luggage Storage

Delegates are normally required to vacate their bedrooms by **09:00 hours** to allow staff time to prepare for incoming conferences. A room within their residence may be provided for the storage of their luggage until the conference ends. Alternatively, a room nearer to where the conference sessions are taking place may be provided for this purpose. Please note that any luggage stored is left at the owners' risk.

Charge for Lost Keys

A charge is currently made for any lost bedroom keys in order to cover the cost of having two new keys cut (one for the flat and one for the bedroom door). Organisers should stress to delegates, the importance of returning keys on time. Replacement keys are charged at £70 for the set.

Children in Residence

Children under the age of 14 are not permitted to stay in the University residences. Children between the ages of 14 and 18 must be accompanied by an adult, whose responsibility they will be deemed to be. The ratio of staff to students should be 1:4 for 14-15 year olds and 1:9 for 16-18 year olds.

Heating

Please note there is no heating in the accommodation areas during the summer vacation.

Smoking

In line with the national smoke-free legislation that came into effect on 1 July 2007, the University of Sussex has banned smoking in enclosed public places. All bedrooms and shared communal lounges and kitchens are now designated as non-smoking.

Please note that the University operates a rolling programme of refurbishment and redecoration within the residential areas, which means that not all residences may be available during your event. The conference team will endeavour to allocate you to your preferred residence, however we do reserve the right to allocate your conference to another suitable residence, taking into account your needs and preferences.