

Lewes Study Lodge January 2017 Welcome Information

This letter contains additional information about your University managed room at the Lewes Study Lodge, located behind The White Hart Hotel in Lewes. It includes information around arrivals, what to expect from your room, your meal plan and general information about transport and local amenities in Lewes.

Arrivals

All students allocated to the Lewes Study Lodge will be able to arrive no sooner than 10am on Wednesday 25 January. Once you have arrived at the lodge, please proceed to the County Suite.

Arrivals by car – The White Hart Hotel has a small amount of parking, however it is very limited. If you wish to drop off belongings by car and would like the hotel to reserve a space for no more than 30 minutes whilst you move belongings, please email Housing Services by 23 January. In this email, please include your full name, estimated time of arrival and car registration. The White Hart will be in contact before your arrival to confirm.

Alternatively, parking in Lewes is without restrictions on Sundays, with spaces along the high street close to the White Hart, or in nearby car parks at the Maltings or Pinwell Road.

Arrivals by Train – Lewes Train station is within a 5 minute walk to the Lewes Study Lodge, with trains from Brighton and London serving the station regularly. Information about trains into Lewes can be found on the National Rail website: www.nationalrail.co.uk

Once you arrive at Lewes station, to reach the Study Lodge, you should take the exit onto Station Street, then head North onto the High Street and through the entrance to the left of the White Hart.

International Arrivals – If you are an International student coming to Sussex from overseas, arrivals information and support for International students can be found on the University online induction pages here: www.sussex.ac.uk/students/induction/international/travellingtosussex

Included in your room

All study bedrooms in the Lewes Study Lodge are shared between 2 students of the same gender with each room containing an ensuite bathroom.

Inside your room you will find:

- 2 single beds with mattresses and bedding
- 2 desks
- 2 chairs
- Built in wardrobe space
- Lamp
- Kettle
- Waste paper bin
- Blinds or curtains

- Mirror
- Flat screen TV and remote

Within your ensuite bathroom there will be a shower, or shower and bath, washbasin, toilet, mirror and bin.

If you wish to add any large electrical items to your room, you must ask permission from the hotel in writing after your arrival.

Included in the price of your accommodation:

- Utility bills and service charges (such as electricity and water)
- Regular cleaning of your room and communal areas (including linen change)
- Internet
- Maintenance, management and 24 hour welfare support
- Breakfast and Evening Meal (at the adjacent White Hart Hotel)

Use of The White Hart Hotel's swimming pool and gym facilities are also permitted; however this is with restrictions in usage times of the swimming pool and a membership fee for the gym.

Lost Keys

When checking into your residence, you will be given your own key to your room. If your key is lost, you should report to reception at the White Hart to request a replacement key. Replacement keys will incur a £10 charge on your student account.

Post

Your address at the Lewes Study Lodge is as follows:

(Room Number)
Study Lodge
Lewes Study Lodge
55 High Street
Lewes
East Sussex
BN7 1XE

Post will be available to collect from reception of the residence. Please do not have anything delivered to the residence before the start of your tenancy as it will not be held for you.

Laundry

Included in your room at the Study Lodge is a weekly bed linen and towel change, these will be provided by the hotel and laundered for you. The hotel does not have any additional laundry facilities. Students staying at the Study Lodge are advised to bring laundry onto campus and use the large launderette located in Park Village.

Contents Insurance

Personal contents insurance is not included in the cost of your rent and we strongly recommend that you take our insurance on your belongings. Endsleigh Insurance offer a student package here: www.endsleigh.co.uk/

Parking

Students are not permitted to bring their car to the Study Lodge, as with all other University residences. Parking at the hotel is for hotel guests only.

Meal Plan

The Lewes Study Lodge is a catered accommodation without kitchen facilities and breakfast and dinner included in the cost of the room. Meals will be served daily in the County Suite (in the adjacent White Hart Hotel) and will consist of the following:

Breakfast (7.30am – 8.30am) – Tea and Coffee, a selection of juices, cereals, fruit and toast with butter.

Dinner (6.30pm – 7.30pm) – a hot buffet selection, varying daily that will include a vegetarian option and salad bar.

If you have any food allergies, please inform housing services before arrival so that the hotel can be informed – email housing@sussex.ac.uk

Cleaning

Each student is responsible for the cleaning of their study bedroom and keeping all areas tidy. However, to keep all of the rooms to a reasonable standard, all bedrooms and ensuite bathrooms will be cleaned weekly, with a towel and bed linen change. Details about which day your room will be cleaned will be available after your arrival. Please make sure that all surfaces including beds are clear before the housekeepers arrive.

If your room is left in an unsatisfactory state, for example if the housekeepers are not able to do their job without moving your possessions, the housekeeper will leave an improvement notice. Should we find that there has been no improvement the following week, this will be reported to the University who will hire a contract cleaner to clean your room. A charge for the cost of the contract cleaner will then be added to your student account.

Maintenance

If something in your room is not working, please report this to the main reception at the hotel which is open 24 hours. Once you report a repair, it will be assumed that you have given permission to enter your room to carry out the repair.

If you experience any ongoing maintenance issues in your room that have not been resolved adequately by the hotel, please contact Housing Services – housing@sussex.ac.uk

Rubbish

A waste paper bin can be found in each of the rooms at the White Hart and will be emptied weekly by housekeeping staff. If you wish to empty your rubbish in between cleans, a communal bin is located outside of the foyer to empty rubbish into.

Living in Lewes

Transport

The Lewes Study Lodge is within a 5 minute walk to both Lewes Train station and a bus stop, both with good links onto campus.

Trains from Lewes to Falmer take 7 mins and run regularly throughout the day, with trains to Brighton from Lewes taking 16 minutes. Information about train times and fares can be found on the national rail website: www.nationalrail.co.uk Southern Rail offer a Unizone ticket to students travelling by train to Sussex, giving students a discounted rate. Information about the Unizone ticket can be found on the Southern website: www.southernrailway.com/tickets-and-fares/ticket-types/unizone/

Brighton and Hove Buses run regular services from Lewes to campus and into Brighton. The bus company offers discounted rates for students and information about times and fares can be found on their website: www.buses.co.uk

Shops

Lewes is full of Independent shops, boutiques and supermarkets with the nearby Cliffe High Street containing high street shops and Churchill Square shopping centre with Brighton's famous Lanes a 16 minute train journey from the hotel.

The nearest supermarket to the hotel is Waitrose on Eastgate Street, a 5 minute walk from the lodge.

Cafes, Bars and Restaurants

Lewes is full of bars, restaurants and cafes serving food from around the world and each with a different atmosphere to enjoy. Most restaurants and cafes in the area can be found along Cliffe High Street, a 3 minute walk from the lodge.

Guidelines for Behaviour

With so many people, many of whom are young adults living in the same place, it is very important to set boundaries on what is acceptable behaviour; and for having procedures in place for those who do not respect their neighbours, or University property.

All students are subject to the University's regulations. Breaches of your tenancy agreement could lead to internal disciplinary action. Further details can be found at www.sussex.ac.uk/governance/1-3-3.html

You have signed a legally binding document detailing what is expected of you. The following are reminders of what was included:

- You are not permitted to do anything which may endanger the health and safety of other tenants, partners or employees of the University. For example, tampering with smoke detectors.
- Fire extinguishers and alarms should only be operated in genuine emergency situations.
- The use of candles, incense sticks, chip pans, 3 way electric adaptors, and trailing cables is not allowed and staff may remove such items if they are considered to represent a safety risk. Items will be returned to their owner at the end of the tenancy.
- Fire escape routes (ie all corridors and landings) must be kept free of obstructions at all times.
- You are not permitted to do anything that 'is or may be, a nuisance or annoyance (especially by making noise) to any other resident or any neighbours'; we therefore ask that no excessive noise to be audible outside of your room after 10pm.

In general we ask that our tenants:

- Respect others and their basic rights.
- Respect the property of individuals, groups and that of the University.
- Observe all duly established housing and University policies, procedures, regulations and standards, as well as UK laws and local bylaws.
- Refrain from activities that interfere with regular operation of the residence.
- Present identification upon the request of an authorised University of Sussex official (eg Security, Residence Managers, Porters).
- Ensure that guests behave in a manner consistent and in accordance with the University's housing policies.

Illegal Drugs

Do not keep, use or supply illegal drugs in our residences. You are reminded that possession of illegal drugs is a criminal offence and that possession with intent to supply is a serious offence. If any illegal drugs are found in the residence, the University will be informed and appropriate action will be taken.

Alcohol and Anti-Social Behaviour

The University recognises that moderate use of alcohol plays an enjoyable role in the social lives of many students. Abuse of alcohol by a minority can, however be both damaging to those students themselves and to those who live and work alongside them.

All incidents of anti-social behaviour will be investigated fully and students who are found to have behaved in an anti-social manner may be subject to the internal disciplinary procedures which may result in a fine, the issue of a notice to quit the accommodation, and/or exclusion from the University. Serious

breaches of behaviour, including criminal behaviour, will be referred to local police.

While it is recognised that major offences are often committed while under the influence of alcohol, students should be aware that the University does not regard drunkenness as reducing the gravity of such offences.

Vandalism

Should we need to make repairs due to vandalism, we will charge the resident responsible. Where we do not know who the culprit is and all reasonable investigations fail, the charges will be divided between the residents.

Smoking

You are not permitted to smoke inside any University managed or nominated residences. We ask that when smoking outside you follow the legal guidelines and remain at least two metres away from doors and open windows. Members of staff have the right to work in a smoke free environment and the right to refuse to enter or clean a smoky property.

For more general information about living with the University, please refer to our headlease residents handbook here:

<http://www.sussex.ac.uk/study/documents/us-residence-handbook---headlease-2016-17.pdf>