



Kellogg College  
University of Oxford

# Discover Kellogg & your accommodation



# Kellogg site map



# Welcome to Kellogg

**We extend our warmest welcome to you.**

In the following booklet, you will find lots of useful information about your stay, the facilities and the College site.

Should you require any assistance or have any questions, please contact the Accommodation Team at [accommodation@kellogg.ox.ac.uk](mailto:accommodation@kellogg.ox.ac.uk) or call College Reception on 01865 612000 during daytime hours. You are also to welcome to stop by Reception located at 60 Banbury Road.

We trust your stay at Kellogg will be an enjoyable one.

Best wishes,

The Accommodation team

## Feedback

We are continually working to improve the services we offer guests in our short-term accommodation, and we welcome your feedback. Please assist us by scanning the QR code and completing a short survey.

All feedback will be used by the Domestic Bursary team to improve our service and will remain confidential.



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## About your stay

Our guest accommodation is on a bed-only basis; however, breakfast can be purchased from our Hub Café, located a few minutes' walk from your guest house. Each room is equipped with complimentary tea and coffee for your enjoyment. Feel free to help yourself whenever you need a pick-me-up.

We offer a shared kitchen facility for your convenience. We kindly request that you clean up after yourself, disposing of any food items in the bins provided, and placing your rinsed dishes and utensils in the dishwasher. The kitchen is a communal facility, so please be considerate of other guests, and maintain cleanliness and respect for fellow users.

There is an Appliance Guide in the kitchen, this explains how to use the appliances in the kitchen and your room safely. Please contact the Accommodation team if you require further guidance.

The tap water in this property is mains-fed and is safe to drink.

In the rare event that you find yourself locked out of your room, please contact the Junior Dean on 07932 951849. They will assist you in regaining access to your accommodation.

Junior Deans will be available during the following times:

Monday – Friday: 7:15pm – 8:30am

Saturday, Sunday, or public holidays: all day

For any lockouts or access queries outside of these times, please visit Reception or call 01865 612 000 for assistance.

# Checking out

**We kindly request that all guests check out of their rooms by 10am** on the day of departure. Failure to do so may result in additional charges.

You can either return your room key by placing it in the black drop box located in the entrance way of the house or by leaving it with the College receptionist .

Before leaving, please ensure that all personal items are removed from your room and the communal areas. Kindly dispose of any food items in the designated bins provided.

Our friendly  
reception staff are  
here to help from  
8:30 am – 7:15 pm,  
Monday – Friday.

Call them on 01865  
612000 or email  
[enquiries@kellogg.ox.ac.uk](mailto:enquiries@kellogg.ox.ac.uk)



# In case of an emergency

## **In the event of an emergency, please follow these important contact procedures:**

For immediate life-threatening emergencies, including medical emergencies or fires, dial 999 to alert emergency services.

After calling 999, during daytime hours, please contact our Reception on 01865 612000.

For after-hours or weekend emergencies, reach out to the Junior Dean on 07932 951849.

## **Non-emergency situations:**

For non-life-threatening medical attention or medical advice, contact the NHS non-emergency number, 111.

In the case of non-urgent police matters, please dial 101.

Regardless of the situation, we recommend also contacting the Junior Deans for assistance and guidance.

**For any other assistance or first aid needs**, please contact our Reception or the Junior Deans, who are here to help you.

# Fire safety, smoking & vaping

Your safety is paramount to us. Please be aware of the following:

- Our buildings are equipped with 24/7 monitored fire detection systems.
- Familiarise yourself with fire safety measures:
  - Keep fire doors closed.
  - Check your room for assembly point info.
  - Find red call points in corridors for alarms.
  - Only use fire extinguishers to aid evacuation.

Minimise fire hazards:

- Never leave cooking appliances unattended.
- Keep flammable items away from heat sources.
- Avoid overloading sockets and report electrical issues.

Weekly fire alarm tests occur Fridays, 8:30am – 10am

We appreciate your cooperation. Any questions or for assistance, please contact our staff.

**The use of naked flames such as candles and oil burners, joss sticks, incense and all similar items is strictly prohibited.**

**Smoking and vaping is strictly prohibited inside all College buildings.** Please use external designated smoking/vaping areas located at each College property.

## Wi-Fi

**TheCloud** Wi-Fi is available to guests in our short-term accommodation free of charge.

How to connect:

- Select TheCloud from the available network list.
- Follow the on-screen instructions.
- You are now connected and will auto-connect in future.

For Troubleshooting, please visit [www.sky.com/help/articles/sky-wifi-devices](http://www.sky.com/help/articles/sky-wifi-devices)

Should you have your student credentials you can connect to Eduroam as you would normally do. For detailed information, please visit [www.it.ox.ac.uk/getting-online](http://www.it.ox.ac.uk/getting-online).

## The Hub Café

Conveniently situated at the heart of the College site, our Hub Café offers hot/cold drinks, snacks, and freshly prepared sandwiches and soups. The café also offers breakfast (not included in your room booking) and brunch on weekends. The café only accepts payment by card.

**Opening hours:** Monday – Friday: 8am – 5pm; Saturday & Sunday: 9am – 3pm (brunch from 10am – 1pm). The Hub is also used as a venue for College events, so please check the website for ad hoc closures prior to your visit.

# Heating

In line with the College's commitment to reducing carbon emissions, heating services are available from 1 October to 30 April.

## **Anne McLaren House (Rooms 9, 10, 11) and Donald Michie House:**

Room heating is managed by a Thermostatic Radiator Valve (TRV) on each radiator. Adjust the dial, starting from the star (coldest) to 5 or Max (hottest) for your preferred temperature. The TRV is located on the bottom left or right of the radiator.

## **Anne McLaren House (Rooms 1–8):**

Heating for these rooms is controlled using the EcoSync smart system. Please refer to the instructions located in the perspex holder on your desk for further guidance.

We appreciate your co-operation in helping us reduce our environmental impact.

# Car parking & bicycle storage

Car parking is not available on-site at Kellogg. For guests with Blue Badge permits, we kindly request that you contact the Facilities team at the point of booking. You can reach them at [buildings@kellogg.ox.ac.uk](mailto:buildings@kellogg.ox.ac.uk).

We do, however, offer bike racks for residents to use during their stay.

## Lost property

If an item is found in a guest room after a guest has checked out, it will be available for collection at the main Kellogg reception during regular reception opening hours.

We regret that we are unable to send items to guests. Any retrieved items will be retained for a maximum of one week. However, exceptions can be made if you are unable to visit the College within this time frame; in such cases, please contact the Accommodation team.

## Behaviour

We encourage all guests to make use of our communal lounge and kitchen spaces during their stay. To maintain a peaceful environment for all, we kindly request that you keep the lounge and kitchen doors closed at all times to minimise noise. **We expect all residents to be particularly mindful of noise levels between 11pm and 7am.** Should you experience issues related to excessive or unwanted noise, please contact our Accommodation team via [accommodation@kellogg.ox.ac.uk](mailto:accommodation@kellogg.ox.ac.uk).

**Inappropriate comments or behaviour reported to the College may result in the individual being asked to vacate their accommodation. In such cases, no refund for booked nights will be provided, and future bookings may not be available for the individual.**

We appreciate your understanding and cooperation in ensuring a comfortable and pleasant stay for all our guests

# College contacts

Accommodation team	Jo Doyle Emilia Kucharska	01865 612025 01865 612042 accommodation@kellogg.ox.ac.uk Monday – Friday, 8am – 4pm
Maintenance and security	Jason King	01865 612012 buildings@kellogg.ox.ac.uk Monday – Friday, 8am – 4pm
IT Support	Gabriele Del Monte	01865 612023 it-support@kellogg.ox.ac.uk Monday – Friday, 9am – 5pm
Out of hours	Junior Deans  Emergency (fire/medical)	07932 951849 Monday – Friday, 5pm – 8.30am and all day Saturdays, Sundays, and public holidays. 999
Events Team	Event bookings  Venue bookings	01865 6121024 bookings@kellogg.ox.ac.uk 01865 612044 events@kellogg.ox.ac.uk
General enquiries	Reception	01865 612000 enquiries@kellogg.ox.ac.uk Monday – Friday, 8.30am – 7.15pm (5pm closure during August)



## Your time in Oxford

**Oxford, 'the city of dreaming spires', is jam-packed with attractions and things to do.**

Visit the Ashmolean Museum, the world's oldest public museum, which, like a lot of museums in the UK, is FREE! Take a tour of the city: you can hop on (and off) one of the regular open-topped buses which navigate the city's historic streets; join one of the various guided walking tours to investigate the architecture and history of this beautiful city; or follow in Inspector Morse's footsteps on a themed tour of the famous detective's haunts.

And don't forget the many restaurants, cafés and bars that make Oxford the perfect place for a night out or a delicious afternoon tea.



For more information about Oxford and Oxfordshire, visit the *Experience Oxfordshire* website: [www.experienceoxfordshire.org](http://www.experienceoxfordshire.org) or scan the QR code.

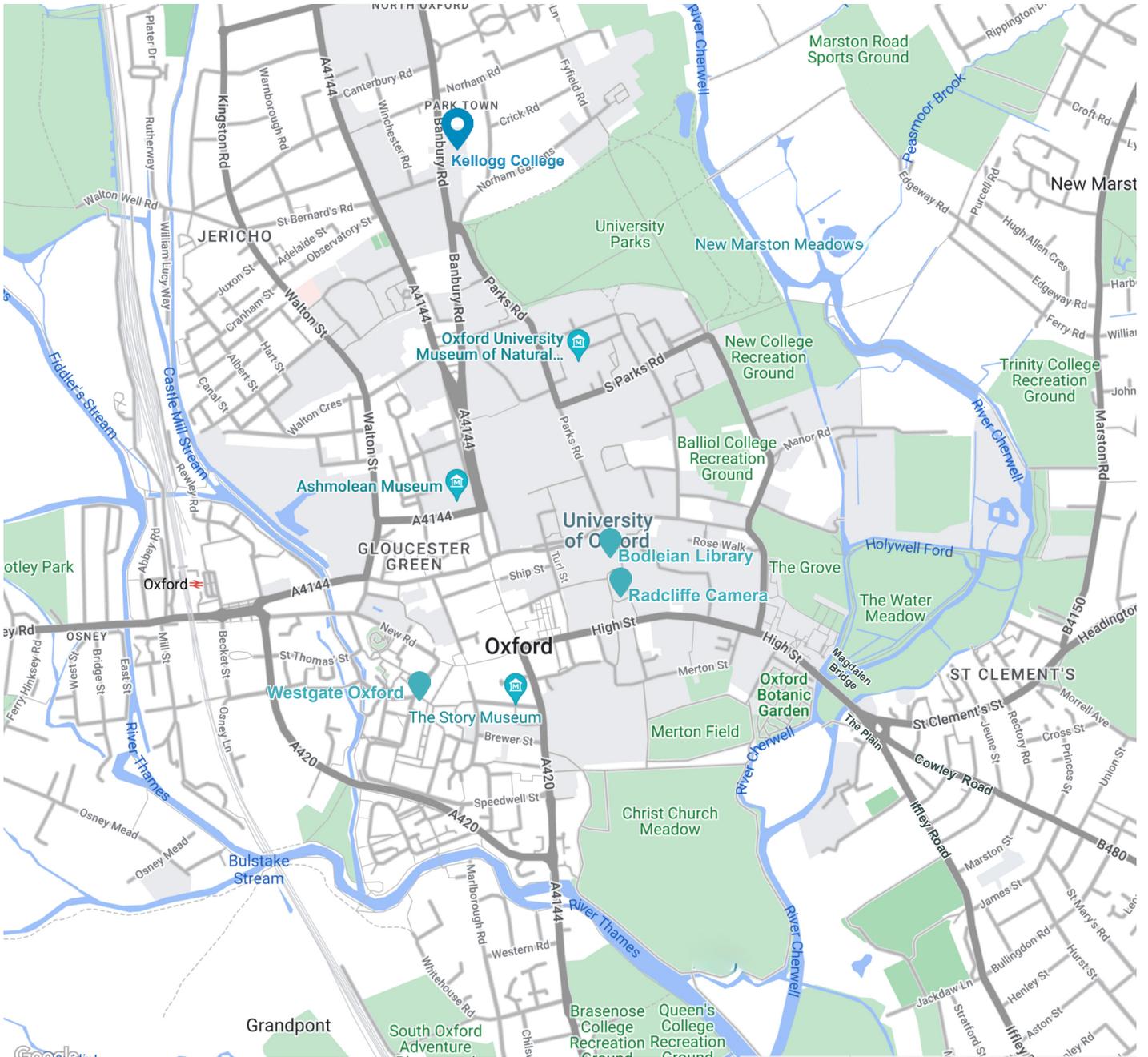


## Getting about in Oxford

<b>Taxis</b> (please book direct)		
001 Taxis	01865 240000	<a href="http://www.001taxis.com">www.001taxis.com</a>
Royal Cars	01865 777333	<a href="http://royal-cars.com">royal-cars.com</a>
Go Green Taxis Oxford	01865 922222	<a href="http://www.gogreentaxisltd.co.uk">www.gogreentaxisltd.co.uk</a>
Oxford Blue Taxis	01865 238888	<a href="http://www.oxfordbluetaxis.com">www.oxfordbluetaxis.com</a>
A1 Taxis Oxford	01865 248000	<a href="http://www.a1taxisoxford.co.uk">www.a1taxisoxford.co.uk</a>
ABC Radio Cars	01865 242424	<a href="http://abcradiocars.co.uk">abcradiocars.co.uk</a>
a2b Oxford Taxi	01865 477477	n/a

<b>Buses</b> (please visit the websites for up-to-date information)	
Oxford Bus Company	<a href="http://www.oxfordbus.co.uk">www.oxfordbus.co.uk</a>
Stagecoach	<a href="http://www.stagecoachbus.com">www.stagecoachbus.com</a>
Thames Travel	<a href="http://www.thames-travel.co.uk">www.thames-travel.co.uk</a>
Oxford Tube (Services to London from Gloucester Green Bus Station)	<a href="http://www.oxfordtube.com">www.oxfordtube.com</a>

<b>Trains</b> (plan your visit via <a href="http://www.nationalrail.co.uk">www.nationalrail.co.uk</a> or call 08457 484950)	
Oxford Train Station – Park End Street	Regular services between Oxford Train Station and London Paddington, London Marylebone via Oxford Parkway and Bicester Village; services to south, north, West Country.
Parkway Train Station – Water Eaton Park & Ride near Kidlington	Regular service between Oxford Parkway and London Marylebone via Bicester Village.





**Kellogg College**

University of Oxford

Oxford, OX2 6PN

[www.kellogg.ox.ac.uk](http://www.kellogg.ox.ac.uk)