

Welcome to the University of Surrey
Manor Park Residences
GU2 7YW

Welcome to the University of Surrey! We are delighted to have you join us and thought you might like a little more information about the facilities we offer. This pack is provided to help you find your way around, along with our frequently asked questions and information on who to contact in an emergency. Please do let us know if there is anything else you need to know – we are always here to help!

Your Accommodation, Check In and Check Out

Your accommodation is on the Manor Park Campus, Ronald Ross Road. Your room key will be available to collect from the Vet School Main Building between 9am and 5pm on Wednesday 21st June, or between 9am and 8pm on Thursday 22nd June. The rooms will be available from 3pm on Wednesday 21st June. Check out must be completed by 9am on Friday 23rd June and keys should be returned to the Vet School Main Building during breakfast which will be available from 7:30am – 9am.

If you require assistance with your accommodation during the hours of 9am-5pm, please contact the Manor Park Reception Team on 01483 686995 / 01483 686993.

Should you need any assistance to collect your key card out of opening hours security can be contacted by using the buzzer located outside Manor Park reception or alternatively by calling 01483 682002

Keys and Personal Belongings

If you lose your key during your stay, please report to Manor Park Reception, who will be able to issue a new key. Please note that security will only let you into the room and you will need to collect a new key at the next available opportunity from reception. The University accepts no liability for loss or damage to property or vehicles and their contents, nor for injury to visitors to the campus except where required by law. Please lock your bedroom door and shut windows when leaving. A charge of £5 per key will be invoiced to the group leader for any replacement keys.

[Accommodation Amenities](#)

Wi-Fi is available in every bedroom, you will need to create an account, but the service remains free. Bed linen and towels are provided in each room and changed once a week during your stay. A kettle, iron, ironing board, fridge and microwave can be found in your flat's shared kitchen, along with dustpan and brush, hoover, mop and bucket. Please note that we do not supply hairdryers, adaptors, extra pillows or blankets. Smoking is not permitted within the accommodation; designated smoking shelters can be found around campus.

[Connecting to WiFi](#)

Open your device's network settings and connect to the GUEST_WIFI network
A display screen will appear - click on visitor
When prompted, enter your name and email address
Tick the I accept the terms of use box
Click register
You will see confirmation of your request and login credentials (this will also be emailed)
Click on log in to access the GUEST_WIFI service
You will see a screen confirming you are connected to the GUEST_WIFI service

Should you experience any difficulty

+44(0) 1483 689898

itservicedesk@surrey.ac.uk

Surrey Conferences
University of Surrey
Guildford, Surrey
GU2 7XH
01483 686767

[Important information regarding shared kitchen facilities.](#)

All cooking appliances (cookers, hobs, microwave ovens, toasters and kettles) are electric. Some cookers are fitted with a stove guard device, to ensure safe cooking methods. Information is displayed in kitchens. Please do not leave your cooking unattended at any time and ensure that you switch everything off when you have finished. When you clean the cooker or hob, always ensure you turn off the electrical supply by using the nearby red switch.

If you wish to use the kitchen facilities, you will need to provide your own crockery, cutlery and cooking equipment.

[Fault in your room](#)

Should you find something broken in your room please contact Manor Park reception who will be able to log a request with our maintenance team. If the problem is out of opening hours please contact security on +44(0)1483 68200 who will be able to log your request.

Additional Requirements

If you have any additional requirements whilst you are staying with us, please ensure to communicate these to your event organiser as soon as possible. For all accessibility information please reference: <https://www.accessable.co.uk/university-of-surrey>

Local Transport

There is a circular bus running to Guildford town Centre every 15-30 minutes from Manor Park date and time dependent, please go to <https://www.stagecoachbus.com/timetables> to download the timetable for Bus line no1 Guildford - Stoughton.


Alternatively you can download the Uber App for local taxi's or contact GM Cars on +44 (0) 1483 566 566



Surrey Conferences
University of Surrey
Guildford, Surrey
GU2 7XH
01483 686767






KEY

-  Bus stop
-  Bus route
-  Walk to Stag Hill/Tesco

KEY BUILDINGS / AREAS

-  **16** Surrey Sports Park [E2]
-  **17** Manor Park Reception [G4]
-  **18** Vet School Main Building [F3]
-  **19** Veterinary Pathology Centre [G2]
-  **20** Large Animal Clinical Skills Building [H2]
-  **21** Surrey Clinical Research Centre [E4]
-  **22** Leggett Building [E4]
-  **23** Nursery [D4]

CAFÉS/RESTAURANTS Manor Park campus

-  **Heart + Soul** [G4]
Manor Park Reception Building
-  **Starbucks** [E2]
-  **The Bench Sports Bar** [E2]

RESIDENCES

-  **A - G** Accommodation Blocks



Manor Park

CAMPUS

Surrey Conferences
University of Surrey
Guildford, Surrey
GU27XH
01483 686767

Useful Telephone Numbers

Security

The Security Office is open 24 hours a day and can be reached in an emergency +44(0)1483 683333 (emergencies only) or +44 (0) 1483 682002 (non-emergencies) Email: security@surrey.ac.uk.

Fire Evacuation Information

Detailed below are is our University wide fire safety information, including procedures if a fire is discovered, what to do if you hear the fire alarm, and where all our evacuation points are.

On Discovering a Fire:

1. Immediately operate the nearest fire alarm call point.
2. Fight the fire (*but only if safe to do so*).
3. Evacuate the building closing all doors behind you.
4. Proceed to the assembly point (shown below).
5. Dial 3333 on an internal telephone or 0800 525790 on an outside line to give details of the incident to security.

On Hearing the Fire Alarm Sound

1. Evacuate the building closing all doors behind you.
2. Follow the directions of the fire wardens and proceed to the assembly point. Do not re-enter the building until instructed to do so by the incident controller.

Surrey Conferences
University of Surrey
Guildford, Surrey
GU2 7XH
01483 686767



Fire Assembly Points for Academic Buildings and Residences
Manor Park

Please find below *all* the fire assembly points for the Manor Campus. For your meeting space it is:

Manor Park Residences

Reception building at Manor Park

The reception building will assemble opposite the Reception Building outside.

Leggett Building (PGMS)

The car park area

Clinical Research Centre (CRC)

The far end of the car park.

Surrey Sports Park (SSP)

Coach park area to the north of the building.

Manor Park Residences

Reception building at Manor Park

The reception building will assemble opposite the
Reception Building outside.

Manor Park Residences Blocks P, Q & R

Car park area by the VSM Building

Bellerby Court

Car park area.

Vet School Pathology (VSP) & Vet School Main (VSM)

The grass area to the west of the VSP

Kate Granger Building (HSM)

Car park area to the west of the building.

Surrey Conferences
University of Surrey
Guildford, Surrey
GU2 7XH
01483 686767



Local Amenities

For all groceries and personal shopping Tesco is the closest amenity.

Day of the Week Hours

Monday – Saturday
6 AM – Midnight

Sunday
9:30 AM - 4 PM

Opening hours for some facilities and services might be different to store opening times. See below for more information.

Food Ordering

Deliveroo
Just Eat
Uber Eats

For any food deliveries there are various drop off points to instruct the drivers – please ensure you add your contact telephone number for the driver to contact you, unfortunately reception will not be able to take food deliveries on your behalf.

Surrey Conferences
University of Surrey
Guildford, Surrey
GU2 7XH
01483 686767