

# Welcome to Manor Park



Surrey Conferences, University of Surrey, Guildford, Surrey, GU2 7XH  
Email: [conferences@surrey.ac.uk](mailto:conferences@surrey.ac.uk)

## Welcome to the University of Surrey!

We are delighted to have you join us and thought you might like more information about our facilities.

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!

**On Wednesday 24<sup>th</sup> June, your room key will be available to collect from Manor Park reception between 08:00 – 20:00.**

**On Thursday 25<sup>th</sup> June, your room key will be available to collect from the Vet School Main Building between 09:00-20:00 on**

**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.**

### Manor Park reception is open:

Monday – Friday – 08:00-20:00

Saturday – 09:00-17:00

Sunday – Closed (open for arrivals only on predetermined dates)

Contact us on 01483 686993

### Campus Amenities

**Below** is a map of our Manor Park Campus highlighting places you may find useful during your visit. Signage can be found around campus and any of our staff members will be happy to direct you if you are a little lost.

Maps can also be found [here](#).

## Additional Requirements

If you have any additional requirements whilst you are with us, please ensure to communicate these to your event organiser as soon as possible. For all accessibility information please reference: [Accessible](#).



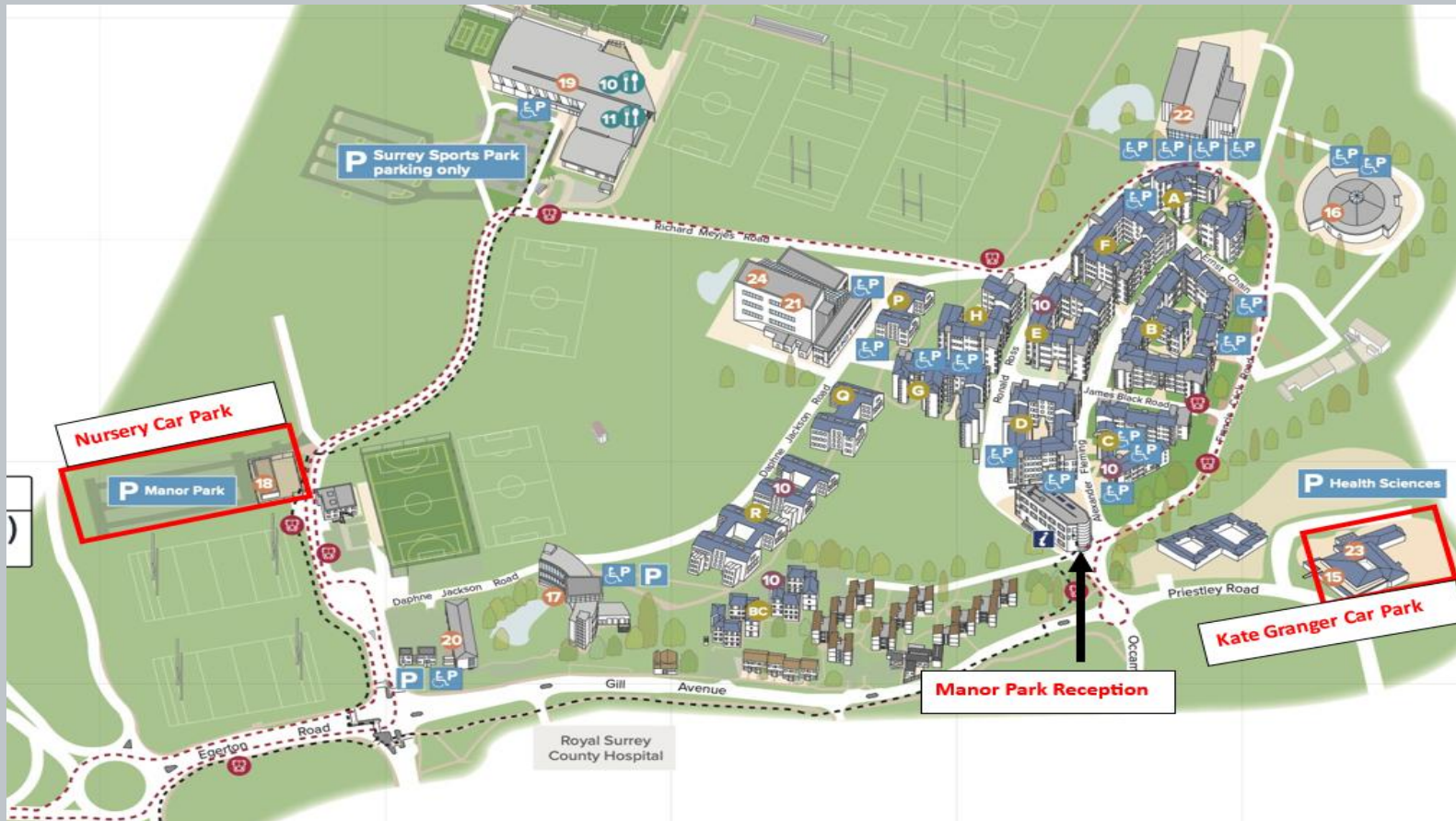
## Maintenance

For any maintenance faults in your accommodation, please report to the reception team during opening hours.

## Keys and Personal Belongings

If you lose your key during your stay, please report it to your reception, who will be able to issue a new key. The charge for a replacement key is £10. Please note that reception accepts card payments only.

After the reception's closing, security will only let you into the room and you will need to collect a new key at the next available opportunity. 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.



## Parking

If parking is available for your event.

Each guest is required to create an account and then register their vehicle details in advance of their visit. ANPR cameras are in operation in our parking facilities, and those not registered may be issued a penalty notice. Full terms and conditions can be found via the link sent to you to register.

Parking is available in 2 areas on the Manor Park campus, these are detailed on the map above. All vehicles and their contents are left at the owners' risk, the University of Surrey takes no responsibility for any loss or damage.

## Connecting to Wi-Fi

- 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



## Security

The Security Office is open 24 hours a day and can be reached in an emergency on 3333 from any internal telephone or 0800 525790 from a mobile. For non-emergency calls to Security please call extension 2002 from an internal phone or 01483 682002 from a mobile.



## Fire Evacuation Information

Detailed below 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:

Immediately operate the nearest fire alarm call point.

Fight the fire (but only if safe to do so).

Evacuate the building by closing all doors behind you.

Proceed to the assembly point (shown below).

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

Evacuate the building by closing all doors behind you.

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.

## Fire Assembly Points for Academic Buildings and Residences – Manor Park

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

<b>Leggett Building (PGMS)</b> The car park area	<b>Clinical Research Centre (CRC)</b> The far end of the car park	<b>Surrey Sports Park (SSP)</b> Coach Park area to the north of the building
<b>Manor Park Residences Reception building at Manor Park</b> The reception building will assemble opposite the Reception Building outside.	<b>Manor Park Residences Blocks P, Q &amp; R</b> Car park area by the VSM Building	<b>Bellerby Court</b> Car park area.
<b>Vet School Pathology (VSP) &amp; Vet School Main (VSM)</b> The grass area to the west of the VSP	<b>Kate Granger Building (HSM)</b> Car park area to the west of the building.	