



INFORMATION FOR GUESTS

2006/07

VACATION TIME

24.06.06 - 22.09.06
09.12.06 - 07.01.07
17.03.07 - 15.04.07

TERM TIME

23.09.06 - 08.12.06
08.01.07 - 16.03.07
16.04.07 - 22.06.07



Arrivals

On arrival at Heriot-Watt University please park in the main visitors car park situated to the right of the main avenue into the campus. Please book into your accommodation at main reception in the James Watt Centre. Your key will be available for collection from 14.00 hours onwards on the day of arrival. James Watt Centre reception is open 24hrs.

Please note that dinner is only available until 20.00 during the vacation and 19.00 during term time.



Departures

Guests are asked to vacate their room and return their key to reception by 10.00am on the morning of departure. Luggage may be left temporarily in the baggage room at James Watt Centre Reception.

Payment of Accounts

Payments can be made by cash, cheque, switch, solo, delta or credit card. (Access, Barclaycard, Mastercard and Visa). Payments can be made between 08.00 - 21.00 at James Watt Centre Reception.

YOUR ACCOMMODATION

All rooms are supplied with towels and bed linen. Extra blankets and pillows are available, please ask at the James Watt Centre Reception. Requests for extra items must be made between 08.00 and 12.00 or by prior arrangement. All rooms have telephones. Please see the accompanying information in your bedroom pack. Please note that travel plugs are **not** provided in your accommodation.

Study En-suite Bedrooms

These rooms have telephone, en-suite toilet and shower and tea and coffee making facilities. Guests have use of a TV lounge, which can be accessed by using your room key.

Standard En-suite Bedrooms

These bedrooms in Leonard Horner Hall have en-suite toilet and shower, tea/coffee facilities, hairdryer and telephone.

Laundry/ Ironing Facilities

Irons and ironing boards are provided in your accommodation, please contact James Watt Centre Reception on Ext 3501 to be advised of their location within your residence. Launderette facilities are also available on campus, please contact James Watt Centre Reception for details. The machines are coin operated, a wash costs £2.00 and the dryers cost £1.00 per complete dry cycle (45 Minutes).

In case of EMERGENCY please dial 2222

Health and Safety

Accidents, security breaches and other incidents occurring on University premises during your stay must be reported immediately to the James Watt Centre Reception, where an accident/incident form should be completed.

If you fall ill during your stay, James Watt Centre Reception can arrange medical assistance if required. A first-aider is on duty at the James Watt Centre Reception at all times. The University also has an on-site medical centre- please see overleaf for details.

Please familiarise yourself with the fire instructions and directions to your nearest emergency exit. Details can be found on the notice located on the back of your door.

Security

The University security staff are on duty 24hrs a day should you require their assistance. Please take sensible security precautions: lock your door at night and keep valuables secure and out of sight. You are advised never to leave rooms unlocked or property unattended at any time.

DINING AND DRINKING

HERIOT-WATT UNIVERSITY OFFERS ITS GUEST A CHOICE OF FACILITIES

Middle Floor Dining Room

Breakfast is served in the Middle Floor Dining Room

| | VACATION TIME | TERM TIME |
|-------------------|---------------|---------------|
| Monday - Friday | 07.30 - 09.00 | 07.30 - 09.45 |
| Saturday & Sunday | 07.30 - 09.00 | 08.30 - 10.00 |

During the day, the dining room serves a range of traditional meals and snacks at the following times

| | VACATION TIME | TERM TIME |
|--------|---------------|---------------|
| Lunch | 11.45 - 14.00 | 11.45 - 14.00 |
| Dinner | 18.00 - 20.00 | 17.15 - 19.00 |

At weekends, coffee, tea and snacks are also served in the dining area

| | VACATION TIME | TERM TIME |
|-------------------|--------------------------------|--------------------------------|
| Saturday & Sunday | 09.00 - 11.45 14.00 - 18.00 | 09.30 - 11.45 14.00 - 18.00 |

Microbyte Open from Monday to Friday, the Microbyte is a cafeteria offering a range of freshly made sandwiches and hot/cold snacks from the servery.

| | VACATION TIME | TERM TIME |
|-----------------|----------------------|------------------|
| Monday - Friday | 08.30 - 16.00 | 08.30 - 16.00 |

Lectern Bar The Lectern is the University's own Victorian style bar, serving a full range of wines, beer and spirits. A choice of hot and cold bar meals and sandwiches are served daily. Snacks are available all year from 11.00 – 13.45 and 17.00 – 19.00

| | VACATION TIME | TERM TIME |
|---------------|--------------------------------|--------------------------------|
| Monday-Friday | 11.00 - 14.00 17.00 - 23.00 | 11.00 - 14.00 17.00 - 23.00 |
| Saturday | OPEN ON REQUEST | OPEN ON REQUEST |
| Sunday | OPEN ON REQUEST | OPEN ON REQUEST |

Scholars Café Bar and Bistro This licensed table service restaurant serves contemporary cuisine in peaceful and relaxed surroundings.

Tel. 0131 451 3116

| | VACATION TIME | TERM TIME |
|-----------------|----------------------|------------------|
| Monday – Friday | 10.00 – 15.00 | 10.00 – 15.00 |

Café Brio (located in the middle floor) The newest addition to our catering facilities Café Brio offers a tempting selection of hot and cold savouries, pastries and crepes and a wide range of quality hot and cold beverages.

| | VACATION TIME | TERM TIME |
|-----------------|----------------------|------------------|
| Monday – Friday | 09.00 - 17.00 | 08.00 - 17.00 |

The Venue Coffee Shop offering hot paninis, filled baguettes, a selection of cakes and pastries and hot and cold drinks

| | TERM TIME |
|-----------------|------------------|
| Monday – Friday | 11.00 – 14.30 |

CAMPUS FACILITIES

GUESTS HAVE USE OF A RANGE OF FACILITIES ON CAMPUS

Medical Centre Within the University's medical centre there is a doctor and dentist. **Please note** non European overseas visitors will be charged for medical consultations unless they can produce a National Health Service card.

Shops Heriot-Watt University has its own bookshop, general store and hairdresser.

Bank On campus there is a Royal Bank Of Scotland.

Cash Machines On campus there are two cash machines operated by Card point plc (24hr access) and the Royal Bank Of Scotland (access from 6am-12am only). The Royal Bank of Scotland cash machine accepts the following cards - Royal Bank of Scotland, Bank of Scotland, TSB, Link, Lloyds, Barclays, Midland, Natwest, Visa, Mastercard, Eurocard, Cirrus, Style, Tesco Personal Finance, Mister Cash, Bancontact, Plus and Telebanco. The Card point plc machine only accepts UK cards on the LINK network and charges £1.50 per transaction.

Sports Centre Residential guests may use the facilities at the Sport & Exercise Centre, the University's well equipped sports facility. The centre has a multi-gym and cardio - vascular suite, as well as squash, tennis and badminton courts, a jogging circuit, a general all weather pitch and outdoor rugby and football pitches. Admission cost £3.60

Chaplaincy Visitors are welcome to use the chaplaincy on campus during their stay.
* During Vacation time no services are conducted

OPENING TIMES

| | VACATION TIME | TERM TIME |
|--------------------------------------|---|---|
| Doctors Tel. 0131 451 3010 | Monday – Friday Saturday | 08.30 - 18.00 08.30 - 19.00 08.30 - 12.30 |
| | Outwith surgery hours call NHS 24 on 08454 24 24 24 for medical assistance. | |

| | ALL YEAR |
|--------------------------------------|--|
| Dentist Tel. 0131 451 3080 | Monday Tuesday Wednesday - Thursday Friday |
| | 08.00 - 18.00 08.30 - 19.00 08.30 - 17.00 08.30 - 16.30 |

| | ALL YEAR |
|---|-----------------|
| Blackwell's Bookshop Tel. 0131 451 5287 | Monday – Friday |
| | 09.00 - 17.00 |

| | ALL YEAR |
|--|-----------------|
| Hairdresser Tel. 0131 449 3145 | Monday – Friday |
| | 09.30 - 17.00 |

| | VACATION TIME | TERM TIME |
|--|---|---|
| General Store Tel. 0131 451 3476 | Monday – Friday Saturday Sunday | 08.00 - 22.00 08.30 - 22.00 09.00 - 22.00 |
| | *Saturdays 1, 8, 15, 22 July the store will be open from 08.00 – 17.00 | |
| | *Sundays 2, 9, 16 and 23 July the store will be open from 08.30 – 16.00 | |

| | ALL YEAR |
|---|--------------------------------|
| Royal Bank of Scotland Tel. 0131 449 2411 | Monday – Friday Wednesday |
| | 09.15 - 16.45 10.00 - 16.45 |

| | ALL YEAR |
|---|-----------------|
| Endsleigh Insurance Services Tel: 0131 451 5355 | Monday – Friday |
| | 09.00 - 17.00 |

| | VACATION TIME | TERM TIME |
|--|--------------------------------------|--------------------------------|
| Sport and Exercise Centre Tel. 0131 451 8400 | Monday - Friday Saturday & Sunday | 08.30 - 21.15 09.00 - 16.15 |