



GUEST INFORMATION

Term Dates 2008	VACATION TIME	TERM TIME
	08.12.07 - 04.01.08	05.01.08 - 14.03.08
	15.03.08 – 11.04.08	12.04.08 – 20.06.08
	21.06.08 – 05.09.08	06.09.08 – 19.12.08

Arrivals On arrival at Heriot-Watt University please park in Visitor Car Park A, B or C. 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- subject to availability

Payment of Accounts Payments can be made between 08.00 - 21.00 at the James Watt Centre reception. We accept the following methods of payment: cash, cheque, switch, solo, delta or credit card (Access, Barclaycard, Mastercard and Visa).

YOUR ACCOMMODATION All rooms are supplied with towels and bed linen. Extra blankets and pillows are available In the first instance please ask the housekeeping staff within your residence. If they are unavailable, please contact main reception on ext 3501. Please note that whilst every effort will be made to provide you with extra items that it cannot be guaranteed and request via reception need to 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 but can be purchased from the general store.

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, television, 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 and can be accessed by using your room key. Please contact James Watt Centre Reception for further details.

Health and Safety **In case of EMERGENCY or ACCIDENT please dial 2222**

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 please contact the University Medical Centre on ext 3010 (0131 451 3010 externally) Outwith surgery hours please contact NHS 24 on 08454 24 24 24 for further assistance.

There is a first-aider on duty 24/7 please contact security services on ext 2222

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.

* Please note that the Middle Floor Dining room will be closed from 17- 31 March 2008 During this time breakfast will be served in the Microbyte		VACATION TIME *	TERM TIME
	Monday - Friday	07.30 - 09.00	07.30 – 19.00
	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	07.30 – 19.00
	Dinner	18.00 - 20.00	07.30 – 19.00
	At weekends, coffee, tea and snacks are also served in the dining area		

		VACATION TIME *	TERM TIME
	Saturday and 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 08.30 - 16.00	TERM TIME 08.30 - 16.00
	Monday - Friday		
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 11.00 - 14.00 17.00 - 23.00	TERM TIME 11.00 - 14.00 17.00 - 23.00
	Monday-Friday		
	Saturday and Sunday	OPEN ON REQUEST	OPEN ON REQUEST
Scholars Café Bar and Bistro Tel. 0131 451 3116	This licensed table service restaurant serves contemporary cuisine in peaceful and relaxed surroundings.	VACATION TIME 10.00 – 15.00	TERM TIME 10.00 – 15.00
	Monday-Friday		
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 muffins and a wide range of quality hot and cold beverages.	VACATION TIME 09.00 - 17.00	TERM TIME 08.00 - 17.00
	Monday – Friday		
The Venue	Coffee Shop offering hot paninis, filled baguettes, a selection of cakes and pastries and hot and cold drinks	TERM TIME 11.00 – 14.30	
	Monday – Friday		
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 £3.70		
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	08.30 - 18.00	08.30 - 18.00
	Outwith surgery hours call NHS 24 on 08454 24 24 24 for medical assistance.		
Dentist Tel. 0131 451 3080	Monday Tuesday - Thursday Friday	ALL YEAR 08.00 - 18.00 08.30 - 17.00 08.30 - 16.30	
Blackwell's Bookshop Tel. 0131 451 5287	Monday – Friday	ALL YEAR 09.00 - 17.00	
Hairdresser Tel. 0131 449 3145	Monday – Friday	ALL YEAR 09.30 - 17.00	
General Store Tel. 0131 451 3476	Monday – Friday Saturday Sunday	VACATION TIME 08.00 - 18.00 10.00 - 14.00 10.00 - 14.00	TERM TIME 08.00 - 22.15 08.30 - 22.15 09.30 - 22.15
Royal Bank of Scotland Tel. 0131 449 2411	Monday – Friday Wednesday	ALL YEAR 09.15 – 15.30 10.00 – 15.30	
Endsleigh Insurance Services Tel: 0131 451 5355	Monday – Friday	ALL YEAR 09.00 - 17.00	
Sport and Exercise Centre Tel. 0131 451 8400	Monday - Friday Saturday & Sunday	VACATION TIME 08.30 - 21.15 09.00 - 16.15	TERM TIME 08.30 - 21.15 09.00 - 21.15

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