



WELCOME TO STAY CENTRAL APARTMENTS

short and long-term accommodation for visitors



www.staycentral.london.ac.uk



ABOUT US



The University of London is a federal university consisting of a number of self-governing colleges and other smaller research institutes of outstanding reputation. It is one of the oldest, largest and most diverse universities in the UK. It was established by Royal Charter in 1836 and is recognised globally as a world leader in higher education.

Stay Central offers a great range of accommodation options, from single and double rooms with breakfast to 3 bedroom self-catered apartments, in superb central London locations just a few minutes walk from London's most iconic attractions. All rooms are located in the University of London's Halls of Residence, whilst our apartments are situated in self-contained residential buildings in the historic Bloomsbury area. Whether you are here for business or leisure, we have a place to suit your needs.

The Stay Central apartments are located in Bloomsbury and are managed by the Property Management Unit (PMU). They are spacious, fully equipped self-catered apartments in period buildings close to some of the most beautiful areas of London and within walking distance of most of London's major cultural and artistic destinations.

They are also close to a number of railway stations that provide access to other areas of the UK making them a great base from which to explore the whole country.

Even though they are located right in the centre of London the cost of renting a Stay Central apartment is not prohibitive. The apartments are a much less expensive option than any hotel in the area while at the same time are more homely and comfortable experience.

USEFUL CONTACTS

PMU

pmu@london.ac.uk

+44 (0) 207 862 8047/8049
College Hall, Malet Street
WC1E 7HZ

Open Monday to Friday 9 a.m. – 4.30 p.m.

COLLEGE HALL

info.connaught@london.ac.uk

+44 (0) 207 307 4000
Malet Street
WC1E 7HZ

Open 24/7

BOOKINGS

staycentral@london.ac.uk

+44 (0) 207 862 8881
Stay Central
UoL Housing Services, Student Central
Malet Street
WC1E 7HY

Open Monday to Friday 10 a.m. – 5 p.m.
Tuesday 11 a.m. – 5 p.m.

PAYMENTS

uolacc.finance@london.ac.uk

+44 (0) 207 862 5772
Residential Finance, Student Central
Malet Street
WC1E 7HY

Open Monday to Friday 10 a.m. – 5 p.m.

DURING YOUR STAY

Reception

There is no reception as the apartments are in different locations around Bloomsbury. For assistance and to collect/drop off your key please visit College Hall reception in Malet Street.

PMU

The PMU is located in College Hall on Malet Street. It has responsibility for the day-to-day management of the Stay Central apartments throughout Bloomsbury. Please contact them if you have any issues with your accommodation.

Check-in

Your apartment will be available from 2 p.m. on the day of your arrival. Please check-in at College Hall reception where you will be given your key.

Guests with special needs

The Stay Central apartments are located in period buildings and it has not been possible to adapt them to the needs of those with mobility problems or those who use a wheelchair. All apartments have steps and most have a significant number of stairs up, or down, to them. None have an elevator. If you have concerns about access, or mobility issues, then please contact the PMU who will be happy to discuss those concerns with you.



DURING YOUR STAY

Receiving mail

You are welcome to receive mail during your stay. Please note that we are unable to accept any mail before you check-in or after you check out unless it will be arranged with the PMU.

What's in the apartment?

Our apartments are fully furnished and equipped in every day domestic appliances. Towels, bed linen are provided and a complimentary set of toiletries (only on the first night). If you need more details about the equipment in the apartment or how to operate it please contact the PMU.

Phones

Telephone number to your apartment (if the phone is provided) is displayed on the small information board at the back of the entrance door to the apartment.

Internet connection

Wi-Fi is available in all the apartments. Username and password is displayed on the modem which is normally located on a desk in the living room. For apartments located in Gower Street, these details will be provided with keys upon arrival.





Cleaning and rubbish collection

All our apartments are self-contained; therefore, no cleaning will be provided throughout your stay. Housekeeping will deliver bags for recycling and general waste. These can be found in the entrance lobby to the building. Rubbish collection is Monday to Friday around noon, therefore please leave your bags outside in the morning during the week.

Security

For your own safety please keep your apartment locked at all times. We cannot accept any responsibility for loss or damage to personal belongings. If any member of staff needs to access your apartment, we will try to give you at least 24 hours notice, unless there is an emergency.

Noise

Please keep the level of noise to a minimum at all times and especially between 11 p.m. and 7 a.m.

Smoking and fire safety equipment

The University operates a strict no smoking policy (including e-cigarettes) throughout their whole buildings—it is illegal to smoke in public buildings in the UK. It is illegal to tamper with the fire safety equipment and anyone found doing so will be asked to leave.

Maintenance

Please report any breakages or faults, to the PMU Monday to Friday 9 a.m. – 4 p.m. Outside office hours if it's an emergency please inform College Hall reception or contact helpdesk on +44 (0) 207 862 8123.

EMERGENCIES

If you need to contact the emergency services, please dial '999'.

IN CASE OF FIRE

If the alarm sounds, please leave the building immediately using the nearest stairs. Do not stop to collect your personal belongings.

Hospital (with A&E)

UCH (University College Hospital)
235 Euston Road
NW1 2BU
T: +44 (0) 845 155 5000

Private Doctor

Harley Street Health Centre
17 Harley Street
N1G 9QH
T: +44 (0) 207 323 3830,
E: info@harleyhealthcentre.com
W: harleyhealthcentre.com

Emergency Dentist

Please visit: 24hour-emergencydentist.co.uk
T: +44 (0) 208 748 9365.
Baker Street, Kensington, Liverpool Street and
Hammersmith.

PAYING FOR EXTRA NIGHTS

If you wish to extend your stay please arrange this with the Stay Central team prior to payment.

In order to pay for extra nights, visit www.staycentral.london.ac.uk, scroll to the bottom of the page and click

Pay Invoice Now

In the box labelled 'Amount (£)', write the amount and click 'Add to Basket':

When asked for your Customer ID, write:

ICH (Family Name)

For example: ICH "SMITH"

When asked for your Invoice Number, write:

UOLACC (Booking Reference)

For example: UOLACC "12345"

You will then be directed to a page where you can register your details and make a secure online payment.

ON YOUR DEPARTURE

Check-out time

Please vacate your apartment by 10 a.m. on the morning of your departure to avoid incurring additional charges.

Returning your key

You should return your room key to reception on departure. Failure to do this will result in a £45.00 charge as the lock will need to be changed for security.

Luggage

Storing space for luggage is limited but we will do our best to accommodate all storage requests. If you arrive early we can usually store your luggage at College Hall reception until you check in. If you are travelling with a large group, please contact the office before your departure date in case we need to arrange for additional space. Please note that we do not store luggage overnight. You will, however, find luggage storing facilities at all mainline train stations; the nearest ones being King's Cross St Pancras and Euston Station. For further information please visit www.networkrail.co.uk



INSIDE BLOOMSBURY



Bloomsbury is the literary and academic district of central London, historically patronised by an impressive tableau of celebrated writers and artists, including the novelist Virginia Woolf, poet T.S. Eliot, and artist Roger Fry.

At its centre sits Russell Square, named for the Russell family of the 17th and 18th centuries whose investment in the area transformed it into the fashionable residential and cultural locale it is today. Additional gardens, such as Tavistock Square, Torrington Place and Gordon Square are pleasant, quiet places to sit and relax, all within walking distance of the Stay Central apartments.

Also worth noting are the numerous research hospitals and healthcare institutes, housed typically in grand buildings of Georgian architectural design, as well as the cluster of central University of London campuses; academic bodies which enjoy an almost unrivalled international prestige, each able to boast global recognition in its respective field.

As well as being the city's largest and most famous scholarly area, the accessibility of the West End's theatres, cinemas, shopping attractions, and other famous metropolitan landmarks truly make Bloomsbury feel like the epicentre of the city. The trendy bars, cafés and restaurants that line the streets all contribute to the lively, friendly and diverse atmosphere of the area, while internationally renowned institutions like the British Museum and the British Library are within a stone's throw and certainly worth a visit while in London.

Banks

- HSBC Bank, 1 Woburn Place, Russell Square, WC1H 0LQ
- NatWest Bank, Tavistock House, Tavistock Square, WC1H 9NA
- Barclays Bank, 58 Southampton Row, WC1B 4NB
- Lloyds Bank, Victoria House, Southampton Row, WC1B 5HR
- Halifax Bank, The Brunswick Shopping Centre, Unit 52, Bloomsbury, WC1N 1AE

Bureaux de Change

- 17 Woburn Place, Bloomsbury, WC1H 0LU
- Marchmont Street Post Office, 33 Marchmont Street, WC1N 1AP

Supermarkets

- The Brunswick Centre, Marchmont Street, WC1H—This is a small open air shopping centre with cafés, restaurants, fashion stores, a mobile phone store, the Renoir Cinema and Waitrose supermarket for groceries.
- Tesco, Bernard Street—opposite Russell Square Underground Station.

Restaurants

There is a wide variety of options to eat out in the area with several restaurants to be found in the Brunswick Centre, along Marchmont Street, Southampton Row or on nearby Tottenham Court Road. You can also visit www.squaremeal.co.uk and search for a specific type of restaurant or area.

Fitness/Gyms

Most local gyms will offer guest memberships for short periods, as well as a pay-as-you-go admission. There is a gym and swimming pool at Student Central (www.studentcentral.london/energybase/) on Malet Street and the Bloomsbury Fitness gym is located at UCL Union on Gordon Street—both of which are very nearby. There are also Fitness First, Nuffield Health, Living well and Bannatyne gyms within easy walking distance of the Stay Central apartments.



GETTING AROUND LONDON



London Underground – The ‘Tube’

The tube covers the whole city, is easy to use and is usually the quickest way to travel. Travelcards – for daily, weekly or monthly use – are the most economical way of getting around the city as they give you unlimited travel within your chosen zones. Besides the tube, travelcards cover all bus journeys and travelling by train within your zones. The closest tube stations are Russell Square, King’s Cross St Pancras, Goodge Street, Warren Street, Euston Square and Euston.

Red London Buses

These are one of the sights of the capital and can be used to travel across most parts of London.

It is a slower alternative to the tube but has more regular stops in more residential areas and certainly has more interesting views – <http://www.tfl.gov.uk/tfl/gettingaround/maps/buses/>. For further information on public transport please visit www.tfl.gov.uk.

Black cabs

These taxis are licensed and can be hailed from the roadside when the yellow ‘For Hire’ light is on. For your own safety, never use an unlicensed minicab or taxi.

You can hire a car, but the congestion charge (£11.50/day Monday – Friday to drive in central London), parking fees and sheer volume of traffic make it advisable to use public transport instead.

Please note that University of London does not have parking facilities.

Bicycle Hire

A Transport for London bicycle hire station is located opposite Student Central on Malet Street. Cycling in London can be very dangerous and we strongly advise you to wear suitable protective and high visibility clothing including a helmet, and to use cycle paths where possible. Details of cycle paths can be found at www.sustrans.org.uk, and further details about cycling in Camden can be found at www.camden.gov.uk.

National Rail and Eurostar

Euston, King’s Cross, and St Pancras national rail/mainline stations are all within 15 minutes’ walk of Stay Central apartments. St Pancras is also the main Eurostar terminal, for international connections to Paris and Brussels (passports and/or visas may be required).

For tickets and timetables: www.nationalrail.co.uk and www.eurostar.com.

GETTING AROUND LONDON



University of London, PMU

College Hall, Malet Street, London, WC1E 7HZ



All Stay Central apartments are located within the area shown on the above map.



/StayCentralUoL

Thank you for choosing Stay Central Apartments.
We hope you enjoy your stay with us!