

Moving In Guidelines



COLLEGIATE

Roman House



Welcome

Hello. Welcome to Collegiate Roman House for the 2022-23 academic year.

We are really looking forward to welcoming you to Collegiate Roman House in a few weeks. To ensure you have all the information you need before you move in, we have put together some helpful guidelines.

Move in week will start from the first day of your contract, for 7 days. You will be able to book a time slot on the online portal, and you will be given information on how to do this by email. If you need to move in outside these dates or outside the time slots available, please contact our residence team directly to arrange your arrival.

Travelling

If you need advice on how to get to your accommodation, or help with the closest car park then please contact romanhouse@collegiate-ac.com and the accommodation team will be able to help.

Car parking

There is no car parking at Collegiate Roman House. There is an RCP car park called Brook Street which is a 1 minute walk away and visible from the property.

We recommend that you park and then come to reception to check-in and collect your keys before bringing your luggage.

Local accommodation

If you are arriving at Collegiate Roman House outside of office opening hours there are a number of local accommodation options available to you. A few options to consider are:

Premier Inn Riverlights

Riverlights, Morledge, Derby DE1 2BB

0871 527 9684

Premier Inn

Cathedral Quarter, Full Street, Derby DE1 3AF

0871 527 9684

Jurys Inn

King Street, Derby DE1 3DB

01332 62100

Our COVID-Secure Promise

The most important thing to us here at Collegiate has always been, and continues to be, the safety and wellbeing of our tenants and staff. After the events of 2020, we are even more committed to creating the most safe and secure environment possible that you can be proud to call home. As a result, we have made some positive changes to our check-in process, as well as how the site operates, so that you can feel happy and secure in your new home.

Checking in

Prior to check-in

To make your check-in process as smooth as possible, you will be required to complete the following on your Collegiate Portal:

- Sign your Tenancy Agreement
- Send copies of student identification documents
- Pay your rent amount as per your contract
- Read and sign your Welcome Information

Allocated check-in slots

Next you will be able to book a check-in slot on a first-come first-served basis.

Check-in at your accommodation

On the date and time of your check-in slot you will be guided by your friendly site team to the check-in desk where you will be given your keys to check in to your new home.

Your Home

Enhanced cleaning

We have enhanced our thorough cleaning protocols even further to keep your new home Covid secure. The accommodation site will be fully sanitised before check-in and high traffic areas such as stairwells, lifts and communal areas will be given extra attention.

Hand Sanitising Facilities

Hand sanitising stations will be located around the site for you to use.

Designated Service Stations

If you have any questions during your check-in day please head straight to your Customer Services Desk on site where our team will be on hand to answer any questions.

Signage and more information regarding the location of this will be given at your accommodation on the day of your check-in.

Our Staff

Training

We exceed the industry standard for training. Our accommodation staff are fully ANUK trained and have undertaken specific Covid-19 awareness training which ensures they have a full understanding of coronavirus and how to reduce its spread.

Wellness

At Collegiate we take a holistic approach to your wellness and our accommodation teams are here to fully support you and help you to settle into your new home.

Our Accommodation Managers and Assistant Managers are fully Mental Health First Aid trained by MHFAE and we have strong links with all Universities in all our cities. There will always be somebody on hand to support you.

Making New Friends and Building a Community

We have lots of exciting events planned for your arrival weeks and throughout the academic year.

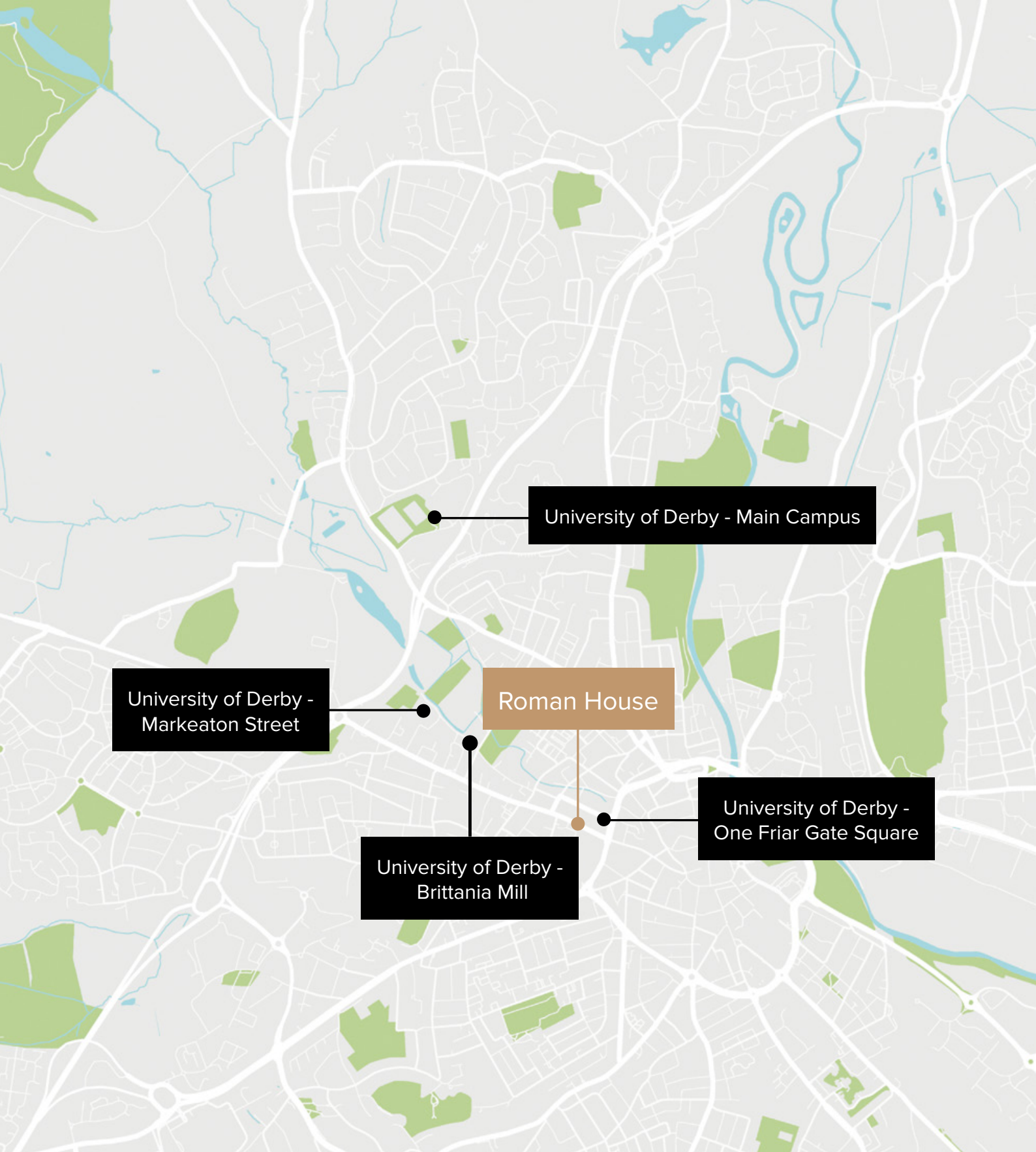
These are designed to help you make new friends and build a friendly supportive community within your new home.








Student Experience

We have student experience programmes in place which will give you plenty of opportunities to meet and make friends with your neighbours.

Whether you're in a studio or in a shared flat, you can rest assured that you and your new friends will be able to hang out together in your beautiful new home and take part in all the activities we have planned.

We are looking forward to a great new academic year ahead and cannot wait to welcome you to your new home.



University of Derby - Main Campus	 28 minutes  5 minutes
University of Derby - One Friar Gate Square	 2 minutes
University of Derby - Britannia Mill	 13 minutes  4 minutes
University of Derby - Markeaton Street	 16 minutes  4 minutes



Moving in requirements

Please ensure that, before you move in, you have completed the following:

- Paid your first rental instalment, or full rent if applicable. These are both due on the **Wednesday 24th August 2022**. Please be aware, no keys will be issued to you if rent has not been paid.
- Provided x1 photo ID and x1 proof of address, for yourself and your guarantor if applicable. x1 proof of student status.
- Read and accepted the gym, parcel and fire procedures.

If you have not done this prior to move in, you **MUST** bring all these with you on the day of your arrival. Without complete documentation, you will not be able to move in.

No keys will be issued if a resident has not completed any of the above requirements.

PLEASE ALSO BE AWARE WE ARE UNABLE TO ACCEPT ANY CASH PAYMENTS.

What to bring

What to bring to help you settle into your new home:

Bedroom	Kitchen	Bathroom
Duvet and duvet cover*	Induction pots and pans	Towels
Sheets*	Cutlery	Toilet roll
Pillow and pillow cases	Plates and bowls	Soap and toiletries
Photos of family and friends	Cups and drinking glasses	
* Please ask the accommodation team if you are unsure of sizes	Cleaning products	
	Food to keep you going	
	Kettle and toaster	

When you need your own space to work or claim a moment of calm, your private apartment has it all.

Every room is bright, luxuriously fitted and finished to exacting standards. 24/7 broadband and Wi-Fi keeps you connected and our accommodation teams are always on hand. There's also superior security with CCTV and secure door entry for ultimate peace of mind.

Why not order from the Collegiate Collections?

We know that being a student means that there's a lot going on and a lot to organise. This is doubly true if you're coming from overseas. So Collegiate now offers some solutions to make settling into your home a little easier.

You can choose one of our collections that cater for your exact requirement, from The Kitchen Collection which contains all the kitchen essentials through to The Luxury Collection which was curated for the ultimate in superior living.

You don't even have to worry about unpacking it all. We will have it all made up and ready for your arrival so you can enjoy the Collegiate way of living from the moment you walk through your door.

For more information on what's included in our lifestyle packs, please visit the **Collegiate website**.

If you need us

If you have any further queries please do not hesitate to contact us - you can send us an email at [**romanhouse@collegiate-ac.com**](mailto:romanhouse@collegiate-ac.com) or visit us at [**www.collegiate-ac.com**](http://www.collegiate-ac.com) or call 01332 311 609.

You may also join the 2022/2023 Residents Facebook page, here you will be kept up to date with all the events and weekly notices about anything important. Search '[**Collegiate Roman House Community 22/23**](#)'.



No 53

The Old Bell Hotel

420

Roman House

Friar Gate, Derby, DE1 1AP

Telephone: 01332 311 609

Email: romanhouse@collegiate-ac.com

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Out-of-hours emergency contact: 03333 214 064



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