

Welcome to the Arthur Findlay College

*The World's Foremost College for the Advancement
of Spiritualism & Psychic Science*



RESIDENTIAL GUIDELINES AND HELPFUL INFORMATION

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On behalf of the Spiritualists' National Union and the Arthur Findlay College Committee I extend to you a very warm welcome to Stansted Hall, the home of the Arthur Findlay College.

If you have never been to the College before, we strongly recommend that you read this A-Z leaflet which will help you to be more familiar with College procedures to ensure your stay is as comfortable and as enjoyable as possible.

Stansted Hall was gifted to the Spiritualists' National Union by James Arthur Findlay and his beloved wife Gertrude for use as a College over fifty years ago.

Since then thousands of persons have entered through its doors and availed themselves of the ambience and the facilities it offers.

It is appreciated, that for the duration of your stay, this will be in a sense your home and I trust that you will respect and enjoy the facilities it provides.

In order to assist you we have produced this booklet which provides guidelines and essential information to make your visit safe and as comfortable as possible.

I sincerely hope that you enjoy your stay at the College and trust it will be both materially and spiritually rewarding in many ways.

If you have any concerns or queries please contact the Reception Desk and we will try and resolve them where possible.

**Tanya Smith
General Manager
January 2017**

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The Findlay Experience

Arrival Information

Whenever possible your room will be available from 3pm on the day of your arrival. Starting and finishing times of all courses are specified in your course programme.

On arrival, you will be greeted by our friendly and efficient Reception Staff who will book you in for your course and accommodation. You will be given your room key and a coloured card* showing details of the front door entry code, back door entry code and room number. If you have any queries, please don't hesitate to ask them.

Reception Staff will also advise you as to the room for your 'Welcome' session.



Arthur Findlay



– The College –



Gertrude Findlay

On arrival, you will receive a copy of the Course Organiser's programme, where you will find times and locations of sessions.

If you happen to arrive at the College prior to the arrival time printed in the College Programme, you may find your room is not quite ready for you. If you have travelled long distance, you may like to take advantage of Findlay's Café, where you can purchase

light refreshments in the bar between the hours of 11.00 am and 15.00 pm.

The ‘Welcome’ will be held in an assigned room, e.g., The Sanctuary or The Lecture Room at the start of your course. During this session, the Course Organiser will check that students have arrived. You will be advised on health and safety issues, fire precautions, the do’s and don’ts during your stay, etc., but please do remember that our aim is to ensure you have a great time!

Our General Manager or her representative, will go through the health and safety procedures with you and arrange for the fire alarm to test so that you are familiar with the sound. This will be the only time you should ignore the sound of the fire alarm.

Course Information

Accreditation

The College does not provide any form of accreditation in respect of students attending any of its Courses.

Concerns

If you have a concern relating to your course, in the first instance please discuss this with the course organiser and if they are unable to help you, please feel free to contact the General Manager.

Notice Boards in Reception & Corridor

Please look regularly at the Notice Boards in the corridor leading from the Long Gallery to the Dining Room. They may have details about your Course i.e. your list of groups, changes or messages. Please also check regularly with Reception for messages.

Raffle

From time to time, the Course Organiser's organise a raffle. They will indicate to what charitable cause the Raffle money will be allocated to.

Recording of Sittings Policy

We are committed to provide the opportunity to our students to enjoy a private reading from the tutor's. However, we are not obligated to record your sitting. Therefore we would suggest, if you request your sitting to be recorded for your future reference, please bring your own equipment. You are welcome to record your own sitting with the permission of the Medium. If you are able to borrow one of the college recorders, in all cases, we cannot accept any liability for any equipment that malfunctions or does not record. College equipment is limited so please do not rely on recorders being available to you.



Work Rooms

The College has eight work rooms which are used for lectures, demonstrations, group work and optional activities etc., they are:-

The Sanctuary
The Large Lounge
The Blue Room
The Conference Room

The Lecture Room
The Library
The Loft Workroom
The Pioneer Centre

The Pioneer Centre is also used by The Stansted Healers every Tuesday and Saturday and by 'FOSH' Friends of Stansted Hall on Thursday evenings.

The Blue Room is made available as a TV room for the use of students when the courses finish in the evenings, provided that is not in use by Committees or for other purposes.

Please note No Food or beverages other than water may be taken into any part of the College.

Following the Welcome, the Course Organiser and tutors will generally place you in a group, arranged according to the level of your ability and will write your name on a list. This list will be pinned on the notice board located in the corridor between the Lecture Room and the Long Gallery.

Your Tutors

Your tutors are Spiritualists who have many years' teaching experience, serving spirit throughout the world. Each tutor is an individual who teaches in their way, their style. If you find you have any problems with the tutor or the group within which you have been placed, please don't hesitate to inform your tutor and/or Course Organiser, who will do their utmost to help you.

Groups

Throughout your course, you will be attending a number of group sessions. If you decide to take time out, for whatever reason, please try to attend your group so that you can maintain the group's harmony. Also, we want to ensure that you do not miss any teaching. However, if you are unwell, of course we will do our utmost to ensure you catch up.

Plagiarism

We do not allow photographs of tutors' work without their permission. This includes information detailed on a flipchart, whiteboard, or any information portrayed on screen.

Recording Sessions

We are happy for you to record your private readings on your phone, iPad, laptop, etc. However, we regret that we do not allow students to record anything else, including lectures, group sessions, etc.

Mobile Phones

It would be much appreciated if you turn your phone off (not on 'silent' please) during Group work sessions, Divine Services, Tutorials, Workshops and Lectures.

Student Etiquette

On many courses, you will see in your programme that there will be Meditation taking place, usually first session in the morning. If this is the case, then please do not enter the Meditation room once the door and curtains have been closed (Sanctuary) or the door is shut and the sign for no entry is placed outside (Lecture Room).

We do understand that problems can occur at all hours but it would be much appreciated if you would not disturb tutors during break times unless you feel it is sufficiently important to do so.

Some Course Organisers allow their students to sit in the Sanctuary between 09.00 and 09.25 in order for students to have some quiet time prior to the start of the day. If you would like this, please tell your Course Organiser.

Please remember that the Sanctuary is our Spiritualist Church and, therefore, must be respected. Drink (other than water) and food are not permitted.

Private Readings

If you wish to book a private reading (these will be explained during your Welcome session), you will book with the tutor and receive a slip advising day, time and location. You will need to pay before the time of your reading but not necessarily on the day of booking. For example, if your reading is on Thursday at 10.00 am, you could pay Wednesday or first thing Thursday morning before the start of the sitting.

If there is provision on your course for a private trance healing session, please ensure you bring another student with you.

Please note that for private readings such as spirit art, the aura camera or auragraphs, there will be an extra charge to cover the costs of the materials involved.

Once you book a private reading. You will be expected to pay and attend. If you do not arrive for your allocated time you will be charged. If you need to cancel, do it as soon as you are able. If the sitting can be re-sold you will be reimbursed, otherwise you will be charged.

Divine Services

On Sunday and Wednesday evenings, we hold public services in our Spiritualist Church, the Sanctuary. These services comprise prayers, an ‘address’ (an inspired talk), songs and/or music and a demonstration of mediumship. There is provision for a ‘free-will’ offering/donation at both services, which contribute towards the upkeep of the building.

Private Readings & Healing

It is College policy that there will be no private readings or healing taking place between students without tutor supervision.

Healing

Healing is available in the Pioneer Centre on Tuesday's from 10am until 1pm & 2pm until 3.45pm and Saturday's 10am – 11.45am Provision for a free-will donation will be made. Healing will also be available in the Pioneers' Centre Thursday evenings at 21.15. No appointment is necessary.

Beverages, Food and Meal times

Bar

The College Bar is located between the blue room and the Sanctuary and has two sections. The lower part near the bar is intended as a conversation area with low level music, the upper part with the dance floor is intended for people who wish to enjoy a party atmosphere with louder music and occasional dancing.

The College Bar is open from 9pm until 11pm daily. Last orders will be taken 10 minutes before closing or earlier if the Night Manager decides that it is too quiet to warrant the bar to stay open.

Occasionally, with prior arrangement through Course Organisers the General Manager will grant an extension on the bar closing time.

No loud music is permitted after midnight and you are requested to keep noise levels to a minimum, as others may be sleeping. Please return to your rooms quietly in respect to other students.

Please note: Bar purchases are cash only. No credit will be given. No drinks may be brought into or consumed on our premises. If we discover them, they will be held until your departure.

Please note that the bar prices are set to ensure we can employ bar staff and provide a recreational facility for all of our guests. If people consume their own beverages, we will not be able to cover costs and therefore we may be forced to remove the evening bar facility from everyone's enjoyment.

Please note that we will not serve anyone that appears to be inebriated or abusive towards staff or guests. We have a nil tolerance policy towards abuse or aggression.

Dietary Arrangements

The accommodation charge includes the provision of a standard meal in accordance with the scheduled daily menu. The College does not provide 'A La Carte' meals but promotes a good balanced diet with its varying daily menu. Normal diets, pescatarians, vegetarian, vegans, lactose free, gluten free diets will be able to select freely from the buffet choices available. There will always be a meal suitable for your dietary needs for you to choose from the main buffet.

The college will provide a meal that promotes a balanced diet suitable for all dietary tolerances but will not provide any special variation.

*On arrival you were given a coloured key card with your name, your room details and the door entry codes.

The colour of the card signifies your dietary needs that you told us about on making your booking.

Red card is for Normal Diets meaning that you eat Meat and Fish

Blue card is for Pescatarians, you eat Fish & Vegetarian Food

Green Card is for Vegetarians.

Please show this card at all meal servings with the exception of Breakfast and your first arrival dinner 'Gala Dinner'.

If on arrival you have the wrong colour card, please advise the reception team who will exchange the card for you.

If you told us about a particular dietary tolerance, this will be noted on your key card.

Drinking Water

Cold water in all of the bedrooms is of drinking quality.

In addition there is a water tap on the ground floor, at the bottom of the stairs, outside the administration office, poli-cups are provided.

Breaks with Tea & Coffee

Breaks between classes are provided from 11am-11.30am and 16.00 -16.30

Tea and Coffee are served in the bar, unless otherwise instructed.

Food & Meal Times

Breakfast is buffet style and is served from 8am until 8.30am each morning.

Lunch is buffet style and is served at 1pm until 1.30pm daily except on departure days when lunch is not provided unless otherwise specified.

Dinner is buffet style and is served at 6pm until 6.30pm daily.

At your first meal, choose where you would like to sit and this will be your place for the course. Please keep your meal card with you at all meal times.

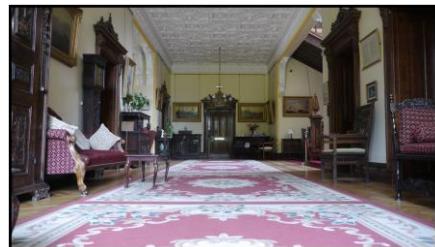
All meals are served in the Dining Room; everyone should attend on time to ensure that the food is hot and at its best. No food is permitted in any other part of the College, with the exception of

you having to eat in your room due to illness. In which case, this must be organised and approved by the Duty Manager.

Food in other parts of the College

Please do not take food, cutlery or crockery, glasses, jugs etc. from the dining room.

If you wish to take your drinks out to the garden, we will provide poli cups for you but please use the rubbish bines provided. No food is permitted to be taken to the bedrooms.



Seating in the dining room

Once you find a seat in the dining room on your arrival day, please sit at the same table throughout your stay. This rule helps, especially when the dining room is full and so that you are not looking for a table and will avoid confusion between other students.

If you arrive after the first meal and did not get a seat in the dining room, please make yourself known to the dining room supervisor who will help you find an empty seat.

Tea and Coffee

Is served in the Bar at 11am and 4pm daily except on departure days unless it is otherwise specified in your programme.

Other Useful Information

Bedrooms

All rooms have washbasin facilities unless you have requested and paid the extra supplement for an en-suite room, which are subject to availability. Bathrooms and toilets are situated in convenient locations around the College.

Tea and Coffee making facilities are available in every room.

Bookings

Bookings for future courses can be made whilst you are at the College. Bookings will not be taken on arrival nor departure days due to the heavy administration duties of the reception team.

Concerns or Issues

If you have any issues regarding your stay at the College, please tell us immediately so we have the opportunity to rectify it for you if we can. In the first instance go to reception and ask for the Duty Manager or the General Manager.

If something is not working or broken, we will notify the Maintenance team and the issue will be resolved as soon as possible. They will have to enter your room in your absence.

Disabled Access

Due to the historic nature of the building, wheelchair and disabled access is restricted but we have converted rooms where we could for your comfort. This includes an access toilet next to the Pioneer Centre. As you are aware, you will have notified us at the time of booking about any disabilities /illness you may have so we are able to make your stay with us as comfortable as possible. However, problems can occur and should you need assistance then please let the Reception Desk know. (See also the section for Fire, Life Safety)

Donations towards Repairs

To enable us to continually maintain and restore the College building and grounds we heavily rely on donations, gifts and bequests. All monies received are used strictly for these purposes. Please feel free to discuss and donations that you may want to consider with the General Manager.

Electrical Adaptors and Hairdryers

You can borrow certain equipment from the College i.e. hair dryers for which a refundable deposit of £20.00 is charged. Items to hire are of limited availability so please get them early to avoid disappointment.

We sell electrical adaptors in the shop and at reception.

Lights

Please switch all lights off when leaving rooms unoccupied and when ambient lighting is such that electric lighting is not necessary. Your co-operation in this area can save the College a substantial amount of money.

Lost Property

Please check all wardrobes and cupboards before you depart. In the unlikely event that you lose something, please report it to the reception team who will report it to our Housekeeping department who manage our lost property department.

Loyalty Card

The Findlay's Loyalty Card entitles you to discounts off inclusive accommodation courses. For further details and to join, go to our website. www.arthurfindlaycollege.org/loyalty.html

Once you join, your card can be collected at the reception desk. In addition we will award any points that you have earned during your current stay.

Please do not leave it until the last minute as we will not issue cards nor reward points on departure days due to the busy administration duties on reception.

Memorial Plaques, Benches and Planting

The College can arrange for Memorials to be placed in the Sanctuary or Gardens. For more information on the costs of these, please make enquiries with the College Administrator.

Naming's & Weddings

Naming's and Weddings etc. can be provided by prior arrangement with the General Manager. Only Ministers and Officiants of the Spiritualists' National Union are authorised to perform these Ceremonies here. Please enquire for further details.

Voltage

The voltage is 220/240 in all sockets except for shaver sockets with dual outlets which are 110/120, adapters can be hired from reception or purchased from the College Bookshop. Please do not force foreign plugs into our sockets without an adaptor as this is a fire risk and a serious risk to your life.

Windows

Windows are restricted for your safety. Restrictions also stop unwelcome visits from pigeons!

Should you require your windows to be open, you will be asked to sign a disclaimer and we will open the windows for you.

Young Persons

Young persons under 16 years of age are not permitted on any residential Course (under 18 years of age on Courses involving trance or altered states of consciousness) unless the Course has been specifically designed or is considered suitable for them.

Any young person under the age of 18 attending the College must be accompanied, looked after and controlled by a parent or guardian at all times. The College cannot accept any responsibility or liability for their safety and welfare.

Zero Tolerance

The College operates a Zero Tolerance Policy of aggression for students, tutors, staff and buildings.

Cameras, Filming & Audio Recordings

No cameras or other filming or video/audio recording equipment may be used in the College or its precincts, without prior permission in writing from the General Manager.

The content of all audio and visual recordings remains the copyright of the College and may not be used for public or commercial purposes. Any public use, whether or not for gain, will constitute a breach of the Copyright Laws.

Photos

Of course, we want your stay to be memorable but we do not allow general photography within the building, for security reasons. Please do not take photographs in the bar when socialising as some people don't inform their families where they are spending their time. It is not acceptable to find oneself on Facebook without one's

permission. We would very much appreciate your co-operation with this matter.

Internet

Free but limited Wi-Fi access is available in the reception area only. If you want a high speed Wi-Fi facility that is available in all areas of the College, this is available at a fee.

24 hours access with 10GB - £1.00

7 days access with 10GB - £5.00

The code you receive will work on one device only.

If you are using your GB allowance to stream music or videos, the GB allowance will not last as long and you may have to buy another code to resume access. We advise you to turn off the streaming facility of videos in your settings, particularly in Facebook as this will significantly reduce the duration of your access.

If you are streaming music or videos, please keep the noise levels low in respect to other guests.

Please ask at reception between 8am and 8pm if you wish to purchase high speed Wi-Fi access.

Credit Card Payments

We honour the following credit cards, Visa, MasterCard, Switch or Delta, on payments of £10.00 or over. Personal Cheques will only be accepted for payment of deposits or balances when we have time to clear the cheque before your stay is due to commence.

All accounts must be settled on departure if you have incurred any additional costs.

Cash Machine

The College has a cash machine withdrawal facility located in the corridor near the shop. It will charge you £1.99 per transaction.

Horses

There are horses in the meadows. We recommend that you do not go into the meadows for your own safety.

The horses are on a strict Vegan diet but enjoy lots of cuddles and fussing over the wall.

Laundry Service

Unfortunately we are unable to offer a laundry service. If you need to wash clothes, please speak to reception who can recommend a laundry service, the nearest facility being Bishops Stortford.

Parking

Parking is provided for students outside the main entrance to the College. We advise you to lock your car and remove all valuables. The College will not be held responsible if there is any damage or loss incurred to the vehicle whilst it is parked in the car park.

Payphone

A Payphone is situated on the 1st Floor at the side of the main staircase near the Museum. The Phone accepts coins only and has a minimum call charge of 50p.

Pets

Pets are not permitted in the Hall or in the College gardens. The College will accept Guide Dogs subject to availability of a suitable room. Please let us know at the time of your booking. Please do not take the College cat into your bedroom. The College cat is not a pet, but a valuable member of the College Staff who must have the freedom to do his work.

Shop

The College Shop (located off the main corridor opposite the Dining Room) will be open daily. The shop opens daily at 9am and closes at 4.30pm. Occasionally due to low student numbers the Shop may be closed. In this instance, alternative opening times will be displayed. The dining room also sells refreshments during breakfast, lunch and dinner should the shop not be open.

The Britten Memorial Museum

The Britten Memorial Museum is situated on the 1st Floor at the top of the main staircase. The Museum is open on Monday only from 1.30pm until 2.30pm and can be opened again for one or more short periods during a Course by prior arrangement with the General Manager.

The museum Curator operates courses. If you are interested in furthering your knowledge or if you wish to access our journal and books in the museum, please contact the curator (Paul Gaunt) via the reception team.

Departure Information

On your day of departure, unless otherwise notified please vacate your room by 9.30am irrespective of the course finishing time. You may leave your luggage in Reception. The College will not be held responsible for any damage or loss incurred to any luggage whilst left in Reception.

Whilst you are a resident at the College, if for any reason you want to leave the College or grounds, please sign the book at reception to let us know that you are not here and sign back in when you return. This is so we do not assume you are trapped in the building somewhere in the event of an evacuation or emergency.

Booking Future Courses:

We are very happy for you to book courses but would appreciate your booking during your current course. Please don't try to book upon arrival or when leaving as our Reception Team are particularly busy booking students in, ready for the next course.

Keys

Please take care of your room key during your stay. We do make a charge of £20 for lost keys.

PLEASE REMEMBER TO RETURN YOUR KEY TO RECEPTION BEFORE LEAVING THE COLLEGE.

Spiritualists' National Union Office - Redwoods

Access to the Spiritualist National Union Office i.e. Redwoods is open between the hours of 9.30am – 12.30pm and 2pm -4.30pm. Visits during these hours are for general enquiries or to purchase items from the S.N.U. Office or to enquire about SNU courses and membership.

If you require an appointment, then this should be arranged during the above times and organised through the Redwoods Office Staff by calling 01279 816363.

Emergencies

Emergency, Illness, or Injury

In the event of an emergency, injury or illness, please advise a member of staff. A Night Manager is on duty 8.00pm – 8.00am if you need assistance, **Mobile No. 07435 963315**.

The College main switchboard between 8am and 9pm is +44 (0)1279 813636.

Internal telephones are available in all College bedroom corridors.

If no one is immediately available then please call either (depending on the situation):-

NHS 111. For fast, free, medical advice. NHS 111 can be called to speak with highly trained advisers. They will ask you a series of questions to assess your symptoms and immediately direct you to the best medical care for you. Calls are free from land lines and mobile phones.

999 The official emergency number for the UK if you require emergency services from Ambulance, Police, Fire Brigade or Coastguard. The call will be answered by 999 operators, not the College staff. It is an offence to call this number if it is a non-emergency so please ask for College staff assistance if possible.
If you call 999, they will ask your location which is Arthur Findlay College, Stansted Hall, Stansted, Essex, CM24 8UD. Tel: 01279 813636.

Accident & Emergency

Princess Alexandra Hospital, Harlow: - +44 (0)1279 444455.
Local Doctor Surgery: Stansted Surgery, Castle Maltings, Stansted CM24 – Tel +44 (0)1279 813200.

In the Event of Illness

If you are unwell, please keep us informed! You may wish to tell a fellow student, Reception Staff, the General Manager, your tutor or Course Organiser. We all want to ensure that you are being helped. You may need food, fluids, medication, etc., and we will do our best to get you what you need. If you need medical help, we will ring a doctor for you. In the unlikely event of a hospital stay, we will keep in touch with the hospital.

If you consider your illness to be mild, we would much appreciate your advising another student so that the tutor and your group are not waiting for you unnecessarily prior to the start of the group session, thus wasting valuable teaching time.

Any injury or accident must be recorded in the 'Accident Book' which is held at the Reception Desk.

Transport

Taxi Arrangements

Local Cab Company: - +44 (0)1279 815303

If you require a taxi service at any time during your stay please contact the telephone number provided.

Payment for the taxi must be made directly to the driver.

Taxis for your departure

If you need to reply on a taxi when your course ends, please ensure you book a taxi at least 2 days before you are due to depart.

The local taxi company has a booking form at reception our reception desk and collects your booking requests on Thursday afternoons.

If you forget to book a taxi, it is almost impossible to arrange them last minute, you may not be able to get one so please do not leave it.

Travel

British Rail timetable enquiries: - +44 (0) 333 202 2222

Stansted Airport National Express Coaches: - +44 (0)871 781 8178

Airports	Stansted:	- 0844 335 1803
	Heathrow:	- 0844 335 1801
	Gatwick:	- 0844 892 0322
	Luton:	- 01582 405100

Other College Services

Healing

Healing is available in the Pioneer Centre on Tuesday's from 10am until 1pm & 2pm until 3.00pm and Saturday's 10am – 11.45am Provision for a free-will donation will be made. Healing will also be available in the Pioneers' Centre Thursday evenings at 21.15. No appointment is necessary.

Photocopying/Facsimile

Typing and Secretarial services are not available. Faxes and black/white and colour photocopying can be arranged via Reception, for which a charge is made.

Photocopying or Printing Black and White £0.10p per A4 sheet
Photocopying or Printing Colour £1.00 per A4 sheet

Public Services

Public Services are held every Sunday and Wednesday from 7.30pm until 9pm. The College is closed during the Christmas break so please check with the college or the website to enquire when there are no services.

Private Sittings

The Private Sittings offered at the College are not for fortune telling, they are experimental sessions for providing evidence of survival but with no guarantee of any specific contact, or for a spiritual assessment of the student.

If you are not satisfied with your sitting, you must inform the medium within 10 minutes from the start of your session who will then arrange a refund. Later complaints will not be accepted. The College cannot accept responsibility for the content of any sitting.

Students are not permitted to privately demonstrate their Healing or Mediumship skills etc., except under strict supervision from Tutoring Staff.

Donations

As you will see, The Arthur Findlay College needs much work to maintain the building and grounds. If you would like to make a donation towards purchasing trees, the grounds or towards the upkeep of the building, please see our General Manager who will be delighted to help you.

Bequeaths

If you would like to leave something in your will for The Arthur Findlay College, please speak to our General Manager, who will give you an appropriate form.

Boxes: Staff Tips and Student Feedback Forms

Two boxes will appear in the dining room on your last day. The quality questionnaires, when completed, (placed on your table) go in one box and the other box for free-will donations that are distributed to all the staff at the College.

Fire, Life Safety & Security

Smoking Policy

PLEASE NOTE Due to government regulations the College buildings are all STRICTLY NO SMOKING AND NO VAPING AREAS.

This includes no smoking on the outside colonnade (the undercover walkway to the Sanctuary and the stone steps) and within 3 meters of any entrance or exit.

SMOKING AND VAPING ARE ONLY PERMITTED IN THE GROUNDS OUTSIDE THE COLLEGE BUILDINGS!

There is a smoking shelter behind the Sanctuary which illuminates automatically via sensors in the hours of darkness.

Fire Detection

Each bedroom and all areas of the College are fitted with fire detectors. They are sensitive and are activated by fire, smoke as well as perfumes, vapers, steam from showers and kettles, hair dryers, hair straighteners and most things that produce a fine vapour. Please be careful what you do under the detectors as they are very sensitive and you will set them off.

The burning of candles, incense burners and joss-sticks is not allowed in any part of the Main College Buildings. These materials may only be used in the Sanctuary under the strict supervision of Tutorial Staff and Course Organisers but **ONLY** if suitable protective floor covering is used so as not to damage the carpet and furnishings.

Hair tongs and straighteners must not be placed on the carpet. This is a serious fire risk and all damages will be charged to you for a full replacement of the carpet.

FIRE ALARM INSTRUCTIONS AND INFORMATION

The College is protected by a fire/smoke detection and alarm system.

At your welcome session the College General Manager or other authorised person will give a brief outline regarding the Fire procedures and synopsis of the College rules and regulations. In their absence it would be advisable to point out to Students that in all the bedrooms they will find a notice board containing the Fire Alarm Instructions and the College Rules and Regulations. These

instructions are for their safety and they should familiarize themselves and comply with them.

For disabled guests, In the event of a fire alarm sounding and the need to evacuate the building, please note that the lift will not work. If you may need assistance to vacate the building, please go to the reception desk immediately and ask to be put onto our assistance list and we will assist you.

The College has Evac Chairs to assist safe evacuation.

If you discover a fire

- Sound the alarm by breaking the glass of the nearest Fire Alarm Operating Point. (These are small red boxes with a blinking light, and are situated on the wall at numerous locations throughout the College).
- If possible, call for assistance.
- Should the fire get out of control, or if your escape route is threatened in any way, leave the building immediately by the nearest exit. These are all clearly marked.
- Close all doors en-route.

If you hear the Fire Alarm

- Close the windows and as you leave your room, close the door leave the building at once by the nearest exit.
- Close all doors on-route.

General Instructions to either situation

- Do not stop to collect personal belongings.
- Do not use the lift

- Assist with the evacuation of others where possible. Disabled and wheelchair bound students are advised to remain in their room until assistance arrives.
 - When leaving the building please do so quickly and calmly by the nearest available route. (Escape routes are indicated by green and white signs).
-
- **Assemble at the Assembly Point.
Outside the Sanctuary on the lawn.**
 - **DO NOT re-enter the building until told to do so by the General Manager or Duty Manager**

General Fire Safety Advice and Information

- If you are disabled, hard of hearing or visually impaired please inform the Course Organiser and Reception staff.
- Study Fire Procedure Notices and make yourself familiar with all means of escape
- Do not interfere with Fire Apparatus
- Do not leave electrical appliances or lights switched on when you are not in the room. Do not cover any lights, lampshades or smoke detectors at any time.
- Do not place any item of wet clothing over electrical equipment to dry out. Always use the central heating radiator, or ask the Housekeeper for assistance.
- Do not prop Fire Doors open at any time - doing so could endanger you as well as others in the event of a fire. This can result in substantial fines to the College if discovered during a Fire Officer's Inspection.
- PLEASE DO NOT burn joss sticks or light candles or use aromatherapy burners, etc. in your bedrooms. Care should

be taken with hair-driers as the heat from them can set off the alarms.

- Should you suspect that there may be a fire on the other side of a door, do not attempt to open it. Raise the Alarm.
- As you leave the building, ensure that all the doors on your route are closed.
- From time to time Fire Drills may be organized and wherever possible you will be advised of this. However, when you hear the Fire Alarm, do not assume that it is a false alarm or a fire drill. Instead, always assume that there is a fire and proceed in accordance with the above directions.

Restricted Areas

To comply with Safety, Security, Hygiene & Environmental Health Regulations students are not allowed to enter the Staff and Kitchen areas

The tutor's lounge is a private rest and dining room for the College tutor's only.

Security

To avoid unwelcome intruders, we lock the external doors after 7.30pm. Please ensure you lock and shut the doors behind you if you go out into the grounds but remember to take your key card with the door codes to re-gain access.

Visitors and Non Residents

For safety and Security, we regret we do not allow visitors to come into the main part of the College unless you have written permission in advance from the General Manager. Only current residents are allowed in the buildings.

Visitors and guests are welcome to join you in the College bar and in the Sanctuary on Sundays and Wednesdays for the Divine Service. For this you do not need permission.

Soilage and breakages of College property

We accept that from time to time accidents can happen. If this should be the case, please report it immediately so that we can minimise damage that may have been caused.

There may be a small charge if professional cleaning or repair is needed.

To avoid spillages and heavy spoilage, no drinks other water or food may not be consumed in the bedrooms, workrooms or the public areas. Tea and coffee may be consumed in the bedrooms.

In the even that we discover damage to College property that has not been reported by you, we reserve the right to charge your account for any charges that may be incurred and depending on the severity, we may ban you from attending the College in the future for neglecting to advise us.

We thank you for your co-operation.

Our aim is to ensure that your stay is an enjoyable experience, one that you will remember with fondness. If you have any problems, please tell us!

ENJOY YOUR STAY!

