

## **WELCOME Faculty/Staff/Alumni,**

The Samford University London study centre serves students, faculty and alumni of the University and is a home-away-from-home, a place of welcome and hospitality in Great Britain. The Daniel Foundation contributed to the original purchase of the study centre in 1984. Your accommodation fee will cover our operating costs associated with your stay.

The study centre is located in the Royal Borough of Kensington and Chelsea. It is within easy walking distance of the Royal Albert Hall, the Victoria and Albert Museum, the Natural History Museum, the Science Museum, and only a few blocks from Kensington Gardens and Hyde Park. It is conveniently located two blocks from the Gloucester Road tube station on the London Underground subway system, and close to banks, a post office, several grocery stores and plenty of restaurants.

The London centre is a Georgian, Revival-style house patterned after English Renaissance architecture. From the lower ground level to the top of the house, there are six floors and more than 100 stairs. There is no elevator or "lift" so begin walking and conditioning your knees! Please take into consideration whether you can manage a lot of stairs on a daily basis. We cannot guarantee room assignments on the lower floors. The rooms are dormitory style with bunk beds in most rooms. Linens are provided; however, if you would like bring a set of twin-size sheets or a set of towels for your use and consider donating them to the study centre when you leave, your donation would be greatly appreciated. There are bathroom/shower facilities on the hall of each floor. No private bath facilities are available and maid service is not provided. Guests may wash their linens as needed. A coin-operated washer and dryer are available as well as ironing facilities. Guests must supply their own coins and laundry detergent.

Guests have access to the front sitting room, breakfast/dining room, TV room, and laundry room. There are two computers available for email and internet access. There are no "business services" available at the study centre. Fax and copy services are available at The Holiday Inn Forum-Kensington hotel directly across the street and at many local businesses.

A continental-style breakfast is served each day during set hours determined by the summer host. No cooking facilities are available during the summer months. A toaster oven and a microwave oven are available for use in heating take-away meals. A limited amount of refrigerator space is available.

We must have a completed reservation request form to secure your room. All requests are considered on a first come, first serve basis. Your reservation will be confirmed by email. To hold your room reservation, we will need to receive a deposit from you of 50% of your accommodation fee within two weeks of confirmation.

For security and insurance purposes, as well as for planning purposes, we must have the name and flight information of all guests. Please use the faculty/staff/alumni flight information form to provide this information.

**Thank you** for your interest in the Samford London Study Centre.

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