

# Information for Visitors

**Brunel's campus layout gives visitors and local residents easy access to its open spaces, shops and other amenities. The University welcomes the public to numerous events such as art classes and exhibitions, major lectures and concerts, and it hosts private conferences and residential conferences. However, we do need to ensure the safety and security of visitors as well as those who live and work here.**

**With this in mind, the following guidelines outline some essential information to ensure your visit is as safe and trouble-free as possible.**

\* Students attending Open Days or UCAS Days will receive special instructions about coming to the campus.

**Brunel**  
**UNIVERSITY**  
WEST LONDON

**Access to the campus is via Kingston Lane.**

## **Arrival on campus**

Visitors should make their way to the Main Reception, located in the Wilfred Brown Building alongside the pond. This is your first port of call during office hours unless you have prior instructions on where to report.

## **Car access and parking**

Parking on campus and in the local area is limited and there are therefore restrictions on access. Barriers control entry onto the site and all vehicles must display a valid permit. If you have not received a visitor's permit before arrival, you may apply for one from the Main Reception\*. Alternatively, there is pay-and-display parking near Reception.

If you visit Brunel to use the Sports Centre facilities, please go to the Sports Centre car park and collect your car parking permit from the Sports Centre Reception. A permit is only required Mondays – Fridays 8.00am – 5.00pm.

The University campus is private land and drivers are expected to comply with all traffic signs, speed limits or instructions from authorised University staff. **Illegally parked vehicles will be clamped.**

## **Visitors out of hours**

If you arrive before 8.00am or after 5.00pm, you may use the pay-and-display car park, located to the side of the Wilfred Brown Building at the western end of the campus, free of charge. If you need to park in a specific area, please press the "call" button at the barrier and request permission from Security to park. You do not need a permit out of hours but if you remain on site within office hours you will need to register for and display a permit.

Conference delegates checking-in out of hours or at weekends should collect bedroom keys from the Security Office.

## Security

The Security Office, located next to the Main Reception, is operational 24-hours a day. Security staff will help you with any issue relating to campus or personal security, including first aid.

If you are concerned about, or witness, threatening, unsafe or abusive behaviour during your visit, contact the Security Office as soon as possible. Such behaviour will be dealt with as a matter of urgency.

## Emergencies

In an emergency, call the police or ambulance services on 999 or (from an internal phone) 9999. Please then inform the Security Office as soon as possible so that the emergency service can be directed on arrival.

In the case of fire, you should operate the nearest fire alarm and leave the building immediately (do not use a lift). Detailed instructions on procedures are posted in all areas of the University and it is particularly important if you are staying in residential accommodation to familiarise yourself with these as soon as you arrive.

## Construction work

The University is currently undertaking a major programme of building and refurbishment work and at any given time there will be a number of contractors' sites on campus. These sites are clearly indicated and are fenced to prevent entry by anyone except those who work there. Existing paths and roadways may be diverted to allow building work to proceed and alternative routes will be clearly signposted.

## Access to buildings

Many buildings do not have open access to visitors and the public and you should not enter workshops or laboratories or interfere with any equipment without permission. For certain events, such as open days or concerts, the event organiser may have arranged special access but you will normally be accompanied by a member of the University in these circumstances.

## Smoking

Smoking is banned in all University buildings including teaching, research and library areas, offices, stairs, toilets and hallways.

## Special needs

The University makes every effort to accommodate visitors with mobility difficulties, including special parking spaces and access points. If you are attending an event, you will usually be invited beforehand to highlight any special requirements. This is particularly important if you are using residential accommodation as some rooms incorporate special adaptations for disabled visitors.

## Useful phone numbers

**Main Reception:** 01895 274000

**Student Open Days:** 01895 265599

**Conferences:** 01895 265159 or 01895 238353

**Lancaster Conference Suite (out of hours):**  
01895 268001

**Residential Accommodation:** 01895 266187

**Security:** 01895 255786

**Events:** 01895 265936

**Arts Centre** (for classes, concerts or exhibitions):  
01895 266074

**Sports Centre** (including visitors to the gym):  
01895 265305

**Safety Office:** 01895 266415

**Disability and Dyslexia:** 01895 265213