



INTRODUCTION

This booklet has been prepared by the House Committee, on behalf of the Residents, who welcome you as a fellow member and hope you will soon settle down to enjoy life here.

The House Committee invites your co-operation at all times in their efforts to make communal life here as pleasant as possible for everyone. Your consideration for fellow Residents and for the Staff will do much to further the friendly and informal atmosphere, fostered by Management, Residents and Committee alike at Rush Common House.

House Committee

November, 1967.

PLEASE RETURN THIS BOOKLET TO THE RECEPTION OFFICE WHEN
YOU LEAVE.

(I)

LOCATION

Rush Common House is situated on the North Side of Abingdon, adjacent to the U.K.A.E.A. housing estate. It is in quiet surroundings off the A34 trunk road, about 5 miles south of Oxford.

Our bus stop is "Northcourt Turn".

(II)

ACCOMMODATION CHARGES

The charges paid by the Residents primarily cover the running cost of the hostel. As costs rise, so do charges, but these increases can be minimised by sensible use of heating and lighting. Also, expensive repair bills increase everyone's rent.

The charge entitles you to full use of your own room, with cleaning, heating, lighting and a weekly change of bed-linen and towel. It also entitles you to breakfast and dinner every day, and lunches at the week-end, and to full use of all the services provided by the management.

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At holiday times, such as Bank Holidays, the hostel will remain open and lunch is provided at an additional charge. The one exception is Christmas, when the arrangements vary from year to year.

The scale of charges is given in section (XII).

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MEALS

Meal-times are given in section (XII).

Early and late meals may be ordered, in advance, in the book provided on the Servery. In case of emergency, telephone the Reception Office (Abingdon 3913). Sandwiches in lieu of meals can also be booked (in advance) in the same book.

If cups and saucers are removed from the dining room or lounge, please return them as soon as possible.

Residents may entertain guests to meals in the Hostel for lunch and dinner, the charge being given in section (XII).

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A snack-bar is open each evening on Mondays to Thursdays between 8.45 - 9.30 p.m. for the sale of tea, coffee and biscuits etc.

(IV) SERVICES PROVIDED BY THE MANAGEMENT

Reception Office

The opening hours of the Reception Office given in section (XII) are designed so that the receptionist is not tied down to the office. However, the management has indicated that a member of the staff will be available, in exceptional circumstances, after the evening meal, up to 9.30 p.m., on week days.

A rebate is payable to any Resident who is absent for seven or more consecutive nights - the amount of rebate is £1 for each complete week of absence. The appropriate form should be obtained from the Receptionist and returned completed before going on leave. Alternatively, for absence greater than 4 weeks a Resident may clear his room completely and place it unreservedly at the disposal of the management. In this case he will be given priority for accommodation on his return.

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Keys for rooms are issued from the Reception Office, on deposit of 2/6d, which may be reclaimed on return of the keys.

Guests of Residents may be accommodated in the hostel, provided vacant rooms are available, by arrangement with the Receptionist. The charges are given in section (XII).

Letter Box

This is provided adjacent to the Reception Office door for communications with the management i.e. fault reports, notification of absence etc. Forms are provided on the shelf above.

Illness

Appropriate or dietary meals can be provided on a tray and should be collected and brought to you by one of your friends. The house-maid on your floor will report your indisposition to the management who will call your doctor, if requested. Under certain circumstances, they may also arrange to have meals delivered to your room.

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NOTE Residents are advised to register with a local Doctor immediately on arrival at Rush Common House.

Laundry and Utility Rooms

Laundry equipment including electric irons, boilers, wringers, spin driers and tumbler driers are distributed among the Utility rooms on each floor. Also, on each floor there is a drying room.

The main laundry, on E-F Wing, is equipped with all the above facilities in addition to washing machines, the latter are the responsibility of the House Committee.

Luggage Rooms

Luggage rooms are provided for all wings and are located in the basement. Access is by arrangement with the management, preferably during reception office hours, or on Saturday and Sunday mornings.

Each room has a locker allotted to it. If you move into a room and find the appropriate locker full, please ask a member of the management to have it cleared.

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Telephones

There are two Residents' telephones - Abingdon 416 and Abingdon 117.

A card index can be found in the main entrance, the index is kept up-to-date by the hostel Receptionist. However, please ensure that your name is included and that room changes are noted. In addition, there is a card index located in each telephone booth to which residents may add their names if they desire.

Please answer the telephone if you are passing - it may be for you!

Garages

Lock-up garages are available for cars and motor cycles. Apply direct to the Housing Manager at Harwell. Storage spaces for bicycles can be obtained by arrangement with the hostel Manageress. For details of charges for these facilities, see Section (XII).

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(V) THE HOUSE COMMITTEE AND RESIDENTS ASSOCIATION

The House Committee

As with other hostels, Rush Common has a House Committee of (eleven) members elected annually. The purpose of this committee is to assist in the self-government of the hostel. The Committee also represents all residents in discussions with the hostel management and with the Authority, on matters affecting the welfare of residents and the running of the hostel.

The Rush Common House Residents Association

The object of this association is to promote the interests of Rush Common residents. Membership is open to all persons residing here, and is automatic on their agreement to contribute to the amenities fund. The business of the association is organised by the House Committee, the Chairman of which is also Chairman of the Residents Association.

In practice, the House Committee duties are almost synonymous with those of the Association, as very few residents wish to opt out of the latter.

The Committee is thus responsible for administering the amenities fund, which is used to finance the activities of the association and to buy and maintain a range of amenities, (section VI) which are not provided by the Management. Its income arises mainly from members subscriptions, paid at the same time as hostel accommodation charges.

Any resident who neither wishes to make use of the Association's amenities nor to contribute to the fund, may reclaim his contributions from the Treasurer of the Association, by giving him one week's notice in writing.

As in other communities, successful operation depends upon the assistance given by all residents, and therefore your co-operation will be welcome at all times.

A Suggestions Box can be found in the Main Entrance for communications with the House Committee, i.e. complaints and suggestions for the better running of your Hostel.

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AMENITIES PROVIDED BY THE
RESIDENTS' ASSOCIATION

A complete list of Amenities can be found on the House Committee's Noticeboard. The list also includes details of the various newspapers and periodicals to which we subscribe and the duties of the various Committee members, particularly with regard to the following facilities.

Newspapers and Periodicals

These are provided by the Fund and can be found in the Main Lounge - you may not remove them from the lounge.

Television

B.B.C. 1 located in the top floor C/D Lounge.

B.B.C. 2 located in the room adjacent to the A/B staircase.

I.T.V. located in the top floor E/F Lounge.

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Billiards and Snooker

A full-size billiard table has been purchased by the Fund, and can be found in C-D Lower Lounge. A contract has been negotiated for regular maintenance of the table and cues, and thus a small metered charge is made for its use.

Table Tennis

The Table Tennis Lounge is located in first floor A/B lounge. A few bats and balls are provided. The Table and Lighting conform to International Competition regulations and standards.

General Games

A dart-board, skittles, shove-halfpenny etc. are available and will be situated in the games room when it is provided.

Putting Green

There is a putting green just outside the Dining Room. A notice on the hostel board will give details of booking and obtaining the clubs and balls.

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Dark Room

One of the small utility rooms on F Wing has been converted into a well equipped dark room. Please keep the dark room tidy.

Sewing Machine

An electric sewing machine with numerous accessories is looked after by one of the lady residents.

Workshop

The Workshop is situated in the East Garage Block. The fund has provided a set of ramps, battery chargers, a trolley-jack etc. Please use the dustbins provided, and keep the workshop tidy. Keys to the Workshop may be obtained from the committee member responsible for the workshop for a deposit of 2/6d.

First Aid

A First-Aid box for use in an emergency can be found by the telephone

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kiosk in the basement of A-B wing. A list of qualified First-Aiders in the hostel will be found on the box and on the general noticeboard.

NOTE Residents are advised to keep their own first aid kit for normal use.

Notepaper

Headed notepaper and envelopes may be bought from a member of the House Committee.

Parties

Residents wishing to hold parties in the Lounge should apply to the Manageress and the Entertainments Representative. In general, private parties are held in the upper A-B lounge and must end at midnight.

Hostel Dances

Dances are held two or three times a year and are organised by the Entertainments Representative on the Hostel Committee. If you have any suggestions and ideas, or if you wish to help in the preparations for the dances, please see

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the Entertainments Representative - see notice board.

Washing Machines

These machines, provided by the Amenities Fund are located in the Main Laundry, see page 5.

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GENERAL INFORMATION

Postal Address

Rush Common House,
Abingdon,
Berkshire.

Telephones

Residents - Abingdon 416 and Abingdon 117

Reception Office - Abingdon 3913

Hostel Staff

Manageress - Miss Parker

Assistant Manageresses - Mrs. Jensen, Mrs. Wells.

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Receptionist - Miss M. Lambert.

Doctors

A list of some local doctors can be found on the First Aid box, by A-B telephone booth.

Dentists

There are two dentists at A.E.R.E. Harwell Extn. 3099, in addition to those available locally.

Libraries

Membership of a local Abingdon library is, of course, free to Residents of Abingdon. However, you can join the City of Oxford library for 10/- a year - this is a larger and more comprehensive library.

Abingdon library is near the Post Office; Oxford library is adjacent to the Town Hall at Carfax.

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Time-Tables

Bus and train time-tables are kept in the Main Lounge - please leave them there!

Local Churches

Parish Church - St. Helens, East/West St. Helens Street, Abingdon.

St. Nicholas, Market Square, Abingdon.

Anglican Church - St. Michaels, Park Road, Abingdon.

Catholic Church of St. Mary and St. Edmund, Radley Road, Abingdon.

Christ Church, Northcourt, Abingdon.

All Saints' Methodist Church, Appleford Drive, Abingdon.

The Baptist Church, Ock Street, Abingdon.

(VIII)

MANAGEMENT LIABILITIES

The Management accept no responsibility for Residents' personal effects (see page 16).

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The Management are responsible for the safety on the premises of both residents and domestic staff. For this reason they have arranged for periodical inspections of electrical equipment, whether owned by the Authority or by residents. The day-to-day co-operation of residents is, however, essential if electrical hazards arising from such causes as worn flexes or overloaded points, are to be avoided.

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RESIDENTS' LIABILITIES

Accidents

Residents are requested to register the name and address of their next of kin and the name of their local doctor with the receptionist, also their site building number and telephone extension.

Liability for personal effects

Management accept no responsibility for residents' personal effects and residents are advised to insure against loss by fire or theft. Some insurance policies do not give cover in cases of theft if the door of the room is not locked

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when the room is unoccupied.

Notice of Departure

Residents are required to give seven days clear notice of their intention to vacate rooms, but it would greatly help the accommodation office if fourteen days' notice could be given where possible.

Damage

Residents are held responsible by the management for any damage caused by them or their guests which may occur to the furniture and fittings. This applies not only to breakages but also to the redecoration that may be necessary to make good damage to walls and paintwork, etc. Particular care should be taken, when using electric boiling rings and fires, not to scorch the floor tiles.

Noise

By a resolution of a General Meeting of the House it has been agreed that all noise should be kept to a minimum in the evenings after 11 p.m. and that at all other times consideration should be given to other residents. It is important

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in a close community, like Rush Common, that thoughtless action by a few should not cause widespread disturbance.

Staff Safety

As detailed in section (VIII) on Management Liabilities, Residents have a joint responsibility to ensure that any equipment in their rooms is safe.

Residents' attention is drawn to the recommendations posted on the Management's notice board in the main entrance hall.

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LOCAL AMENITIES AND RECREATIONAL FACILITIES

A map showing the situation of Rush Common House will be found at the end of this booklet. There is a map of Abingdon on the general notice board and an Ordnance Survey Map situated in the main corridor.

The A.E.R.E. Recreational Association and its affiliated clubs provide various forms of recreation on the main Harwell site. Membership of the

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Association entitles residents to use the Social Club, and to join any of the affiliated clubs. Full details may be obtained from the secretary at the Club, Ext. 3296. There are tennis courts and squash courts respectively at the side and rear of Ridgeway House at Harwell, for the use of members of the appropriate clubs.

There are open-air swimming pools at Oxford, Abingdon, Didcot and Newbury, and an indoor pool at Cowley (Oxford). The nearest golf-courses are at Streatley and Frilford Heath.

Film shows are held in the Cockcroft Hall during the winter months organised by the Film Society, whose members can obtain guest tickets.

Public libraries are as specified on page 14.

Apart from the information board, notices of entertainments such as concerts and plays will be found in the AERE News and in the local papers.

It is hoped to maintain maps and guides to the locality in the lounge, and visitors are also referred to the list below. The following paragraphs therefore

aim only to indicate a few outstanding features. Reading, Swindon and Oxford are the nearest sizeable towns for shopping. Newbury and Abingdon are smaller but useful centres. Oxford has additionally very considerable architectural interest as a university city, and possesses two theatres, the New Theatre, staging mainly pre- or post-London shows, and the Playhouse which combines repertory and university productions - both generally of a high standard. Concerts are held during the winter season in the Town Hall and the Sheldonian Theatre, and a Bach Festival is held in Oxford in June. The colleges are open to visitors during certain hours, mostly in the afternoon (see guides).

Other places of interest to visit are Blenheim Palace, Woodstock and the White Horse Hill by Uffington, whilst most of the local villages have picturesque views and interesting old houses and inns. The downs nearby constitute a fine stretch of largely open country with many footpaths (see Ordnance Survey map) and ancient trackways such as the Ridgeway, which runs along the scarp southwest of AERE Harwell.

List of Guides and Maps

Ordnance Survey Sheet No. 158: Oxford and Newbury

Ward Lock's Red Guide to Oxford and the Thames

Penguin Guide to Berkshire

Salter's Guide to the Thames

Clarendon Guide to Oxford (Oxford University Press)

Guides to other towns are generally available from the local stationers.

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FIRE-FIGHTING, FIRE-PRECAUTIONS AND GENERAL SAFETY

1. Under no circumstances must Fire-Fighting equipment be abused or damaged. Appropriate disciplinary action will be taken by Management in the event of such offences occurring.
2. Fire-Fighting equipment is provided at the ends of each floor in all wings of the main building. Also in the East Garage Workshop Area.

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3. Lectures on Fire-Prevention, Fire-Fighting and General safety are given regularly by the Chief Fire Officers at A.E.R.E. Harwell and Culham. Application to attend should be made to the Committee Member responsible for fire and safety.
4. Inspections of the building by the A.E.R.E. Safety Committee are a regular feature designed to minimise fire hazards and safety hazards in general. Two Committee Members always accompany the tour of inspection.

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(XII)

1. MEAL SERVICE TIMES

	<u>Breakfast</u>	<u>Lunch</u>	<u>Dinner</u>
Monday	7.15 - 8.05 a.m.	-	5.15 - 6.30 p.m.
Tuesday	7.15 - 8.05 a.m.	-	5.15 - 6.30 p.m.
Wednesday	7.15 - 8.05 a.m.	-	5.15 - 6.30 p.m.
Thursday	7.15 - 8.05 a.m.	-	5.15 - 6.15 p.m.
Friday	7.15 - 8.05 a.m.	-	5.00 - 6.00 p.m.
Saturday	8.30 - 9.00 a.m.	12.30 - 1.15 p.m.	5.30 - 6.15 p.m.
Sunday	9.00 - 9.30 a.m.	12.30 - 1.15 p.m.	5.30 - 6.15 p.m.

Breakfast for Residents working industrial hours is from 6.45 - 7.00 a.m.*
x Late breakfast for Residents not at work is from 08.45-9.00 a.m. and must be booked in advance.

* Prior notice given by Residents requiring early breakfast, is appreciated by the staff.

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2. RECEPTION OFFICE

The Reception Office is open at the following times:-		
Monday	8.30 a.m. - 12 noon	2 p.m. - 7.30 p.m.
Tuesday	8.30 a.m. - 12 noon	2 p.m. - 6p.m.
Wednesday	8.30 a.m. - 12 noon	2 p.m. - 6 p.m.
Thursday	8.30 a.m. - 12 noon	2 p.m. - 7.30 p.m.
Friday	8.30 a.m. - 12 noon	2 p.m. - 5 p.m.

3. SCALE OF CHARGES FOR ACCOMMODATION PER WEEK

Single Rooms - £4. 18. 3d.

Double Rooms at End of Wing - £4. 4. 6d.

Double Rooms next to end Rooms - £4. 6. 9d.

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N.B. These charges include a contribution of 9d per week towards the Amenities Fund, which is organised by the Residents Association.

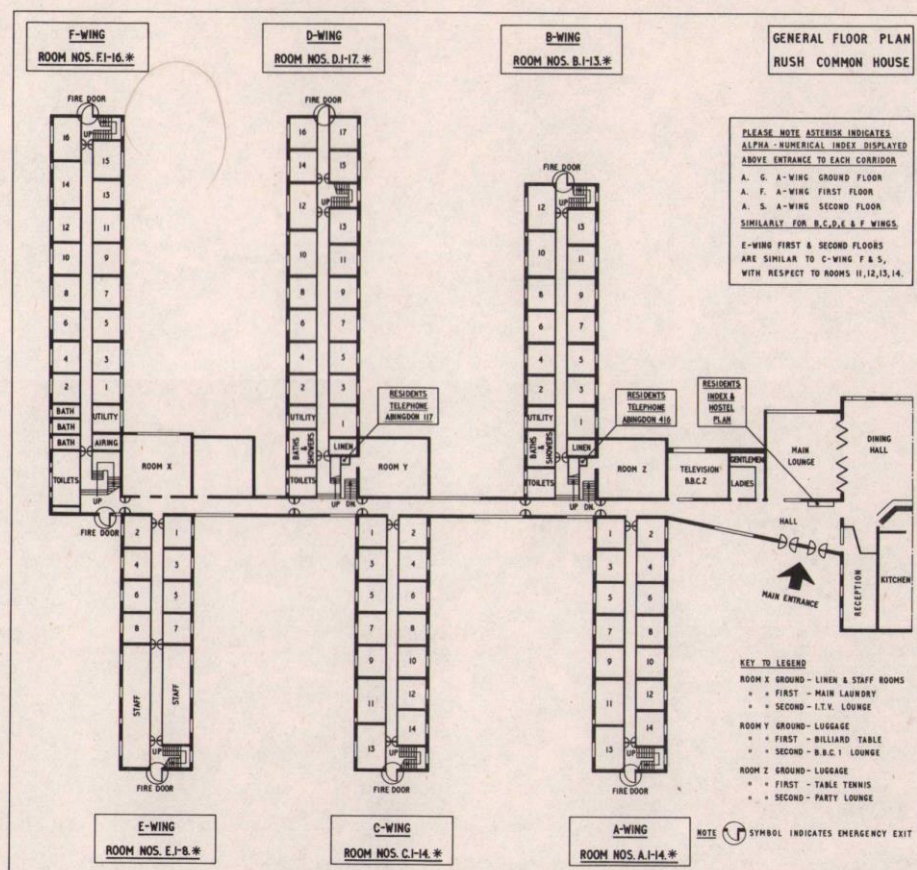
4. GARAGES

Cars	-	9s. per week
Motorcycles	-	1/6d. per week
Bicycles	-	1s. per week

5. GUEST CHARGES

Meals	4s. per meal
Accommodation with Breakfast	15/6d. single per night
	13/-d. shared accommodation per night.

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