

5.10.00

Welcome to the Worcester MCR! (and welcome back returning members!)

As the treasurer of the Worcester MCR I would like to inform you of arrangements for payment of various services which the MCR provides. These are generally charged for on the **battels**, which are the bills you will receive from the College at the start of each term. You pay battels by cheque and depositing it in the appropriate box in the Lodge.

On these bills you will find charges for:

MCR Subscriptions – a compulsory fee of £8.40 each term, which contributes towards the services (social and administrative) provided by the MCR.

MCR Battels – this is a cumulative charge from your use of the MCR beer supply, MCR printer and photocopier.

- **MCR Photocopying** – the MCR photocopier works on an EMOS card system. Cards can be obtained from me by sending an e-mail to sylvia.bergh@worc.ox.ac.uk or leaving a note in my pigeonhole or calling me on (4) 31013. You will be charged a £5 deposit for the card on battels, which will be refunded when you return your card at the end of your stay here. Copies are charged on battels at 3p a sheet.

To use the photocopier swipe your card through the card reader next to the photocopier and then use the photocopier as normal. When you have finished press ESC on the card reader to close your account (although your account will shut automatically after a short amount of time).

- **MCR Printing** – All printing off the LaserJet 4000N is logged electronically. You will be charged 5p a sheet on battels.
- The **MCR beer supply** will be located in a cupboard behind the Bar in the MCR T.V. room (i.e. downstairs). We will shortly put a lock on it, so you will need to sign out the key for the cupboard in the lodge. You will also find a red book labelled “MCR Bar Log Book”, and you must sign for what you take. Each beer costs £1. Do not leave money in the cupboard or send cheques to me. The logs will be read at the end of each term in order to calculate the charges.
Please write your name clearly!

I also sell MCR stationary (i.e. with the letterhead as on this letter) in A4 (5p), A5 (7p), and postcard (7p) sizes, as well as envelopes (10p). Please e-mail, phone me or leave a note in my pigeonhole to place an order. Please specify how many sheets of each size you want. Payment for this, however, has to be direct so we have to arrange for you to send me some cash or a cheque upon delivery.

Wishing you an excellent year and looking forward to seeing you at many MCR events,
Best wishes,