



**Colegios
Mayores**

INFORMATION GUIDE

**2026 – 2027
ACADEMIC YEAR**

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Presentation

Dear Resident:

We would like to welcome you to **“Antonio Machado” Residence Hall**, trusting that you will find among us the ideal place to support your studies, the environment you need to complement the education provided by our University, and a home that will undoubtedly offer you unforgettable human experiences while learning to live together with respect and tolerance toward others. To make your stay easier and help guide you during your first days, the Management and Administration of the Residence Hall have prepared this guide, which we hope will be helpful to you.

1. About the Residence Hall

1.1. General Services

“Antonio Machado” Residence Hall offers a range of complementary services aimed at meeting all the needs you may have outside your family environment.

Reception Service and Video Surveillance System

For your safety and to facilitate your stay with continuous assistance, we offer a 24-hour reception service complemented by a video surveillance system.

- Residents are advised not to leave their belongings unattended in common areas and to keep the doors and windows of their rooms closed whenever they are away.
- The Residence Hall shall not be responsible for any objects or money that may be stolen within the premises, nor for any possible damage that may occur to vehicles and bicycles parked in the corresponding parking areas.

Cafeteria and Restaurant Service

The Residence Hall has a self-service cafeteria and dining hall. Residents have full board included, consisting of breakfast, lunch, and dinner every day of the week, including weekends. Special care is given to food intolerances and allergies, as well as other dietary requirements upon prior medical certification or registration.

- Residents’ rights and obligations regarding this service, as well as meal schedules, will be displayed on the cafeteria notice boards.
- Out of respect for others, residents must attend appropriately dressed, properly shod, and maintaining good personal hygiene, while observing basic standards of courtesy and respect toward staff.
- Residents are not allowed to enter the kitchen or its facilities. Anything they may need must be requested from the dining hall staff.
- It is not permitted to take food or tableware out of the dining hall.
- Residents must comply with dining schedules. Meals or sandwiches will only be reserved or prepared for academic reasons. Food reservations may not be used on weekends.

Room Cleaning Service

The monthly fee of the Colegio Mayor includes a weekly cleaning service. It should be noted that this is a general service; therefore, you are responsible for tidying, cleaning, and keeping your room in suitable condition.

- This cleaning service is scheduled with sufficient advance notice so that you can collect and organize your belongings. If the room is not tidied and this prevents the cleaners from doing their job, the cleaning may be canceled, and the next one will take place after 7 days.
- Due to organizational reasons, the frequency of room cleaning may be subject to change during weeks that include public holidays.

- There is the possibility of contracting additional cleaning services (please consult rates).

Maintenance service

The Colegio Mayor has a maintenance service dedicated to upkeeping and repairing the facilities to ensure they remain in good condition and fully operational.

The service is available from Monday to Friday for any type of repairs in residents' rooms. On weekends, there is also an emergency service for extraordinary breakdowns.

Administration

You can consult us about anything related to your stay at the Colegio Mayor, from Monday to Friday between 8:30 a.m. and 2:30 p.m., and check available afternoon hours. Administration phone extension number is 6162.

Cultural activities

The Colegio Mayor organizes various recreational, sports, and cultural activities throughout the academic year, aimed at enhancing the social life of our residents.

- As a resident, it is both your right and your duty to collaborate and participate so that you can enjoy events such as lectures, debates, exhibitions, sports meetings, visits, and cultural excursions.

IT service.

The Colegio Mayor provides:

- Wi-Fi in common areas.
- Free wired internet connection in your room. Access to this service is subject to the current regulations governing the use of the telematic network and the Colegio Mayor's IT services, including a restriction on excessive bandwidth usage.
- Public computers with internet access located in the hall.

Colegio Mayor intranet

It is the private area of the Colegio Mayor website, where you will have access to:

- Incident reporting system: This will be the channel through which you must report any maintenance and/or IT issues in your room.
- Information about and participation in cultural activities.
- Self-protection Plan: with general instructions in case of emergency and evacuation plans of the Colegio Mayor.
- Regulations and general information.

Telephone service

You can receive calls from outside and make internal calls from one room to another or to any extension within the building. If you wish to make external calls, you must request and contract this service at the Administration office.

Waste collection and garbage rooms. Recycling.

This service requires a significant effort from the Colegio Mayor. Therefore, in order to keep it clean, you must dispose of your garbage bags in the designated rooms located on the first floor.

- To avoid unpleasant odors, it is recommended to take out the trash between 6:00 p.m. and 9:00 p.m., Monday to Sunday.
- Waste must be placed inside the containers in sealed plastic bags.

- It is not permitted to leave garbage bags in common areas or passageways, outside these rooms or outside your own room, for sanitary reasons.

Car and bicycle parking service

The Colegio Mayor offers free, unsupervised surface parking areas for cars and bicycles.

- For security reasons and in order to identify which vehicles and/or bicycles belong to residents, it is mandatory to register them at the Colegio Mayor reception desk.
- The Colegio Mayor is not responsible for any damage or theft that may occur to vehicles and bicycles parked in these areas.

Short-stay accommodation

The Colegio Mayor reserves some rooms for professors and guests of the Universidad Carlos III de Madrid. This service is also available for residents' family members. Information about the conditions can be obtained on the website or at the Administration office.

- Availability enquiries and booking requests must be made by email.

Photocopies

In the lobby, there is a coin-operated photocopier with printing and scanning functions. For binding or other reprographic services, you can find establishments on campus or nearby.

Leisure games

You can enjoy some leisure time with your fellow residents using the board games available: Trivial, Party games, cards, chess, etc., as well as electronic games. In addition, we provide basketball, volleyball, football, and futsal balls so you can practice your favorite sports.

First aid kit

At the Administration office, there is a first aid kit available (plasters, dressings, antiseptics, etc.).

- The Colegio Mayor is not authorized to provide any type of medication.
- There is no medical service on site.
- It is recommended that you ensure adequate health coverage. For this purpose, residents covered by Social Security are advised to request, upon arrival in September, the temporary transfer of their health card to the relevant health center for the area of the Colegio Mayor — Colmenarejo Health Center, located at Calle Cañada de las Merinas, 64, 28270 Colmenarejo.

1.2. Rates

Amount of the main services offered by the Colegio Mayor. The remaining fees can be consulted at the Administration office.

CONCEPT		PRICE
Extra cleaning	Room	24,50 €
Keys	Room (loss)	30,00 €
	Room (breakage)	3,20 €
Printer (*)	Black and white (one side)	0,05 €
	Colour (one side)	0,15 €
Internet (*)	Network cable	7,10 €
Laundry (*)	Washing machine 8 kg	2,90 €
	Dryer	2 €

Note: Prices do not include 10% VAT, except for those marked with (*).

1.3. Facilities

At the Colegio Mayor, you will be able to live together and share experiences that will enrich your university life. To this end, the Colegio Mayor provides facilities, common areas, and services designed to promote the social and academic life of residents.

- All facilities are smoke-free areas; smoking is not permitted in rooms or common areas (Law 28/2005).
- Residents must respect the schedules, as well as the rules for the use of the common rooms and othershared spaces.

Study room and library

The Colegio Mayor has a study room and a library.

- These are quiet spaces, and you must respect the need for silence and study.
- Residents must clean up and tidy the space used once their activity has finished.
- Eating is not allowed in these rooms.
- Residents may not reserve study places as their own. Notes and other belongings left on shared study tables may be removed for cleaning and maintenance purposes.

Laundry service

There is a 24-hour self-service laundry room equipped with washing machines and dryers that operate with a bank card (see rates).

- The Colegio Mayor will not be held responsible in the event of improper use or failure to follow the instructions.
- It is forbidden to hang clothes out to dry from your room windows.

Conference Room

The Colegio Mayor has a conference room with audiovisual equipment that can be used as a screening room, as well as for conferences, courses, classes, etc. The academic events of the Colegio Mayor will be held there.

Gym and multi-sport court

The Colegio Mayor has a gym, a basketball hoop, and a multi-sport court located in the residence garden.

1.4. Practical information

Rooms

All rooms have a private bathroom and are equipped with 90 x 200 cm beds, a pillow, and a bedspread. The furniture includes a wardrobe, drawers, bookshelves, a chair, and a study desk. In addition, they feature air conditioning (hot and cold) with individual control, and internet connection via both cable and Wi-Fi.

Very important:

- Residents commit to using water and electricity responsibly.
- Each resident is responsible for what happens in their room and for keeping it tidy, respecting the work and inspections carried out by the College staff.
- Residents are responsible for the care of the furniture and everything inside their room.
- Residents will be held responsible for any damage resulting from improper use of the facilities and furniture (both in their room and in common areas) occurring during the academic year, and the repair costs may be deducted from their deposit.
- The use of small electrical appliances in rooms is exceptionally allowed.
- The use of stickers, modelling clay, thumbtacks, etc. to attach posters or pictures to walls, wardrobes, or doors is not permitted. Any marks or damage caused by these materials in the room will be charged.
- Changing the furniture layout within the room is not allowed. If a resident rearranges the furniture, they will be responsible for any accidents or damage that may occur.
- Moving furniture between different areas of the Colegio Mayor or between rooms is not allowed without permission from the Management.
- Pets or animals are not allowed in the Colegio Mayor.
- Leaving objects on window sills is not allowed for safety reasons.
- In all facilities of the Colegio Mayor (including rooms), smoking is prohibited in accordance with Law 28/2005 of December 26, on health measures against smoking and regulating the sale, supply, consumption, and advertising of tobacco products.
- In order to respect study and rest for everyone, silence must be maintained in rooms and their surroundings (hallways, terraces, stairways, etc.), especially between 11 p.m. and 8 a.m.

- It is the resident's duty to allow access to their room to the Colegio Mayor staff for reasons of order, cleaning, maintenance, and security.

Room condition

The room is one of the places where you will spend a significant part of your time studying and relaxing, so it is important that it is in good condition to ensure it is comfortable and pleasant. With this in mind, the Colegio Mayor has prepared an inventory detailing all the items that your room should include, which will allow you to detect any issues and request repairs if necessary.

- This form will be given to you on the day you arrive at the Colegio Mayor, and it must be submitted duly completed within one week of moving into your room.
- If it is not submitted, the Colegio Mayor will assume that the room was delivered to you in perfect condition, and from that moment on, you will be solely responsible for its upkeep.

Room reallocation for double rooms

The Management / Administration of the Colegio Mayor may, for organizational reasons, reassign residents occupying double rooms who, once the academic year has started, are left without a roommate. These residents may even be required to change rooms if the Management / Administration deems it appropriate. This situation may occur throughout the entire academic year, including holiday periods such as Easter, Christmas, or summer.

Card holders in rooms and keys

On the day you arrive at the Colegio Mayor, you will be given a room key. Please note that:

- Keys are personal and non-transferable.
- Each resident is responsible for their room key. In the event of loss or breakage, the cost will be charged according to the current rates.
- No one, including family members, will be given a different key at Reception without prior written authorization from the room's occupant.

At Reception, spare keys are available on loan for a maximum of one hour (enough time to open the room, retrieve the original key, and return the spare key).

- Keeping a spare key for more than one hour will be considered a lost key and will automatically result in the corresponding charge (according to current rates), with no possibility of reimbursement, even if the key is later found.

The rooms are equipped with special electronic card holders in which the room key must be inserted for the lighting and sockets to work. Only 2 or 3 properly marked sockets will remain active 24 hours a day without the need for the key to be inserted.

- The card holders must only be used with the room key provided to you.
- When the resident is not in the room, the card holders must not remain connected to any device or system. Tampering with or improper use of the card holders constitutes a sanctionable offense.

Visits

- Visits may only enter the Colegio Mayor by invitation of a resident, within the limits established by the self-protection regulations.

- All visitors must register at Reception. They may not enter before 8:00 a.m. and must leave the Colegio Mayor before 12:00 a.m.
- The resident is responsible for the behaviour of their guests, as well as ensuring that they comply with the College's rules.
- The Management reserves the right of admission.

Security and self-protection

The Colegio Mayor has a fire detection system that activates in case of an emergency. At the beginning of the academic year, an information session will be held, which is mandatory for new residents. Likewise, throughout the year, evacuation and emergency drills will be carried out to ensure the proper implementation of the Colegio Mayor's Self-Protection Plan.

- For safety reasons, tampering with or improper use of the fire detection systems in the rooms is strictly prohibited and constitutes a sanctionable offense.

All information regarding the Colegio Mayor's Self-Protection Plan is available on the CONVIVO mobile application.

2. Information about the University

UC3M offers a wide range of interesting and useful services, including:

- **Culture:** Courses and activities in music, theatre, dance, travel, exhibitions, etc.
- **Sports:** Activities such as dual bike, aerobics or body-tonic; tai chi or kickboxing courses; football, basketball or volleyball championships; and padel, chess or table tennis tournaments are some of the offerings.
- **Psychological and psychopedagogical counselling.**
- **Integration programs for students with disabilities.**
- **Volunteer programs.**

More information at <https://www.uc3m.es/Inicio>

3. Información de Colmenarejo

To give you an idea of what the municipality of Colmenarejo is like, of which you are now already a part, it is worth noting that it has a privileged natural environment and a peaceful atmosphere, closely linked to university life thanks to its proximity to the Universidad Carlos III de Madrid, where the Antonio Machado University Residence Hall is located.

Colmenarejo is situated in the Sierra Oeste of the Community of Madrid and offers numerous natural areas, sports facilities, and cultural activities. Through the Town Hall website, www.ayto-colmenarejo.org, you can find information about workshops, cultural activities, sports events, competitions, and other initiatives organized in the municipality.

Buses

The buses operate from 6:00 a.m. to 12:00 a.m. Likewise, there is a night service from 12:00 a.m. to 6:00 a.m.

Intercity bus Madrid–Colmenarejo:

Lines 631, from Madrid (Moncloa Transport Interchange) to Colmenarejo, with a stop next to the Colmenarejo Campus of the Universidad Carlos III de Madrid and the Antonio Machado University Residence. The journey takes approximately 40–45 minutes.

Trains

Madrid–Colmenarejo commuter train:

C-10 line of Renfe Cercanías. The train departs from Atocha Station to Galapagar–La Navata station. From there, Colmenarejo can be reached via the intercity bus lines 631 or 634. The total journey takes approximately 50–60 minutes.

Metro (Lines 3 and 6)

Metro Colmenarejo – Madrid:

- From Colmenarejo, you can take the intercity bus line 631 to the Moncloa Transport Interchange.
- From Moncloa (Madrid Metro), you can connect with the city's metro network.
- (Line 3 or Line 6) towards central Madrid or transfer to other lines in the network. The journey to the city center takes approximately 20–30 minutes from Moncloa, depending on the final destination.

Taxis

- Teletaxi: 24-hour service. Phone numbers: +34 91 371 21 31 / +34 902 501 130. It also offers vehicles for passengers with disabilities (Eurotaxi service). <https://www.tele-taxi.es/>