

WELLNESS AND LEISURE TIME



Gym

A fully equipped gym is available within the timetable below:

PERIOD	TIMETABLE
Every day with course	06h00 to 24h00
Every day with no course	08h00 to 22h00

Hairdresser

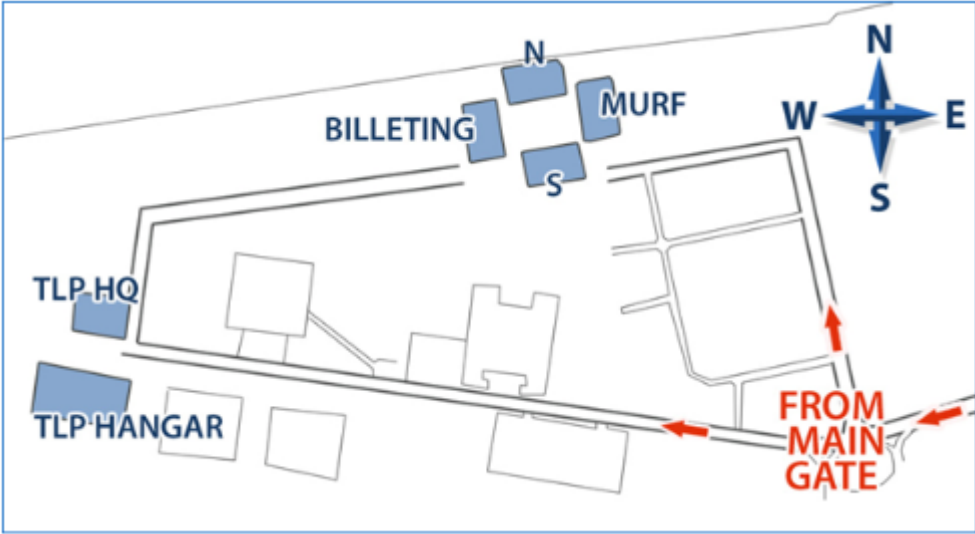
Appointments must be made beforehand on a list at the Reception.

QUALITY CONTROL SERVICE



A set of Quality Forms are available at the locations shown in table below:

DOCUMENT	PURPOSE	LOCATION
Incident Form	Point out an incidence	MURF Restaurant / MURF Cafeteria Reception Desk
Suggestion Form	Point out any suggestion	MURF Restaurant Reception Desk
Satisfaction Questionnaire	To assess services received	Room (few days before leaving)



TLP BILLETING
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**TLP BILLETING
SERVICES**

Services' Directory

ENJOY YOUR STAY

TLP wishes you a pleasant stay. Below you will find a complete list of all our services.

If you would like to have more detailed information, please contact the Reception.



ROOMS



Phone

From outside:
To connect with TLP from outside dial +0034 967 598 601. An automated operator will attend your call.

Internal calls:

TO GET	DIAL
Reception	5600
An internal room	Look up the room phone number on the Phone Guide
TLP Admin (working days from 08h00 to 17h00)	5543 / 5544 / 5548

Television

There is a TV set in each room. A deposit for the remote control will be required and refunded when the remote control is returned.

Air Conditioning

Switch the machine on and then select heating or cooling. Regulate the room temperature by using the thermostat. Modulate the speed of air using the regulator fan.

Internet Connection

WI-FI is available in each room.

Room Maintenance

In case of an incident of the normal operation of any appliance or furniture in your room please, fill in the Maintenance Form and hand it in at the Reception desk.



Linen and towels

Linen and towels are changed every three days. Additional changes of towels and sheets must be requested at reception. Place the towel on the floor if you want it to be replaced.

Cleaning

Your room will be cleaned according to the following schedule:

PERIOD	TIMETABLE
Weekdays, weekends and bank holidays with flying course	10h00 to 15h00 16h00 to 20h00
Weekdays, weekends and bank holidays with academic course	10h00 to 14h00
Weekdays with no course	10h00 to 14h00

FOOD AND BEVERAGE SERVICE



Breakfast - Brunch - Lunch – Dinner Service

All these regular meals are served in the self-service restaurant at MURF.

PERIOD	BREAKFAST	BRUNCH	LUNCH	DINNER
Weekdays with flying course	08h00 - 10h00		12h30 - 15h30	19h00 - 23h30 (last service at 23h00)
Weekdays with academic course	07h00 - 09h00		12h30 - 15h30	19h00 - 21h30
Weekends and bank holidays with flying or academic courses		10h00 - 15h00		19h00 - 22h00
Weekdays with no course	08h00 - 10h00		13h00 - 15h00	No service
Weekends and bank holidays with no course	No service		No service	No service

(*) Meals' timetable may vary depending on the course. Please confirm availability at the Reception.

MURF Cafeteria

Waiter service cafeteria offering a wide choice of snacks and refreshments. Opening hours are showed below:

PERIOD	TIMETABLE	PERIOD	TIMETABLE
Weekdays with no courses	No service	Weekends and holidays with no courses	No service
Weekdays with courses	18h30 to 24h00	Weekends and holidays with courses	12h00 to 23h00

(*) Opening timetable may vary depending on the course. Please confirm availability at the Reception.

Hangar Cafeteria

Open all day and with waiter service during the timetable shown in table below. Cold and hot drinks, sandwiches, pizzas or hotdogs, among other food and beverages are offered.

PERIOD	TIMETABLE
Weekdays with flying course	10h00 to 16h00

OTHER SERVICES



Laundry

There is a laundry service which will pick up your laundry from reception every day. Your laundry will be returned in 24 hours. A laundry bag will be provided for this service at the Reception.

There is also a laundry self-service, which employs coin machine laundrettes. Please, ask for the conditions of this service at the Reception.

TV in common areas

TV sets placed in common areas for guests.All of them provided with a set of direct broadcasting channels such as Gol TV.

Rent A Car

There is a Car Rental Company providing special price services. If you wish further information, please phone up or ask for it at the Reception. Prices' list are indicated in the Reception blackboard.

Travel Agency

A local travel agency will be available to assist with weekend trips.

Vending Machines

Automatic vending machines are located at the TLP premises.

WI-FI

Available in all Billeting area.

Internet Corner

An internet booth with several workstations is available at the MURF for your use upon request.

Gift Shop

Don't miss the opportunity to get selected souvenirs or different sorts of Spanish food at our TLP gift shop.

