

TO BE RETURNED



CONDITIONS OF RESIDENCY

Commencement Day & Date: M T W T F S S

Name: _____

Home Address: _____

Home Phone: _____

Employer details (in full incl. Address): _____

Driver's License/ Passport No. or Other ID: _

Emergency Contact: _____

Medicare No. and/or Private Health Insurance details: _____

Do you have any allergies or medical conditions? Yes / No

ACCOMMODATION TYPE

- Single Room @ \$_____ per week
- Share Room @ \$_____ per week

_____WEEK Contract? Yes / No

TERMS & CONDITIONS

- Minimum stay of 42 weeks with option to extend duration of stay depending on room availability.
- Penalties imposed for termination of agreement prior to minimum period will be at the discretion of management and will be not more than the 4 weeks due being the minimum stay.
- Guests are required to maintain the tidiness of the common areas and to clean up after use of kitchens after breakfast and other personal food preparations.

PAYMENTS

- All monies must be settled prior to arrival.
- \$50 key deposit is payable on check in and will be refunded on satisfactory completion of a room inspection and inventory check at time of departure. Your room is to be left in the same condition as you received it.
- Minimum of THREE WEEKS board is due BEFORE check in comprising first 2 week's board and last week's board.
- 2 WEEKS BOND is payable and will be lodged with the RTA
- Held week board will be used as the final week board upon required notice being given in advance.

VISITORS

- Visitors are welcome at the house during the hours of 9.00am and 9.00pm.
- Overnight visitors can be pre-arranged with the house co-coordinator at the casual nightly rate.
- Guests are responsible for their visitor's behavior and that it abides by the Allen Street rules.

DAMAGE

- Any damage to the property, facilities, furniture and fixtures will be the responsibility of those persons involved. Cost for replacement or repair will be invoiced to those persons without exception and must be settled within 1 week of the incident concerned.
- Do not pin, nail or tack any items on walls. Damage from this activity will be charged.
- Our insurance does not cover any items in your room. You have been provided with a key please make sure that you lock your door

ROUTINES

Monday and Thursday – Cleaning Day

- Vacate the house between 10.00am and 3.00pm.
- No clothes or pegs to be left on clothesline.
- Strip sheets off bed and place in the laundry (no strip bed – no changed sheets).
- Remove any cups, cutlery and crockery from room wash dry and put away.
- Every second week doona cover change.
- Rooms to be left tidy with all items off the floor for vacuuming (if this is not done – your room will not be cleaned).

ELECTRICAL GOODS

- All electrical goods must be checked by an electrician and have a tag attached.
- You are allowed 3 additional electrical items per room (phone chargers and clocks are not included). Additional charges of \$5 per week per extra electrical item.
- All Computers, Stereos and TV's must be turned off at 11pm and when you are not in your room.

Sunday – BBQ (weather permitting)

- BBQ will be served between 6.30pm and 7.30pm.
- Guests are required to assist in the set up and tidy up of the BBQ event.
- **Meals are not kept for late guests on this day** – you are here to eat – or you are not!
- **Meals are only kept on Monday to Friday if you have prior arranged it with the manager**
- **No evening meals are provided on Public Holidays**

Contributions from householders

- Participation in tidy duties after dinner is expected. Check your name of the dinner clean up roster & what you are expected to do.
- You are to treat the house as your own and with respect i.e. the use of furnishings and appliances.
- Please wipe out the microwave after use.
- Please clean out personal food storage items on a weekly basis.
- Guests are expected to clean up after themselves at all times. Please empty the dishwasher where necessary and turn on when required.
- Please tidy in the bathroom after use. i.e. hang up bathmat and throw out all rubbish.
- If you are not here overnight please let us know, this is a safety issue.
- It is your responsibility to maintain a 900mm clear path from your bed to the door at all times.

DRUGS, ALCOHOL & PERSONAL BEHAVIOUR

- No alcohol to be stored or consumed on the premises. Empty alcohol containers may be construed that alcohol has been in your possession. Alcohol will be confiscated and agreement terminated without notice. Drunkenness is never accepted as an excuse for inappropriate behaviour.
- Drugs – possession, cultivation, use or distribution of illegal drugs and the misuse of prescribed drugs are prohibited. Your accommodation agreement will be terminated without notice and the police will be called.
- Verbal abuse in any form is deemed a breach of conduct and will be treated accordingly.
- Please make sure that your behaviour is the same here as it is at home. Otherwise it could be very disappointing for your parents to hear that you are not living up to their standards.
- No smoking or open flames in any of the buildings, this includes incense.
- If you are home late, do not disturb other householders with noise – loud voices, music or TV.
- Do not interfere with the reasonable peace, comfort and privacy of other guests.
- No tolerance for violence.

THE HOUSE SHUTS DOWN AT 11.00PM – THIS MEANS QUIET! NO EXCEPTIONS!!!

- Last person to bed is responsible for closing external doors, turning out lights and ensuring the security of the house.

INSPECTION

Management reserves the right to inspect and areas without notice.

Rooms will be inspected on a regular basis to ensure that the fire standards and health and safety requirements are met. Spot Inspections will also be carried out to ensure that no alcohol or drugs are being consumed or stored on the premises.

During normal working hours, these inspections will be conducted. If it is deemed necessary to conduct a detailed inspection of the room i.e. look in cupboards or drawers etc. the gender of the student occupying the room will be considered and a member of the same gender will undertake a detailed inspection. If alcohol is found it will be confiscated and destroyed by management. If drugs are found, they will be confiscated and the police called.

DISCIPLINARY PROCESS

When an incident is brought to the attention of management, the incident is recorded in the discipline registrar and an investigation is undertaken. All parties will be interviewed to ensure a fair and equitable review of the incident before action is taken.

All information is kept on the students file.

DISCIPLINARY ACTION

Residents involved in a breach of conduct are normally first cautioned and advised as to how they might manage similar situations in the future. Depending on the severity of the breach, penalties may take form of

- Written warning, notice to remedy breach
- Dismissal from Allen Street

Should there be a need to speak to the same resident a second time regarding further breaches, parents will be contacted and advised of both first and second incident. The resident will also be put on notice that a further breach will result in dismissal from Allen Street.

A third incident will see the resident being given notice to vacate in 48 hrs NO refund will be given.

As previously stated the following acts will result in immediate dismissal;

- 1. The supply and/or consumption of alcohol.**
- 2. Breach of criminal code e.g., Assault, theft.**
- 3. Misuse of drugs in any form.**

This behaviour will not be tolerated and will result in instant dismissal from Allen Street with no refund.

Management reserves the right to move students to another room.

TO BE RETURNED

CONDITIONS OF RESIDENCY

I agree to continue my residence at Allen Street for the full 42 WEEKS from _____
_____ to _____.

I _____ have read and understand the house rules and the terms of this agreement. I agree to abide by these rules and standards during my stay and understand that failure to abide by these principles will result in termination of my stay with financial penalty. I understand that I am legally obligated to fulfill the length of stay on my Accommodation Agreement. If termination of my residency by either party occurs, Allen Street has a 'No refund policy' unless the room can be re let.

Resident Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____
(Required when Student is under 18 years of age)

Arrival Date

You may not know the exact date you will be arriving but please indicate as close a date as possible to help us with preparation of your room. The date can be changed if necessary by just phoning us.

Arrival Date _____

ALLEN STREET ACCOMMODATION
59-61 ALLEN STREET
HAMILTON QLD 4007
PHONE/FAX 32683827

