



Welcome to
INFORUM'S
Student Residence

We hope you enjoy staying with us and make many new friends.
We have some rules that you need to be aware of so that we can all enjoy our time
together.

Security



- Please lock the doors and close the windows when you leave including your room, laundry, living room and bathroom area.
- There is a safe box available for each person. Please keep your valuables in the locker and lock it. **INFORUM will take no responsibility for your personal belongings.**
- In case of fire, try to put it out using the fire extinguisher and call 000 immediately.
- For a fire on the stove top, place the fire blanket over the flames.
- In case of emergency, call the Police 000 or the accommodation manager, Diana 0405 532 531 or Jun 0422 045 273.

Key deposit

- If you lose your keys, it will cost you \$500 to replace everyone's keys.



On check-in and check-out

- You and I will go through a check-list of things you will receive from INFORUM. If anything goes missing, you will have to pay for the replacement.



Keep your room clean

- Please keep your room clean. Please vacuum clean your room once a week.
- Do not eat in your room.
- Please empty the rubbish bin. The big rubbish bin is outside.

Keep the common area clean

Kitchen, bathroom, toilet, living room will be cleaned by a professional cleaner but if you make a mess, please clean it up yourself, especially the toilet and wash basin.

Bathroom room

- Turn off all the taps and shower after use.
- Keep shower times to a minimum. 5 minutes shower and be out of the bathroom room in 10 minutes.
- Please wipe the basin for the next person.

Kitchen

- Please share kitchen and cooking tools with others.
- Use kitchen between 6.30am ~ 10.00pm.
- You have fridge space and pantry space with your room and bed number on it.
- DO NOT move or eat other people's food.
- After you have cooked your meal all items must be washed, dried and put away **straight away** for the next person.
- Wipe down bench & clean up any mess you have made.
- Don't leave food uncovered otherwise ants and cockroaches will come!!!



Visitors

- Visitors must leave no later than 10.00pm
- No-visitors in any bedrooms or garage at any time

Smoking



- **NO SMOKING** inside the building at all.
- Each room has a smoke detector connected to the Fire Department. **If you set off this alarm or any other alarm off when there is no fire, it will cost you \$900.**

Living room

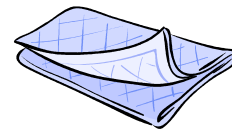
- **NO LOUD NOISE AFTER 10.00PM**
- NO group parties, visitors out by 10.00pm.
- T.V. Volume to be kept at a minimum.

Linen

- During your stay you are responsible to make & change your bed linen.
- Linen must be rented from Inforum. It is \$150 and \$50 is refundable when you return in good condition, please wash and iron before returning.

Rental includes:

- Two flat, fitted sheets and pillow cases
- One doona with cover or blanket
- One mattress and pillow protector



Towels are not included so please bring your own

If not renting linen, you must provide your own on check in

- Make your bed using mattress and pillow protector, both sheets and pillow case.
- Do not use electric blankets.
- On check out ,wash ,dry and iron sheets and protectors and return to Inforum within 3 school days for a \$50 refund

Washing

- The washing machine can only be used between 6.30am – 10.00pm.
- Don't leave the washed clothes in the machine.
- You can find clothes lines outside. Collect your washing as soon as it is dry
- An iron is also provided.

Internet

- Wireless internet is available, ask for code
- Please do not visit or download illegal pages including illegal music or film downloading.

Sharing tasks

Please share some chores to make your stay comfortable. For example:

- Please take turns putting the rubbish bin out on Monday night for Tuesday morning collection and then bring the bin back.
- **Don't put rubbish in other people's bins.**
- **Return shopping trolleys; don't leave them at the residence.**
- Please close your share mate's room windows when raining.
- Please open windows for airing the room.
- Please make sure all the doors are locked before you leave the place.

All of the above rules are very important for you and your fellow students' safety and comfort. If you break the rules, we will ask you to leave.

Cancellation Policy

- 3 weeks notice must be given to cancel accommodation, plus 1 week's cancellation fee will apply.

Eviction policy

- If you do not obey the rules you will be asked to leave the residence within 24 hours. No refund will be given to residents evicted for unacceptable behavior.

