



Student House Australia Rules and Procedures

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Student House Rules

- ✓ No excessive drinking of alcohol.
- ✓ Illegal drugs will not be tolerated.
- ✓ No overnight guests.
- ✓ No parties.
- ✓ Clean up the living/kitchen/outside areas immediately after you have finished.
- ✓ Maximum of 2 house guests before 6pm.
- ✓ Only 1 house guest between 6 – 10pm (including other Langports Student House students).
- ✓ No house guests after 10pm.
- ✓ Everyone to enter and depart quietly.
- ✓ Be respectful to the neighbours by keeping noise down when outside in garden. No shouting from the balcony.
- ✓ No smoking inside the house or on front balcony.
- ✓ No cars to be parked on drive or in garage unless permission granted.

Student House Australia Student Agreement

I, _____ agree to the Student House Rules as detailed above. I understand that if I do not follow the Student House Rules, I may be asked to leave my student house immediately and must pay a cancellation charge.

The cancellation charge will be equal to 4 weeks rent, or in the case of there being less than 4 weeks until the end of the agreement, the balance of the agreement plus the deposit of \$200.

Signed.....Date.....

EMAIL

MOBILE PHONE _____



3. Health and Safety

Do not smoke , use candles or incense in the house.

Smoke Detectors

There are smoke detectors for your safety. They are in the bedrooms, kitchen and top floor hall. Do not touch.

If the smoke alarm starts, check the house for fire. If there is no fire you may press the reset button.

Fire Extinguisher

There is one in the kitchen area. It is not to be used on oil fires.

Fire Blanket

This is to be used on the oven, stove top or BBQ to cover small cooking fires. This is on the wall in the kitchen.

Fire Evacuation Procedures

However if there is a fire out of control you should:

- Evacuate immediately
- Telephone Emergency on 000
- Call Susie France 0 ***** or Langports (daytime) 5592 0110

Health Emergencies and Accidents

In the case of serious accidents or medical emergency, telephone the EMERGENCY SERVICES on 000 immediately and follow their instructions carefully. Secondly inform the Emergency Contact, Susie France.

Hot Irons

Please always leave the iron in the upright position on the ironing board. When iron is cold, please put it away .

Personal Property Insurance

Student House Australia will not be held responsible for the loss or damage to your property when living at Jacaranda House.

Security

Check your own bedroom windows and all downstairs windows and doors are locked before leaving the house.

Airconditioning – houses where there is air-conditioning – air-conditioning will run from 1st November to 28th February.



4. Linen Deposit \$200

The deposit fee will be refunded (in cash) on departure only if:

- You have not caused any damage
- Your room is left in a same condition as at the start of your stay (otherwise a cleaning fee of \$100 will be taken from the deposit),
- You have returned all keys and
- Your linen is not stained. It does not need to be washed before you leave.

5. Damage

In the case of damage to bedroom furniture or house equipment, please inform Susie France, you might be invoiced for the repairs.

Front Door Key Replacement Fee

\$150

Departure Cleaning Fee (if student has not kept room clean and/or carpet is stained)

\$100

Linen Replacement Fee

Pillow	30.00
Pillow Protector	20.00
Mattress Protector	60.00
Sheet Set	70.00
Quilt	80.00
Quilt Cover	40.00
Pillow Case	15.00

6. Cancellation Policy

Students who stay in a student house for 11 weeks or less must give four weeks notice to the Langports Accommodation Officer to leave their student house earlier than the dates set out in this Student Agreement or a cancellation charge equal to 4 (four) weeks rent will apply. For students who stay in a student house for 12 weeks or more eight weeks notice to terminate their contract is required or a cancellation charge equal to 8 (eight) weeks rent will apply. The weekly rates charged will reflect the time stayed.

7. Student House Procedures.

1. Housemates must keep the house clean and tidy.

Each week you should:

Wash your sheets and pillowcase (not the Doona).

Vacuum your room

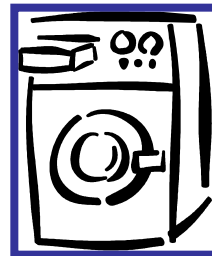
Help clean your shared bathroom

Keep the shared areas tidy

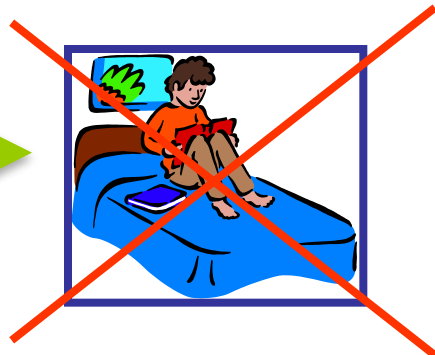
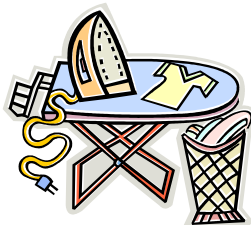
All housemates will also participate in a weekly cleaning roster.



2. Please wash your sheets and pillow cases each week.



3. Please DO NOT iron in the bedrooms.



4. Please clean after you have cooked in the kitchen.

Do not leave dirty dishes or pans.

Also help to empty the dishwasher



5. In the kitchen, rubbish should always be put in plastic bags. Then take them outside and put the rubbish bags in the green bin each day.

Do not put out food directly into green bin. It will bring flies!

Please separate cans, glass, and cardboard into the recycling bin in the kitchen. Then take them out and put them into the green bin with the yellow lid.

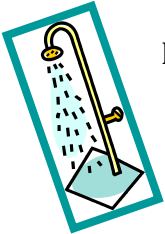


6. No food to be taken to into the bedrooms



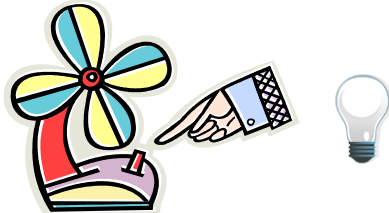
7. Please help to reduce Global Warming by being careful with water and electricity:

Have short showers please (less than 4 minutes).

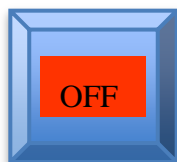


Please use the shower spray cleaner after each shower.
It saves cleaning time.

8. Turn off fans and lights when not in use,



9. Before leaving the house check all electric items eg, TV, fans and lights are turned off



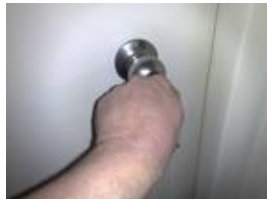
8. Smoking is allowed outside in the back garden area only. Please use an ashtray and clean it afterwards. Use a plastic bag first and then put it into the outside green bin only. Do not empty it in the kitchen.



11. Thinking about people in the houses next door is very important.

**No houseguests after 10pm.
The house should be quiet after 10pm.
Say goodbye to guests inside and then they can leave quietly to
the street.
No calling out from the balcony.**

12. Maximum of 2 houseguests including next door students before 6pm. Only 1 houseguest including next door student between 6 and 10pm.
13. If you are locked out, you may call Susie France
Night lock out service fee is \$30.



**Help! Where is
my key? Call
Susie France

14. If something is broken or damaged please email Susie France as soon as possible.
15. Bicycles must be kept in the garage area, not in the house. Surfboards can be kept behind the front door in Jacaranda or in the garage of Frangipani and Hibiscus.



16. A telephone is provided for:

Emergency Contacts 000 Police/Ambulance/Fire Brigade
Incoming Calls
Telephone Cards
Local calls are 50c (money box near phone)





17. **Wireless Internet is available and is FREE.** However, there is a limit of 100GB per month. Please share accordingly with your housemates.

Be aware SKYPE with a camera uses 1 GB per hour.

If 50GB is exceeded then the speed slows down so it is impossible to use and will reboot at the end of the billing month 23rd – 23rd.

- 18 Local telephone calls are 50c .
- 19 If your family wish to call you then the international code for Australia is 61 and Queensland 7 so just put 61 7 before these numbers.

Jacaranda House 5570 6380

Hibiscus House 5504 5668

Frangipani House 5538 6495

19. Susie will visit the house on Tuesday s between 6 – 7pm or by arrangement. She will check all rooms and discuss any problems.
20. When you are leaving Susie France will visit you to return your Linen Deposit.



Suggested Weekly cleaning roster.

Cleaning is every house mates responsibility.

Each week housemates will have a meeting to decide who will do which job. Jobs should be completed on Monday evening.

If your housemates are not doing their jobs, please let Susie know by email and she will speak to the student concerned.

Eg. Table 1.

Everyone to clean and vacuum their own bedroom & bathroom regularly. Please clean toilet with toilet cleaner only.					
Empty and clean bin each day. Put out bins on collection day. See notice-board	Vacuum floors in living areas, stairs and shared area on top floor.	Clean Kitchen tops and empty fridge of old food. Clean Microwave and Oven	Mop Kitchen Floor and laundry floors.	Clean down-stairs toilet.	Sweep and clean up outdoor sitting area, including BBQ.



**Student House Australia Emergency Contact
details**

Manager
Susie France

Email
sf@langports.com

Emergency Contacts Mobile
Susie France *****

Adam Wright *****

Langports Emergency Daytime Contact
07 5592 0110