
TasTAFE Residence Guidelines

Management

The Residence supervisor and staff are available to assist residents in their stay and to ensure that these Guidelines are followed by all guests.

Admission & Payment

- Guests will be admitted at the discretion of the Facilities Services Manager.
- Re-admission to the Residence is not automatic.
- Guests are to have pre-booked prior to arrival.
- Parents of guests under 18 are to sign the check in documentation and waiver.
- Photo identification must be sighted for each person and their details including address and mobile recorded on a register for contact tracing.
- All bookings must be paid in full 24hrs prior to check-in. Where a booking is longer than 1 week payment for the first week is required at time of booking.
- Payment at time of booking is the preferred method. Payment may be made over the phone via credit card.
- A credit card must be supplied at the time of check-in and will be kept on file to pay for any damage or other expenses incurred by the guest not covered by the room fee.
- Admission times are between 3.30pm – 7pm Sundays to Thursday unless prior arrangements with management has been made.
- Refund Policy is outlined in the [Residence Management Policy](#).

Vacating

- Guests must vacate their unit or room by 9.00am on the date of departure.
- Guests are required to leave their unit in a clean and tidy condition when vacating.

Personal Possessions

- The student residence does not accept responsibility for the safekeeping of guest's personal possessions.
- No personal furniture is to be added to units.
- All personal possessions should be kept in guests' rooms when not in use.

Car Parking

- Car parking is available for guests and visitors.
- No liability is accepted by TasTAFE for the safe parking of your vehicle at any time.

Cleaning

- Units will be serviced on a weekly basis. (Fridays). Refer to the Cleaning Guidelines for a complete detail of the cleaning schedule.
- Units Common areas will be cleaned on the admittance of a new guest.
- Rubbish will be emptied by staff daily.
- It is the responsibility of guests to maintain the cleanliness of their room and common areas during the stay. Cleaning spray and wipes are supplied in each unit for this purpose.
- Rooms and units are to be kept tidy at all times.
- No clotheslines are to be erected and no printed materials are to be placed on walls.
- Guests must permit TasTAFE staff, and TasTAFE contractors to enter the unit or room.
- The main foyer and associated areas of the residence will be cleaned daily and the high touch COVID-19 cleaning undertaken daily.

Security

- The front door to the residences will remain locked at all times, with the exception of 3.30pm to 7.00pm during check-in times.
- Guests are to use the designated external entrance to their unit for entry.
- The common area of the residences will be alarmed between 11pm and 5.30am.
- If you find yourself locked out of your room, forget or lose your key, please call Alanvale: xxxxx Clarence: xxxxx noting that a \$50 fee may apply.
- No parties or loud music are to take place at any time. Anyone causing a nuisance will be issued one final warning and if the unacceptable behaviour continues, the guest will be banned from the residences.
- Security guards undertake random patrols of the facility each night and will report any disturbances noted.

COVID-19

- Each unit has hand sanitiser and wipes for guests to use.
- Guests are required to supply photo I.D at check in for contact tracing.
- Guests are required to check-in to the terminals located in their residence daily.

- If you are unwell and have flu like symptoms during your stay, please notify management immediately.

Visitors

- No visitors are allowed into units at any time. This is to maintain the correct COVID -19 safety rules.
- Visitors who come into the communal area of the residences are to sign in at the entry terminal.

Alcohol and Illicit Drugs

- No alcohol or illicit drugs are permitted on the residence.

Pets

- No animals are permitted in the residence.

Noise Levels

- Noise levels must be kept at a minimum so as not to disturb or offend other guests, staff and guests.
- Music devices and gaming consoles are to be kept in units.
- Guests must respect others and maintain all noise to the lowest levels possible at all times.

Dress

- Guests are required to be appropriately dressed at all times within the communal areas.

Smoking

- Smoking is not permitted on any part of the Campus, TasTAFE is a smoke free Campus.

Health

- First Aid Kits are located with management.
- In the event of serious illness please call 000.

Emergency management

- Staff are not onsite at the residences at all times.
- In the event of an emergency, guests are required to vacate the premises immediately and make their way to the emergency assembly point.
- Each unit has a list of instructions on the wall and a map showing the location of the emergency assembly points.
- In the event of a fire or other emergency please call 000.
- Guests (including their visitors if present at the time) will be required to take part in evacuation drills and other safety procedures.

- Interference with or misuse of firefighting equipment or alarms is prohibited.

Underage Guests

- Only TasTAFE students under the age of 18 can stay at the residences.
- Guests that are underage must have a parent or guardian sign the acceptance of the guidelines and check in process.
- TasTAFE does not offer a special service for underage guests. Please note we do not have a presence onsite overnight.

I acknowledge that I have read and understood these Guidelines and will comply with them whilst at the residence.

Name: _____

Signature: _____

Date: _____

Photo ID r# _____

If under the age of 18 your parent/guardian must sign below.

Name: _____

Signature: _____

Date: _____

Photo ID r# _____