

# Loyola College International House

## Guidelines for Guests

All guests staying at International House do so on the understanding that this is a shared living facility and as such all guests are requested **not** to leave any personal belongings in any of the shared living areas which include bathrooms, lounge room, corridors and dining room. All these areas are to be left tidy at all times as guests arrive and check out at different times throughout the week and the facility must be welcoming at all times.

## Use of Kitchen

Refrigerators are available for guests to use for personal food storage. Guests need to be mindful to label their food and store it compactly to allow storage space for other guests. When checking out guests must remove or dispose of all their food items.

When using the kitchen and its facilities guests are reminded that the kitchen area must be left clean once use is completed and all crockery, cutlery and kitchenware is to be cleaned and stored in cupboards where found.

## Use of Laundry

All guests may use the laundry and its facilities for personal washing. Washing detergent is supplied. Please leave this area clean and tidy after use. An iron and ironing board are also available for use. A clothes line is located in the back court yard area adjacent to the garage.

## Internet access

All guests may have access to the internet facilities. If using the computer located in International House guests need to be mindful not to spend excessive amounts of time on this computer so as to allow equitable access by other guests.

## Manresa Cottage

There is another short term rental property located in close proximity to International House. Guests staying in Manresa Cottage, a small self-contained cottage for 1 or 2 people, are able to utilise both the laundry and the computer in International House via their own Cottage key. Guests of International House are asked to be mindful of Cottage tenants sharing these facilities.

## Bedrooms

On arrival bedrooms are supplied with all bed linen, blankets and a towel. Guests staying in excess of a week are responsible for washing their own bed linen and towel. During their stay guests are responsible for keeping their own bed rooms neat and tidy. Guests do not need to remake their beds on exiting.

## Toiletries

Only basic toiletries are supplied and these are limited to soap and toilet paper. All other toiletries must be supplied by guests.

## Guests and Visitors

Guests are permitted visitors but need to be mindful of other guests with regard to noise levels and use of the shared facilities. Under no circumstances may visitors stay overnight without following normal booking procedures for accommodation which is always subject to a room being available.

## **Noise levels**

All guests need to be mindful of maintaining reasonable noise levels that respect the needs of other guests. In particular noise level should be kept to a minimum before 8 am and after 11pm daily.

## **Heating/Cooling**

All bedrooms have their own heater. Evaporative cooling is located throughout International House and operates on the basis that doors and windows are left partially open to allow for air flow. There is also a refrigerated cooling unit in the lounge room area. There is a heating wall unit located in the lounge room area.

## **Sustainability**

In the interest of maintaining a sustainable environment all guests are asked not to leave lights on or water running unnecessarily. Recycling bins for glass, paper and plastic are available near the garage area.

## **Rubbish**

Guests are asked to dispose of their rubbish using the large bins located near the garage area.

## **Telephone**

There are no telephone facilities available in International House.

## **Enquires or assistance**

Guests requiring assistance or who have enquires are asked to contact Maureen Lonsdale between the hours of 8.30 am and 4.00pm Monday to Friday.

In the event of a need for emergency contact, the occupant is responsible for advising the Loyola College cleaners on duty at the time (Mon-Fri until 11.00pm and Saturday 8.00am-5.00pm). On Saturday the College Cleaners on duty are: John Turner (8:00am-12.30pm and Vidan Ristevski (12.30pm-5.00pm). They can be contacted on 0419 884 857. On Sundays the Facilities Manager (Wayne Hall) can be contacted on 0400 557 909 or the Business Manager (Mark Arnavas) on 0402 410 518 or Maureen Lonsdale on 9435 2502. If unable to contact Loyola staff in the event of an emergency (eg intruders, disturbances, fire) please call the emergency line '000'.

# Loyola College Manresa Cottage

## Use of Kitchen

When using the kitchen and its facilities guests are reminded that the kitchen area must be left clean once use is completed and all crockery, cutlery and kitchenware is to be cleaned and stored in cupboards where found. When checking out guests must remove or dispose of all their food items.

## Use of Laundry

Guests may use the laundry and its facilities in International House for personal washing. This other short term rental property is located in close proximity to Manresa Cottage. Washing detergent is supplied. Please leave this area clean and tidy after use. An iron and ironing board are also available for use. A clothes line is located in the back court yard area adjacent to the garage.

## Internet access

All guests may have access to the internet facilities in International House. If using the computer guests need to be mindful not to spend excessive amounts of time on this computer so as to allow equitable access by other guests.

## Bedrooms

The Cottage bedroom is supplied with all bed linen, blankets and a towel. Guests staying in excess of a week are responsible for washing their own bed linen and towel. Guests do not need to remake their beds on exiting.

## Toiletries

Only basic toiletries are supplied and these are limited to soap and toilet paper. All other toiletries must be supplied.

## Guests and Visitors

Under no circumstances may visitors stay overnight without following normal booking procedures for renting.

## Sustainability

In the interest of maintaining a sustainable environment all guests are asked not to leave lights on or water running unnecessarily. Recycling bins for glass, paper and plastic are available in the yard.

## Rubbish

Guests are asked to dispose of their rubbish using the large bins located in the yard area.

## Telephone

There are no telephone facilities available in Manresa Cottage.

## Enquires or assistance

Guests requiring assistance or who have enquires are asked to contact Maureen Lonsdale between the hours of 8.30 am and 4.00pm Monday to Friday. In the event of a need for emergency contact, the occupant is responsible for advising the Loyola College cleaners on duty at the time (Mon-Fri until 11.00pm and Saturday 8.00am-5.00pm). On Saturday the College Cleaners on duty are: John Turner (8:00am-12.30pm and Vidan Ristevski (12.30pm-5.00pm). They can be contacted on 0419 884 857. On Sundays the Facilities Manager (Wayne Hall) can be contacted on 0400 557 909 or the Business Manager (Mark Arnavas) on 0402 410 518 or Maureen Lonsdale on 9435 2502. If unable to contact Loyola staff in the event of an emergency (eg intruders, disturbances, fire) please call the emergency line '000'.