

Campus Living Villages - Rules of the Village

Subject to the terms of the Residential Agreement and any applicable legislative provisions, the Rules of the Village ("the **Rules**") are as set out below.

Interpretation

For the purpose of this document, capitalised terms have the same meaning as in the Residential Agreement. The following terms are defined as follows (unless the context requires otherwise):

'**administration fee**', where referenced in the Rules, means an amount to be determined and notified to the resident by the Owner or Village management (on behalf of the Owner), being a genuine pre-estimate of the costs and expenses incurred by the Owner for a breach of or non-compliance with the Rules (or part of the Rules) by a resident, which the Owner or Village management (on behalf of the Owner) may, in its absolute discretion, charge the resident (and the resident must pay as a debt due on demand);

'**Village**' refers to all residences at a Campus Living Villages site.

Should some or any of these Rules become invalid or deemed contrary to any applicable residential tenancy legislation or any other legislative provisions then, to the extent of that invalidity the offending rule is deemed to be severed from the Rules and all other Rules remain in effect.

1. Introduction

The Rules are a supplement to and form part of the Residential Agreement which all residents sign when they take up residence in the Village. The Rules provide guidance and information about the standards and procedures which residents of the Village are expected to meet and comply with during their residence in the Village. Throughout the year updates of the Rules and information about residency in the Village will be distributed to residents by emails and flyers.

Any failure by residents to comply with these Rules (as updated or amended from time to time as notified by Village management) will constitute a failure to comply with the provisions of the Residential Agreement and may lead to disciplinary action including termination of a resident's right to reside in the Village.

The Rules are intended to benefit all residents. However, the expectations of residents outlined in the Rules should not be seen as an exhaustive list. In becoming a resident of the Village, you become a member of the Village community and accept the responsibilities and obligations associated with being a good neighbour and citizen, whether or not they are detailed in the Rules.

2. Absence from Room

If you expect to be absent from your Room for more than 48 hours, please inform Village management, via email, and leave an emergency contact number. You do not have to tell Village management where you are going, we just want to know how to contact you urgently if we need to, and so we do not worry.

If you are detained away from the Village for any reason, please contact the Village administration office and leave a message if it is unattended.

Should another resident or a Resident Assistant report to Village management that you have not been seen for 48 hours and you have not advised us of your intended absence, Village management reserves the right and has the authority to enter your Room/Apartment to check that you are okay.

If you are reported as being absent from the Village for more than 72 hours, and we have no records of your whereabouts, Village management may report you as a missing person to the police. If you are under 18 years of age, we will also contact the person nominated as Guarantor in your Residential Agreement.

3. Aesthetic Appearance

The Village is part of both the University life and the local community. You are required to maintain your Room in a neat and clean state of condition/appearance. To the extent applicable, you must, in conjunction with other resident(s) of your Apartment, ensure that the Apartment Common Areas are maintained to the same standard.

You must not place foil, cardboard or other unsightly material or objects in or on any windows in your Room/ Apartment or alter any window coverings in your Room/ Apartment.

You must, at all times, keep balconies, decks and patios neat and orderly and clear of personal belongings. The hanging of any item from the walls, ceiling or balustrades of balconies, decks and patios is prohibited

You must not use furniture designed for indoor use outside (including on any balcony, deck or patio).

If, in the opinion of Village management, any item adversely affects the appearance of the Village, the resident concerned will be asked to remove it. If you are asked by Village management to remove any item, you must do so within the timeframe set by Village management.

4. Alcohol and other Personal Issues

Personal issues, such as academic stress, alcohol abuse, depression and eating disorders may strain relationships in a living situation. It is both a resident's right and a resident's responsibility to seek help when such issues become disruptive. If Village management is concerned about the personal wellbeing and/or safety of a resident, then they are entitled to treat the situation as an emergency and enter a resident's Room/ Apartment without notice.

Studies on alcohol abuse within universities show that there are significant secondary affects for roommates and friends of those who drink excessively. A resident's concern about protecting a roommate's privacy, where excessive drinking is involved or otherwise, should not keep them from getting support personally or for that other person.

If a resident is worried about a fellow resident in their Apartment or if the behaviour of another resident in the Village affects the living habits of other residents, the resident should immediately notify Village management and endeavour to seek help for that resident of concern. **Sources of help such as University health & counselling services are listed under "handy phone numbers" at the back of the Resident Handbook.**

Village management recognises that alcohol is an established part of life in Australia and is enjoyed by many members of the Village community.

Generally, Village management will not attempt to stop drinking at the Village, but will encourage moderation in and a responsible attitude towards the consumption of alcohol. Village management aims to create a climate that enables residents to make a free and informed choice as to the level of their alcohol consumption, in an environment free of social pressures to drink to excess.

Alcoholic drinking games and other activities that promote binge drinking are not permitted at the Village. Drinking games tend to encourage excessive drinking and drunkenness, tend to inhibit all other social interaction and pressure players to drink over their limits. Such activities can quickly make a participant very intoxicated and are dangerous. The host of the party and other participants may be held responsible for any negative consequences of excessive drinking.

Residents are required to comply with any policy, rule or guideline published by the University which relate to the consumption of alcohol and will be in breach of their obligations under the Rules and their Residential Agreement if they fail to do so. This rule works in conjunction with specific village rules as outlined in the Resident Handbook.

5. Apartment/Room Condition Form

When moving into a Room/Apartment, a resident is expected to carefully inspect the Room/Apartment. Within 24 hours of moving in, any damaged or missing items must be reported to Village management by returning the Apartment/Room condition form, which is provided to the resident upon arrival. This form includes a full list of all items that should be in the Room/Apartment.

A resident should also report to Village Management if there are any concerns with the cleanliness condition of the Room/ Apartment or the Apartment Common Areas when submitting the Apartment/Room Condition Form. Village management will follow up on all issues reported in the Room/Apartment condition form and take corrective action, as appropriate.

If a resident fails to notify Village management of any issues(s) within 24 hours of moving in to the Room/Apartment, the resident will be taken to have been satisfied with the condition of the Room/Apartment and confirmed that the Room/Apartment was in a good and undamaged condition at the date of first occupation by the resident.

Upon vacating a Room/Apartment, a resident will be charged a reasonable amount as determined by Village management for any missing or damaged items and for damage to the Room/Apartment not reported to Village management within 24 hours of moving into the Room/Apartment.

6. Bikes

Bicycles must be secured only to the bicycle racks located throughout the Village. Bicycles must not be left unattended or secured to other objects such as benches, light posts, trees, handrails or disabled access ramps.

Bicycles must not be placed in hallways or obstruct or impede a means of access. Bicycles that are left unattended or secured to anything other than bicycle racks, impede access or in any way present a safety hazard will be confiscated by Village management and an administration fee will be charged for their return.

Bicycles are not permitted inside Rooms or Apartments.

Bicycle storage is not available during the Summer Period once you have vacated your Room.

The Village is not responsible for the security of, the theft of, or any loss or damage sustained to any bicycle which is secured via the bicycle racks or left anywhere else in the Village. It is strongly recommended that residents use U-bolt locking devices for securing bicycles throughout the Village.

7. Candles/Incense

Due to risk to life and damage to property, candles, torches, incense and other open flame devices are strictly prohibited anywhere inside or around buildings in the Village, including in Rooms and Apartments. Burning of any of the above devices is likely to set off the smoke detectors in your Room/Apartment. If a smoke detector is activated as a result of the use of any of the above prohibited devices, the Resident(s) will be required to pay the cost of the fire brigade and/or Village security (as the case may be) attending together with any administration fee imposed by Village management as a result of the resident's failure to comply with this Rule.

8. Car Parking and Motorbikes

The Village has limited parking spaces available and may not be able to provide parking facilities to residents of the Village.

A resident must have a valid University campus parking sticker (with an appropriate notation) and/or a Village parking sticker to be able to park a vehicle within the Village.

If the Village has parking facilities, residents may apply to the Village administration office for a Village parking sticker when applying for a University campus parking sticker. Residents must prove that they are a resident of the Village by producing a copy of their Residential Agreement. If Village management grants a resident the right to park within the Village, they will be issued with a Village parking sticker or the University campus parking sticker they will be issued with will have a special notation on it, allowing the resident's vehicle to be parked within the Village. Details of applicable parking fees can be obtained from the Village administration office.

Any vehicles that do not display a current and paid up Village parking sticker or University campus parking sticker (with an appropriate notation) or which are not parked in the nominated car parking bays provided or are parked in any area other than the permitted parking areas notified by Village management, may be issued with a warning notice and/or will, at Village management's discretion, be towed from the Village at the vehicle owner's cost. The Owner reserves the right to charge at administration fee. Repeated breaches of this Rule is considered misconduct and will result in disciplinary action, which may include (but it not limited to) termination of a resident's Residential Agreement.

Where visitor parking spaces are available at the Village, the visitor parking spaces are clearly displayed as such. The limited visitor parking spaces must be left clear for visitors. Authority must be sought from the Village administration office to park in a visitor parking space. Visitors who park in non-visitor areas or in a visitor parking space without the appropriate approval from Village management will, at Village management's discretion, be towed from the Village at the vehicle owner's expense.

Where resident parking is available at a Village, limited disabled parking

spaces are also available and these spaces are strictly for residents with disabilities, who display the appropriate disabled parking permit. Village management may impose an administration fee and take disciplinary action against the owner of any vehicle parked in a disabled parking space not displaying such permit and at Village management reserves the right to have such vehicle(s) towed from the Village at the vehicle owner's expense.

The Village is not liable for any damage to and/or theft of any vehicle or property left within the vehicle whilst the vehicle is parked in the Village or resulting from the vehicle being towed from the Village.

9. Carpet Damage

Any damage to carpet, tiles or any floor covering (the "Floor Covering") in a Room will be charged to the resident. Damage to any Floor Covering in an Apartment Common Area or in the common area of a Village will be charged equally between Apartment and Village residents respectively, unless the Village management is able to identify the specific person or persons responsible for the damage, in which case those person or persons will be charged for the damage.

Village management will attempt to have soiled Floor Coverings professionally cleaned at the expense of the resident(s) of a Room/Apartment. In the event that a stain cannot be removed, the Floor Covering will be replaced at the expense of the resident(s) of a Room/Apartment.

At all times during the Term of the Residential Agreement and upon vacating a Room/Apartment, each resident must ensure all Floor Coverings in the Room/Apartment are in the same condition as it was in on the date of first occupation by the Resident, taking into consideration general wear and tear. Where the Resident(s) fails to do so, Village management may arrange for the Floor Coverings of the Room/Apartment to be professionally cleaned and the cost of returning the Floor Covering in a Room/Apartment to this condition, including the cost of having the Floor Covering professionally cleaned will be charged to the resident(s).

10. Chalking

For the purposes of this Rule 10, "Chalking" means to write, draw, rub or otherwise mark or delineate with chalk any surface as a means of promoting any event or message. Any chalking on Village roads, footpaths, parking areas or buildings is prohibited and will be removed immediately by Village management and the persons responsible will be charged for the cleaning cost.

11. Cleaning

Village management will arrange:

- (a) sweeping, vacuuming and mopping of the external and internal common areas of the Village (e.g. laundry, administration & resource centre etc.);
- (b) maintenance of the Village grounds and gardens;
- (c) for flyers posted in non-designated areas to be taken down;
- (d) for external garbage bins to be regularly emptied; and
- (e) for cleaning of external surface of buildings in the Village.

All residents must:

- (f) • clean and vacuum their Room on a regular basis;

- (g) maintain their Room in a hygienic manner; and
- (h) clean internal windows and walls in their Room.

Residents who live in Apartments are also expected to:

- (i) participate equally with other residents in the Apartment to keep the Apartment Common Areas clean;
- (j) • clean all appliances and surfaces within an Apartment;
- (k) clean the internal areas of, and the external surfaces beside, beneath and surrounding, the cook top, range hood, oven, microwave and refrigerator equipment; and
- (l) remove garbage from the Apartment regularly.

Residents must supply their own cleaning materials and equipment, where not otherwise supplied in the Apartment by the Village. In some Villages, prior arrangements have been made for cleaning provisions.

Residents may arrange for their Room/Apartment to be cleaned professionally on a once off, weekly, monthly or other regular basis for a fee. Details of fees associated with these services are available from the Village administration office.

Where it is brought to the attention of Village management that a Room/Apartment is not being cleaned or is unhygienic, the resident(s) of that Room/Apartment will be requested to thoroughly clean the Room/Apartment. If following such notification the Room/Apartment is not promptly cleaned to comply with basic cleanliness and health standards, Village management may arrange for the Room/Apartment to be professionally cleaned at the expense of the Room/Apartment resident(s).

Upon vacating a Room/Apartment, Resident(s) must leave the Room/Apartment in the same state of cleanliness and repair as it was in on the first day of occupation by the resident, considering fair wear and tear and taking into account any notice the resident submitted to Village management in accordance with Rule 5. Where the Resident(s) fails to comply with this Rule 11, the Resident(s) will be charged with the cost of professionally cleaning the Room/Apartment to this condition.

12. Computer, Telephone and TV Facilities

Residents acknowledge and agree that the telephone & computing infrastructure installed throughout the Village forms an essential part of the Village and Residents must not tamper with or remove any part of it. The cost of repairing any damage to the telephone and computing infrastructure caused by resident(s) will be charged to the resident(s) responsible, together with an administration fee.

The Village data network is designed to be more than adequate for residents' use unless congestion is caused. Congestion is generally caused when a resident(s) download large data files such as movies. Resident(s) who download these type of files and who continue to do so despite a warning from Village management will be disconnected from the network.

Residents must adhere to the following protocols when using the Village data network:

- (a) only connect to the data port with the recommended cables and connections;
- (b) do not dismantle the data port;
- (c) when connecting to the network, remember that others are doing likewise;
- (d) continually downloading large data files may slow down the network

and affect others and as such should only occur in limited circumstances;

- (e) the network is not to be used for any criminal or illegal activity, including port surfing or computer hacking; and
- (f) the network may be monitored by the University's network security services.

Where a free to air television service connection is available, resident(s) must not tamper with or remove it.

13. Conduct Issues

Residents and their guests in the Village are to show respect for order, morality, personal honour and rights as members of the Village community.

Residents are responsible for their guests and will be held financially accountable for any breach of the Rules or misconduct by their guests.

14. Cooking

Cooking is only permitted in kitchens in Apartments.

Cooking equipment such as (but not limited to) hot plates, toasters, rice cookers, electric woks and fry pans are not permitted in Rooms.

Barbeque grills and charcoal fluid may be a fire hazard and are not permitted inside buildings in the Village or outside on balconies, patios or decks.

When using cooking equipment in Apartments, Residents must take reasonable care, use the equipment for its intended purpose, ensure the exhaust fan and/or the range hood (as applicable) is switched on when cooking and comply with any signage installed in kitchens. Failure to do so is likely to set off the smoke detectors in your Apartment. The responsible resident(s) will be required to pay to the Owner, the cost of the fire brigade attending as incurred by the Owner, together with an administration fee, if a false alarm occurs because of a resident's failure to comply with this Rule 14.

15. Damage or Loss

Residents must take proper care when using Village property. Removal of any Village property from its designated location will be reported to the police. The person responsible will be charged the cost for restoring, repairing or replacement (at the discretion of Village management and having regard to the extent and nature of the damage) of the relevant item and an administration fee. When responsibility cannot be attributed to a specific person, Village management may, in its absolute discretion, divide the replacement cost and the administration fee between all residents and recover such costs from the residents of the Apartment and or the Village.

Residents are responsible for all damage to or loss of Village property in their assigned Room and Apartment. If the damaged or lost item was located in a Room, then the resident of that Room will be held responsible and charged for the cost of restoring, repairing or replacing the item (at the discretion of Village management). If the damaged or lost item was located within an Apartment, then all residents who reside in the Apartment will be held responsible and charged an equal share unless responsibility can be attributed to a specific person. In addition, resident(s) considered responsible by Village management may be subject to

disciplinary action.

Residents are also responsible for the conduct of their guests and any misconduct, injury to any person or property damage, which their guests cause whilst in the Village.

16. Damages Charges

Recipients of an invoice for payment of costs for restoring, repairing or replacing a damaged or lost Village property must pay the amount invoiced within 7 days after the date of issue of the invoice by Village management (or to request a review of the invoice). If you have received an invoice for damaged or lost Village property, please take care of it immediately. Any invoice not challenged within 7 days of issue is no longer subject to review.

Standard charges for repair or replacement of damaged furniture and fittings in a Room/Apartment are available from the Village administration office. It is not possible to provide a comprehensive list of prices and costs for all items of Village property or maintenance services in the Village, as they are generally dependant on the damage caused. All repair work is carried out on a 'do and charge' basis and will be invoiced at a rate equal to the actual charge from the supplier or contractor to the Village plus the administration fee referred to in Rule 15.

17. Decorating Rooms and Apartments

Murals are not permitted to be painted on any surface in the Room, the Apartment or the Village.

Most adhesives will remove paint. Residents must not fix sticky stars, use sticky tape of any nature or other adhesive decorations to the ceiling or elsewhere in the Room or the Apartment.

The use of nails or screws will damage the walls and the paint. Residents must not use nails or screw on any surface of the walls in the Room or the Apartment. If any holes are left in the walls due to use of nails or screws and require patching, you will be charged not only for fixing the holes but also for painting the entire wall(s) that require repainting.

Notwithstanding the above, Residents may decorate Rooms and Apartments with posters affixed to walls using blu-tak or a similar non-marking re-usable adhesive.

18. Disabled Access

A number of the Rooms, Apartments and buildings within the Village have been fitted with facilities to assist persons with disabilities. Interfering with or blocking these facilities in any way is considered misconduct and will result in disciplinary action, which may include (but is not limited to) termination of a resident's Residential Agreement and their right to reside in the Village. The cost for restoring, repairing or replacing such facilities will be charged to the responsible person.

19. Discipline and Misconduct

Misconduct is an action or series of actions that breach your Residential Agreement, these Rules, any laws or any other generally accepted standard of behaviour in the Village (as determined by Village management). Depending on the nature and severity of a resident's misconduct, Village management is entitled to take the disciplinary action detailed in a resident's Residential Agreement and/or these Rules and

reserves the right to refer or disclose any occurrence of misconduct to the University and/or the police if, in their absolute discretion, they determined that course of action is appropriate.

Disciplinary action includes but is not limited to admonition, probation, termination of a resident's Residential Agreement and the requirement for the resident to leave the Village.

Except in circumstances of serious misconduct or a material breach of the Residential Agreement, Village management shall issue a warning notice, by email or in writing, notifying a resident of the unacceptable behaviour and the right of Village management to require the resident to leave the Village if the (or other) unacceptable behaviour re-occurs and the steps which the resident must take to retain the right to continue to reside in the Village. Should a resident fail to respond in an acceptable manner to an email or written warning and continue to behave in a manner that is detrimental to the well-being of the Village community, Village management may, by written notice terminate the resident's Residential Agreement and the resident must leave their Room/Apartment and the Village by the date and time specified in the termination notice.

In circumstances of serious misconduct or a material breach of the Residential Agreement, as determined by Village management at its discretion, Village management is not required to give any prior warning or notice to terminate a resident's Residential Agreement, except if to do so would breach a specific term of the Residential Agreement or any applicable legislative requirements.

A resident required to leave the Village for disciplinary reasons will not ordinarily have the opportunity to return to their Room/Apartment except via prior arrangement with Village management and then only to collect the resident's possessions and under the supervision of Village management staff.

If a resident has had their Residential Agreement terminated and been asked to leave the Village, Village management reserves the right to refuse to accept an application for residency in the Village from that resident in the future for such time as it sees fit (in its absolute discretion).

For the purposes of this Rule 19, "planking" means the practice of lying face down flat on a surface(s) with arms on the side to mimic a wooden plank. Residents must not undertake or perform any form of planking in the Room, the Apartment or the Village. A breach of this Rule 19 by a resident(s), in any form, is considered serious misconduct and, as a consequence, Village management reserves the right to immediately terminate a resident's Residential Agreement.

20. Dishware

Residents must provide their own dishware in most Villages. If your Room/Apartment is supplied with pots, pans, crockery and cutlery, it is the responsibility of each resident in the Room/Apartment that the amount of inventory stated at the start of the year is maintained and present upon departure. Any concerns or requests to replace the pots, pans, crockery or cutlery should be submitted to the Village administration office for consideration.

If the Village is a catered facility, dishes and other items must not be removed from the Village or University catering outlets. This equipment belongs to the Owner or operator of these facilities (as the case may be) and removal of their equipment, dishware and other items constitutes theft and will be treated accordingly.

21. Drugs

The possession, cultivation, usage, or selling of any non-prescribed or illegal drugs and/or the possession of any equipment to aid the use of non-prescribed or illegal drugs or substances is prohibited.

Any breach of this Rule, in any form, by a resident is considered serious misconduct and as a consequence Village management reserves the right to immediately terminate a resident's Residential Agreement and also report the incident to the police.

22. Electrical Equipment in Rooms

To prevent overloading electrical circuits and to conserve energy in the Village, Residents must limit electrical equipment in Rooms and/or the Apartment to such items as computers, study lamps, clocks, stereos, coffee makers, personal vanity items and other small electrical appliances. These items must be maintained in good and clean operating condition. The use of hot plates, electric heaters (other than those specified in Rule 37 (Heating)), electric blankets and any appliances with open heating elements are prohibited in Rooms and Apartments, unless supplied by Village management or otherwise approved in writing by Village management.

Other than the small electrical appliances mentioned above, Residents must not install or use any other electrical appliances in the Room and/or the Apartment without the prior written consent of Village management (such consent may be withheld or granted subject to conditions as may be required by Village management, in its absolute discretion). For clarity, 'any other electrical appliances' includes (but is not limited to) mini bar fridges, fridges, washing machines, sewing machines, fans, portable air conditioners and heaters (other than those specified in Rule 37 (Heating)).

Residents must ensure all electrical appliances in the Room and/or Apartment are switched off when not in use and particularly during any extended absence from the Room and/or Apartment.

23. Electrical Safety Reminders

Residents must comply with the following fire and safety policies, which are intended to prevent injuries in the Village and to ensure compliance with health and safety regulations:

- (a) never modify a plug by bending or removing prongs;
- (b) if plug prongs break off and remain in the receptacle slots after insertion or withdrawal, do not attempt to remove them, contact the Village administration office for assistance;
- (c) extension cords should only be used when absolutely necessary and only on a temporary basis. If you must use an extension cord, we recommend using a multiple outlet power strip equipped with an internal circuit breaker and the electrical cord should not exceed 1 metre in length. If you discover any faulty electrical equipment, please report this immediately to Village management;
- (d) do not "daisy chain" extension cords and/or power strips; and
- (e) promptly replace, at the resident's cost, frayed or damaged cords.

24. Emergencies

Located in the Resident Handbook, you will find all the numbers to be called in the event of an emergency.

For any life-threatening emergency call '000' from a landline or '112' from a mobile to summon fire, police and ambulance services.

False alarms waste the time of emergency services and Village management and may result in disciplinary action, the on-charge of any call out service charge imposed by the emergency service and an administration fee.

You are responsible for familiarising yourself with the location of alarms and fire fighting equipment in your Room/Apartment and in the common areas of the building in which your Room/Apartment is located, and with the emergency procedures for the Village. Fire safety information is posted in all Rooms/Apartments.

25. Evacuation

Evacuation maps are posted in various parts of the Village indicating your location in relation to the nearest exit and steps to take to vacate the premises in the event of an emergency. You must familiarise yourself with the location of all exits from your Room/Apartment and the building in which your Room/Apartment is situated and attend any emergency evacuation when required by Village management, fire awareness programs and participate in fire and evacuation drills which take place at the Village. For the avoidance of doubt, attendance at any emergency fire and evacuation (whether as a drill or actual) is compulsory and the failure to comply will be considered, by Village management, as non-compliance with the Rules, which may be escalated to a serious misconduct for repeated failures.

Evacuation maps are part of the fire equipment of the Village and must not be tampered with.

In the event of an evacuation, residents must report to your building's assigned emergency assembly point for further instruction. If you are aware a fellow resident of the Village is not in attendance at the emergency assembly point, you must immediately notify the Village management in attendance at the assembly point.

The Village is regularly inspected by the fire brigade for safety and fire code compliance. Residents must keep common areas clear of any items which may affect safe access to and egress from buildings in the Village. Whenever Village management encounter these obstructions or are informed of their presence, they will proceed to remove the obstructions to ensure fire code compliance.

If Village management is required to remove items left in common areas, residents will be charged the cost incurred by the Village to remove the obstruction, together with an administration fee. Repeated violations by a resident(s) of this Rule 25 may, in the absolute discretion of Village management, be considered as serious misconduct, which result in disciplinary action, which may include (but is not limited to) termination of a resident's Residential Agreement.

26. Exit Signs

Exit signs have been located throughout the Village for safety of residents and visitors. Residents (and the Residents must ensure its guests and

visitors) must not tamper with, disconnect, remove or otherwise interfere with or obstruct exit signs in the Village. Playing of ball games in Rooms, Apartments and common areas of buildings could potentially damage exit signs and is therefore prohibited. To the extent of any damage or destruction of any exit signs, residents will be charged for the repair, reinstatement or replacement of any damage caused to exit signs and where the person responsible for the damage cannot be identified, all residents of the Apartment or building will be charged an equal share of the cost of repairing the damage.

27. Fire Alarms

Residents must not assume that a building alarm goes directly to the fire brigade. Residents must always call '000' from a landline or '112' from a mobile in an emergency situation, or immediately contact Village management if you are unsure what to do when you hear an alarm.

The fire brigade is obligated to respond to any alarm regardless of the cause. Any resident found to have set off a false fire alarm, whether purposefully or because of carelessness (as determined by Village management) is responsible for any charges levied by the fire brigade on the Village for the call out. Village management also reserves the right to charge residents an administration fee and treat the false alarm as a breach of the Rules (where repeated violations may be considered as serious misconduct and result in disciplinary action, which may include (but is not limited to) termination of a resident's Residential Agreement).

Residents must not, at any time, shower with the bathroom door open, as excessive steam can set off a fire alarm. Residents must always use (in accordance with installed signage, as applicable) bathroom exhaust fans when showering and kitchen exhaust fans and range hoods when cooking.

28. Fire Equipment

Fire blankets, extinguishers and/or fire hoses are located in all kitchens. These are to be used for small fires only such as stove top fires where oil has ignited. Residents must immediately notify and return all used fire blankets and/or extinguishers to Village management for immediate replacement.

Fire equipment that is not in working order jeopardises the safety of all residents and as such Village management will regularly be checking all fire equipment including fire extinguishers and hoses, fire alarm boxes, smoke detectors, exit signs and evacuation maps.

It is against the law to tamper with fire equipment, including removing or covering exit signs, damaging exit signs, altering the function of door closers, disabling or covering smoke detectors, discharging fire extinguishers for any purpose other than putting out a fire and doing anything that may compromise the proper functioning of fire equipment. Violators will be subject to any fines imposed by a relevant authority or agency, possible criminal penalties, an administration fee. A breach of this Rule in any way by a resident may be considered as serious misconduct and the resident may be subject to disciplinary action, which may include (but is not limited to) termination of a resident's Residential Agreement.

Any fire equipment repair or replacement that results from resident misconduct will be charged to the resident(s) responsible. If the responsible party cannot be determined, the cost incurred to repair or replace the damaged equipment will be charged to all residents of the building or Apartment as the case may be in equal shares.

29. Fix-it Requests & Repairs

The Village has a substantial asset management and maintenance schedule, which is continually being implemented, to ensure that the Village is maintained in an excellent condition.

All maintenance in the Village is carried out by suitably qualified tradesperson who will be identifiable by Village ID cards.

Residents must submit all requests for repairs or replacements in your Room/Apartment via a "fix-it request" via the Website. Fix-it requests are processed Monday to Friday by Village management. Residents must immediately report any problem which they believe constitutes a safety or security risk to the Village management.

Depending on the nature of the problem, Village management shall do their best to ensure that urgent repairs are dealt with immediately. This may not always be possible due to the availability of contractors and parts required for repairs.

Residents are not permitted to repair or replace electrical, plumbing, heating, security equipment, glass or any other item in the Village nor are they permitted to contract with any third party for such repairs.

The cost of any repair or replacement in the Village which is necessitated because of a deliberate act or omission or the negligence of a resident(s) will be charged to that resident(s).

30. Flyers

Residents may only post flyers and posters on or about the Village only with the prior written approval of Village management and then only at approved locations or on bulletin boards throughout the Village. Any materials posted anywhere else will be removed and cleaning charges will be charged to the responsible resident(s).

31. Furniture

Furniture provided in a Room/Apartment is to remain in that Room/Apartment. It is not to be moved to another Room/Apartment or anywhere else in the Village, even on a temporary basis. Furniture is to remain inside Rooms/Apartments unless it has been nominated for outdoor use.

Residents are not permitted to install, bring into or use in the Room, Apartment or Village any item of furniture or other furnishings, including without limitation beds and mattresses, (other than those furniture items supplied in the Room/Apartment/ Village by the Owner) without the prior written consent of Village management, which may be withheld or granted subject to conditions, in its absolute discretion. A breach of this Rule in any way is considered misconduct, and will result in disciplinary action, which may include (but is not limited to) termination of a resident's Residential Agreement. Any costs incurred by the Owner to remove, dispose of and/or rectify any damage to the Room, Apartment or Village as a result of a breach or non-compliance by a resident of the Rule will be charged to the resident, along with an administration fee.

32. Garbage Disposal & Recycling

Residents are responsible for the frequent and regular removal of all garbage from their Rooms and Apartments. Multiple garbage bins are available for residents to dispose of rubbish. Residents are responsible for ensuring rubbish is placed in the appropriate garbage and recycling bins.

In the interest of hygiene and aesthetics, residents must not place garbage adjacent to or on top of garbage bins. There are ample bins within the Village to cope with the garbage from all residents. Residents must not leave garbage outside their Rooms or Apartments.

Any resident found not complying with these procedures may be charged with the cost of cleaning and removing the garbage, at the discretion of Village management.

33. Grounds and Gardens

An extensive landscaping plan has been implemented for the Village and the grounds are maintained by (or on behalf of) Village management. If you notice areas in need of attention, please let Village management know. Please help in keeping the Village free of litter.

Residents must not remove, damage, cut or break any foliage off plants or trees within the Village grounds.

34. Gymnasium

If the Village includes a gymnasium, it is for the use and benefit of residents of the Village only. The gymnasium is not continuously monitored by Village management and residents use the gymnasium at their own risk at all times with the owner and operator of the Village accepting no liability for any injury from the use of the gymnasium or the gymnasium equipment.

Residents must follow any instructions specified on signage in the gymnasium including and instructions on the equipment. Resident must only use the gymnasium and gymnasium equipment if they have no medical condition or impairment (including being under the influence of drugs or alcohol) which would limit their ability to use the equipment in a safe manner. Residents who use the gymnasium agree and consent to receive first aid/medical treatment at the resident's expense.

35. Hazardous Material

Hazardous materials, including (but not limited to) automotive or industrial batteries, chemicals, charcoal fluid, propane, fuelled camping lanterns, kerosene, and corrosive materials like acid and explosives, must not be used or stored in or around the Village because of the safety risk to you and other occupants of the Village. If a material is deemed hazardous, Village management may arrange for its removal with the cost of arranging such removal to be charged to the owner of the material.

Residents must not pour motor oil or any other hazardous material on the ground or down any drain in the Village. Motor oil is a hazardous waste material and cannot legally be recycled or discarded at the Village.

36. Hazing/Initiation

For the purposes of this Rule 36, "Hazing" means any mental or physical requirement or obligation placed upon any person or group of persons, used as a way of initiating another person(s) into a group, which could cause discomfort, pain, fright, disgrace, injury or which may be personally degrading or which violates any University policy, Village policy or applicable law.

Hazing in any form (whether by on-line means, such as via social networking sites, or otherwise) is prohibited in the Village. Any resident who is found to be involved in Hazing (or any form of it) will be reported to the appropriate authorities and will be subject to disciplinary action at the

discretion of Village management, which may include immediate termination of their Residential Agreement and revocation of their right to remain in the Village.

37. Heating

In the interests of safety, heaters with an exposed element, small fan heaters and bar heaters are prohibited within the Village.

If heaters are not supplied in your Room, residents are only entitled to use enclosed column heaters with a maximum capacity not exceeding 1,200 watts with the prior consent of Village management.

Please use common sense when using the heaters. Do not leave heaters on when you leave your Room/Apartment. Do not place any items of clothing or any other article over or close to a heater.

38. Indoor Plants

Indoor plants are permitted in Rooms and Apartments, but residents are reminded to be mindful of the needs of co-residents.

Residents must not water plants in the showers or sinks as this can create plumbing problems. All indoor plants must be placed on trays or other receptacles to avoid staining carpets.

39. Inspections and Building Condition Issues

Subject to complying with the notice provisions in Rule 46, Village management reserves the right to enter any Room/Apartment:

- (a) in the case of an emergency (as determined by Village management at its discretion);
- (b) at any time between semesters;
- (c) for the purpose of inspection, maintenance or repair; or
- (d) if requested to do so by a resident.

Residents must not change any lock or place any additional locks on any door to their Room or any other doors within their Apartment.

Inspections of Rooms/Apartments are undertaken by Village management to identify maintenance needs, ensure that health, safety and cleanliness standards are being maintained in the Room/ Apartment and to enable planning for renovation or refurbishment projects. Repeated failure to pass the cleaning inspections will result in charges to resident(s) for professional cleaners to return the Room and/or Apartment to Village standards.

40. Insurance

The Village assumes no responsibility for the personal property of residents and their guests. Residents should maintain insurance protection against loss and damage to or theft of personal property.

41. Keys/Swipe Cards

Residents will be issued with keys and/or swipe cards, which enable access to their Room/Apartment and to Village common areas.

If your Room/Apartment is fitted with a Saflok system, instructions on how to understand the Saflok warning signals are located on the inside of the Apartment entry door. It is the resident's responsibility to monitor these

light signals and notify Village management if batteries are running low.

Keys and/or swipe cards that are lost must be immediately reported to Village management and with appropriate identification, a resident will be issued with a new key and/or swipe card at a cost. The amount of the cost charged to the resident will be dependent on whether the lock itself has to be replaced and/or whether any keying system has to be re-programmed or replaced, as the case may be.

If your keys and/or swipe card is faulty, please return it to the Village administration office and it will be replaced at no charge.

If your keys and/or swipe card is damaged, please return it to the Village administration office and you will be issued with a new keys and/or swipe card at a cost.

Residents are responsible for the keys and/or swipe cards issued to them.

Residents are not permitted to duplicate keys and/or swipe cards and only Village management or a duly appointed locksmith may alter or repair a lock.

If you have lost your key and/or swipe card, locked yourself out of your Room/Apartment or if you have damaged the lock to your Room/Apartment, you must verify your identity at the Village administration office prior to the issue of a replacement key and/or swipe card or access being granted to your Room/Apartment.

If you are locked out of your Room/Apartment after hours, please contact the duty Resident Assistant (**RA**). The duty RA has a master key with which to open your Apartment/Room door. There will be a charge to open your Apartment/Room door.

Village management strongly recommends that Residents keep their Room door locked when they are not in their Room/Apartment.

Costs of replacing a swipe card and/or a key, lock and lock out charges are outlined in the Resident Handbook.

42. Kitchens

Residents must clean the kitchen appliances and equipment supplied in the Village after each use.

If a Resident becomes aware that a kitchen appliance requires maintenance, they should advise Village management via the "fix it request" on the Website.

The cost of repairing or replacing damaged appliances and an administration fee will be charged to the person responsible for the damage or to all residents of an Apartment if the person responsible cannot be identified. Faulty appliances will be repaired at no charge.

43. Laundry

For a fee, Residents may use the Village laundry facilities. Residents may access the Village laundry facilities 24 hours a day. Residents must provide their own washing supplies and must ensure that they leave the area in a tidy state after use. Laundry left in washers or dryers must be placed in the laundry baskets located under the folding bench. Any laundry left in the Village laundry facilities which is not claimed within 7 days will be deemed abandoned and will be donated to a local charity (at the discretion of Village management).

Items left unsupervised in the Village laundry facilities are left at the resident's risk.

The Village is not responsible for any damage caused to clothes or other items resulting from the use by residents of the Village laundry facilities.

The cost of repairing or replacing damaged laundry appliances and an administration fee will be charged to the person responsible for the damage or to all residents of the Village if the person(s) responsible cannot be identified. Faulty appliances will be repaired at no charge.

44. Lighting

Any light fixture provided by a resident in addition to existing lighting must not exceed 100 watts per fixture.

Residents are not permitted to repair or replace permanent light fixtures in their Room/Apartments under any circumstances.

As a matter of safety we ask residents not to change light globes themselves, but to report blown globes via a "fix-it request" on the Website.

45. Mail and Communications

The primary means of communication within the Village is by email, so it is important that you inform Village management immediately of any changes to your email address.

General notices will also be posted on the Website and around the Village.

Residents wishing to receive standard mail should use the mailing address listed in the Resident Handbook. When parcels are delivered by Australia Post, they will be kept at the Village administration office and a note will be placed in the resident's mailbox, sorted alphabetically indicating that you have a parcel for collection. Residents are required to acknowledge collection of parcels.

Village management will not sign for any courier or non-Australia Post deliveries on a resident's behalf, except in exceptional circumstances where a resident has requested and authorised Village management to do so and we have accepted that responsibility. Under no circumstances will the Village be responsible for any item delivered by courier or non-Australia Post deliveries.

It is a resident's responsibility to regularly check their mail box. Any mail not collected within one month of its delivery may be returned to the sender by Village management. Facilities for purchasing stamps and posting letters and parcels are available from the post office located on the University campus.

46. Maintenance and Emergencies

If there is an emergency situation (such as a flood, a shower that will not turn off, a Room door that will not lock etc), please call the on-call RA and ask for assistance on the number listed in the Resident Handbook which is staffed 24 hours a day. All other requests for maintenance/repair must be submitted by a "fix-it request" on the Website.

If you submit a "fix-it request", you are deemed to have given Village management permission to immediately enter your Room/Apartment to carry out the requested maintenance/repair. Any questions or concerns

about after hours emergency response should be directed to the Village administration office.

47. Management Access to Rooms

By signing a Residential Agreement and without limiting any provision of the Residential Agreement, residents agree to give access to Rooms/Apartments on the following basis:

Purpose of Entry	Minimum Notice which must be given to you
In an emergency (as determined by Village management at its discretion) or for urgent repairs	Without notice
To carry out repairs and maintenance which you have requested	Without notice
To carry out general repairs and maintenance	48 hours
To inspect the Room	48 hours
To inspect the Apartment (other than a Room)	Without notice pursuant to clause 4.5(d) of the Residential Agreement.
To show the Room to prospective residents	48 hours, on the proviso that Village management may, during the last 14 days of your occupancy, show the Room to prospective residents a reasonable number of times after such notice has been given.
If Village management has reason to believe that you have abandoned the Room	Without notice
If Village management suspects that you are in breach of the Residential Agreement or these Rules (including but not limited to a person other than you is residing in the Room or the Apartment Common Areas)	Without notice pursuant to clause 4.5(d) of the Residential Agreement.

Where notice is required to be given pursuant to the above, Village management will not be able to specify the exact time or day that access will be required but rather a time period in which the entry may take place.

48. Modifications to Buildings and Rooms

Residents must not make any internal or external modifications to Rooms, Apartments or any other part of the Village, such as installing shelves or hooks, adding new light fittings, changing light fittings, painting or repainting, or altering permanent fixtures, without the prior written approval of Village management.

Modifications undertaken without prior written approval will be removed, reinstated and/or repaired (as the case may be), at the resident's expense, and the resident will be subject to disciplinary action at Village management's discretion, having regard to the nature and extent of the modifications and costs for removal, repair and/or reinstatement.

49. Moving Out Procedures

Two calendar months prior to the end of the academic year all residents will be requested to confirm the date they will be vacating their Room/Apartment ("the **vacation date**"), which must be prior to or on the Termination Date.

Residents must comply with the following procedures and requirements whilst moving out of their Room/Apartment in addition to any other reasonable requirements posted by Village management:

- (a) All residents will be assumed to be vacating their Room/Apartment on the Termination Date, unless the resident has notified and obtained agreement from Village management otherwise;
- (b) Prior to vacating a Room/Apartment, the resident must pay in full and without set off, all fees and charges payable and due by the resident under the Residential Agreement, or make arrangements for payment satisfactory to Village Management ;
- (c) If a pre-inspection of a Room/Apartment is requested by the resident, Village management shall use reasonable endeavours to arrange for the pre-inspection within the period being 14 days prior to the vacation date, with a final inspections to take place within 24 hours of the vacation date;
- (d) Subject to Rule 49(c) and any other prior arrangement with Village management, Village management will inspect Rooms/Apartments by the earlier of (i) 14 days of the vacation date; and (ii) within 24 hours prior to the Room being re-occupied;
- (e) Upon vacating a Room/Apartment, residents must leave the Room/Apartment in the same state of cleanliness and repair as it was in on the first day of occupation by the resident, considering fair wear and tear and taking into account any notice the resident submitted to Village management in accordance with Rule 5;
- (f) All furniture and fittings within the Room/Apartment must be left in the appropriate rooms and if any are damaged or missing they will be charged for in accordance with these Rules; and
- (g) Residents must ensure all personal belongings in the Room/Apartment are removed from the Room/Apartment by no later than 10:00am on the vacation date.

50. Noise

Every resident is responsible for the maintenance of good order and reasonable quietness in their Room and Apartment.

Residents must at all times show proper regard for others. Radios, televisions, stereos, musical instruments and other audio equipment should be adjusted so as not to disturb other residents of an Apartment or the Village.

Residents must at all times adhere to the Village "Noise Policy", a copy of which is contained in the Resident Handbook or can be obtained from the

Village administration office or Website.

51. Obscene, Harassing or Discriminatory Behaviour

Village management is committed to ensuring that anyone who is part of the Village community treats, and is treated, at all times fairly and equitably, in an environment which is free of harassment, bullying and discrimination (whether by on-line means, such as email or via social networking sites, or otherwise). All people have the right to be treated with dignity and respect, regardless of their sex, marital status, pregnancy, race, religion, disability, age, political beliefs, family responsibilities, parental status, sexual orientation, industrial activity, gender identity or physical features.

The Village has a "Zero Tolerance Policy" with respect to discrimination, bullying and harassment of any kind (including, without limitation, by on-line means, such as email or via social networking sites, or otherwise). All residents have a responsibility to comply with this policy, a copy of which is contained in the Resident Handbook or can be obtained from the Village administration office or the Website.

A breach of this policy is considered serious misconduct and may result in disciplinary action (at the Village's absolute discretion), including without limitation, in some instances, referral to the appropriate authorities, and termination of the resident's Residential Agreement.

The Village recognises and residents acknowledge that the sexual harassment policy of the University, a copy of which can be found on the University's website, forms part of these Rules, a breach of which is considered serious misconduct and may result in disciplinary action (at the Village's absolute discretion).

Placement of any obscene or harassing telephone calls or the taking of unauthorised pictures or images (and publishing such pictures or images) by a resident is completely unacceptable and is treated as a serious disciplinary issue by Village management. Anyone the subject of such calls or such unauthorised images should report it immediately to the Village administration office, who in turn will contact University security. Outside general office hours, report such calls to the duty Resident Assistant, to University security, as the case may be.

Any resident who is found to be making obscene or harassing telephone calls or taking or publishing unauthorised images of another resident or others in the Village will be subject to disciplinary action at the discretion of Village management, which may include immediate termination of their Residential Agreement and revocation of their right to remain in the Village. Village management also reserves the right to refer the matter to the appropriate authorities.

Residents who have been victim of any form of harassment are advised to contact the University's health & counselling service for support.

52. Overnight Guests & Unauthorised Occupancy

While Village management does not encourage overnight guests, it is understood that on occasion this will occur. Residents are permitted to have guests for short periods of time with the approval of the other residents of the Apartment. Extended visits are not permitted and residents must not, in any circumstances, allow any other person to reside in their Room or the Apartment Common Areas.

To ensure compliance with fire and safety regulations, and in

consideration of the rights of other residents of an Apartment, the following procedures must be followed:

- (a) All residents of an Apartment must be aware of a guest staying overnight and have their given approval to this;
- (b) A guest must be registered at the Village administration office;
- (c) A guest must be accompanied at all times by a resident and must never be given a Swipe Card or Room key; and
- (d) A guest cannot stay more than two consecutive nights in any given consecutive seven day period.

For the purposes of this Rule 52:

- a resident staying in a Room or Apartment other than their allocated Room or Apartment is considered as a guest; and
- no guests are permitted, at any time, in a dual occupancy room.

Any person found to occupy a Room, where the above procedure has not been followed, will be deemed as unauthorised, and the resident of the Room will be charged an administration fee for each night the unauthorised person has stayed and will be in breach of their Residential Agreement, which must be paid by the resident as a debt due on demand.

A guest must leave the Village immediately if requested to do so by Village management whether or not the above procedure has been followed.

Residents must ensure that any guest or other person who is in the Village at the invitation of the resident or in the residents company complies with the Rules and any reasonable directions given by Village management and does not do anything which a resident is prohibited from doing under the Rules and the Residential Agreement.

53. Parties and Special Events

Residents must comply with the "Party Policy" at all times. A copy of the "Party Policy" can be found in the Resident Handbook or can be obtained from the Village administration office or Website.

If a building or an Apartment has a party or other event, residents must clean up immediately following the event including spills, stains, removal of rubbish, restoring furniture to its proper configuration, vacuuming and cleaning surfaces. Liquids left on any surface overnight may cause extensive damage.

Village management reserves the right to charge resident(s) a security call out fee incurred by the Village if security is required / called out to attend to deal with complaints relating to a breach of this or any of the Rules.

54. Pest Control

Any infestations that are found to have been introduced or caused by a resident(s) will result in charges being levied for the costs of the eradication of the pests incurred by the Village. Good housekeeping is very important. Residents must ensure that food is not left out or uncovered. It is unhealthy and attracts ants and other pests.

The Village employs a pest control company to carry out routine treatments. This company will only use chemicals that are permitted by

law and which comply with Australian/NZ Standards as applicable.

Prior to any residential area of the Village being treated, 48 hours notice will be given to residents.

55. Pets

Residents are not permitted to keep pets, including (without limitation) fish, rodents, insects and reptiles in the Room, Apartment and/or the Village. Additionally, residents are not permitted to bring animals into any building of the Village. This Rule does not apply to the extent that it restricts the keeping of a guide or hearing dog.

56. Political and Religious Views / Solicitation

Residents are encouraged to discuss and debate their political and religious views, however, no resident has the right to force their opinion and views on another in a way that is abusive or which causes physical or emotional harm or distress, and no person may be discriminated against or oppressed because of their beliefs.

Solicitation is an uninvited or unwanted attempt to make contact (in any form, whether by on-line means, such as via email, social networking sites or otherwise) with a resident for the purpose of promoting religious beliefs, engaging political views, or encouraging the purchase of items or tickets to an activity or event, or membership to a club or organisation. Solicitation is prohibited in the Village.

57. Privacy and Quiet Enjoyment

Except as otherwise outlined in the Residential Agreement (including these Rules), all residents are entitled to privacy and quiet enjoyment in their Rooms and Apartments, both from Village staff and other residents. Residents must be respectful of noise levels and allow other residents the degree of privacy they desire.

When entering another resident's Room or Apartment, residents must knock on the door and do not enter uninvited.

Resident Assistants hold a set of keys when on duty to deal with lockouts and emergencies. Resident Assistants are not permitted to open Room doors without the permission of the occupier, except in emergencies, as otherwise contemplated in the Rules or as required by law. Any person requesting entry into another person's Room will be denied access unless the occupier gives permission in writing.

58. Project Work

Residents must not use cutting knives or equipment on furniture, counters, tables and other surfaces as this can cause permanent damage. If a resident has a project that requires use of a sharp implement, then they must acquire a piece of appropriate material to cut on.

Residents must ensure that they thoroughly protect surfaces if painting posters or other projects to avoid staining walls, floor coverings, carpet and other surfaces.

Village management reserves the right to charge the resident(s) for any damage or costs incurred by the Owner as a result of a breach of this Rule 58.

59. Recreational Facilities

If the Village contains recreational facilities, they are for the use and enjoyment of all residents of the Village. Non-residents, if they are registered with the Village administration office, are also allowed to use the recreational facilities but only if accompanied by a resident. Village management does not encourage the use of the Village's recreational facilities by non-residents on a regular basis and reserves the right to restrict non-resident use and/or access to the recreational facilities.

If the Village contains a pool(s), the following rules apply to its use:

- (a) There must be no glassware in or around the pool;
- (b) In the event that the pool is deemed unclean, unsafe or unhygienic by Village management (in its absolute discretion), the pool may be closed for an indefinite period of time at Village management's discretion;
- (c) No diving is permitted; and
- (d) No unsafe or dangerous behaviour as determined by Village management at its discretion.

Resident(s) who use the BBQ must keep it tidy and clean it after each use.

60. Resident Assistants (RAs)

As part of the Residential Program at the Village, a number of senior students are appointed by Village management to the position of Resident Assistant (RA). The role of an RA is to give support and advice to residents. Full details on the role of an RA can be obtained from the Village administration office.

RAs must respect the privacy of residents and residents must in return respect the privacy of RAs

61. Resource Centre/E-Library

Full details on the facilities in the Resource Centre/E-Library and how to use them are available from the Village administration office or the Website. The Resource Centre/E-Library is for the exclusive use of residents of the Village.

The Resource Centre/E-Library is not manned, but is available for use 24 hours a day. Residents must not allow access to the Resource Centre/E-Library to non-residents or persons who are not personally known to them. Under no circumstances is the Resource Centre/E-Library to be left unlocked and no food or drink is ever to be consumed inside.

The Village is not responsible for any damaged or loss incurred by residents as a result of their use of the Resource Centre/E-Library. The cost of repairing or replacing damaged equipment in the Resource Centre/E-Library and an administration fee will be charged to the person responsible for the damage or to all residents of the Village if the person responsible cannot be identified. Faulty equipment will be repaired at no charge.

62. Roofs

The roofs of buildings in the Village are not constructed for pedestrian traffic. Residents must not go onto the roof of any buildings in the Village for both their own safety and to avoid damage. Resident(s) are responsible for and will be charged for any damage they cause to the roofs as a result of a breach of this Rule.

63. Running a Business from the Village

Residents must not conduct a business (or part thereof) of any description (including, without limitation any form of an on-line business) from their Room, Apartment or any other part of the Village without the prior written consent of Village management, which may be withheld or subject to conditions, at the absolute discretion of Village management.

64. Security Issues

The Village strives to provide its residents with a safe and secure atmosphere that is conducive to the academic life of each resident.

Complacency often results in burglary, and we often think that "it will never happen to me" but when it does we are shocked and look to blame someone other than ourselves. With this in mind, there are several ways in which residents can further increase their level of security by:

- (a) ensuring that your Room/Apartment door closes and locks behind you when you enter or leave your Room/Apartment;
- (b) ensuring that building external doors are kept locked at all times;
- (c) not propping open doors (noting that this may result in an administration fee being levied on the resident(s) responsible by Village management);
- (d) disallowing people that you do not know from following you into a building;
- (e) getting to know your neighbours;
- (f) never lending your keys and/or swipe card to another person;
- (g) not leaving your Apartment key and/or swipe card under a pot plant, door mat or on the frame of the door jamb;
- (h) not leaving windows wide open when you are not in your Room/Apartment;
- (i) not leaving money or valuables in full view when you are not in your Room/Apartment;
- (j) securing your bike to a bike rack using a quality lock such as a U-bolt; and
- (k) by notifying Village management or University security if you notice any suspicious people or behaviour in or around the Village.

65. Shopping Trolleys

Shopping trolley(s) are not permitted within the Village. Any resident found to have brought a shopping trolley(s) into the Village will be charged an administration fee as well as any amount charged to the Village by the owner of the trolley.

66. Smoking

Smoking of any substance is prohibited in the Room/ Apartment and all Village buildings. Violation of this policy may, at the discretion of Village management, result in disciplinary action and an administration fee.

Smoking of cigarettes is permitted outside of Village buildings, subject to any rules and or policies of the University. Smokers must dispose of their cigarette butts in the ashtrays/receptacles provided. If cigarette butts are found in the area surrounding Village buildings, the Village may charge the responsible residents of that building the cleaning costs incurred by the Village and an administration fee (at the Village's absolute discretion). Smokers must be mindful of not smoking near an open window.

Residents who wish to stop smoking may contact the University health & counselling service for assistance.

67. Student Records

Village management are bound by the Village "Privacy Policy", a copy of which can be found in the Resident Handbook or can be obtained from the Village administration office or the Website.

In signing your Residential Agreement, you have authorised Village management to liaise with the University to verify that you are a student of the University and to **disclose**, in accordance with the CLV Privacy Policy and without limitation, **personal information about you to the University in circumstances of an emergency or serious misconduct (both as determined by Village management in its absolute discretion).**

It is a resident's responsibility to ensure that Village management has their up to date personal details. Residents can update their personal details held by the Village by contacting the Village administration office.

68. Summer Letting and Storage

Where applicable, Residents who vacate their Rooms in the Summer Period must remove all personal belongings from their Room/Apartment.

There is no guarantee that on returning from the summer break a returning resident will get the same Room or Apartment as they had in the previous year which emphasises the need to remove everything from a Room/Apartment, including all common areas. Village management will remove any personal belongings from a vacated room or apartment. Items will be considered as being abandoned and will be disposed of at a cost to the resident.

69. Trespassing

Unauthorised persons (including non-residents, uninvited visitors or any other person(s) deemed to be unauthorised by Village management, at its absolute discretion) will be asked to and must leave the Village.

Any person whose behaviour is unacceptable, or who is behaving in a suspicious manner will be asked by Village management to leave the Village and if they do not leave the Village will be trespassing. Unauthorised persons and residents who have been asked to leave but have not left the Village after having their Residential Agreement terminated will be trespassing. Village management reserves the right to report all trespassers to the police.

70. Utilities

Village management monitors utility usage throughout the Village on a continual basis, and maintains practices in an attempt to keep utility charges to an absolute minimum. In order to ensure that utility charges remain low, Village management requests that residents keep their utility use to a minimum. Room and Apartment lights and other electrical equipment should be turned off when not needed. Showers and other water usage should be of a reasonable duration.

Village management reserves the right to increase the utility charges throughout the year, if we find that utility rates or consumption increases considerably.

71. Vacuuming

Vacuum cleaners are either provided in all of Rooms/Apartments for use by residents or are available for loan from Village management. If a

resident has borrowed a vacuum cleaner from the Village management and does not return it within the applicable loan period, Village management reserves the right to charge the resident a late return fee.

Vacuum cleaners must be checked regularly by residents and emptied after each use. If a resident notices that a vacuum cleaner is in need of repair, they must notify Village management by submitting a "fix-it request". Any resident found to be abusing or deliberately misusing a vacuum cleaner will be charged, and must pay as debt due on demand, for its repair or replacement.

72. Village Greens/Courtyards

The Village greens/courtyards are for the use and enjoyment of all residents of the Village. Ball games such as rugby, soccer and cricket can be disturbing to other residents. Residents taking part in these types of games must:

- (a) consider the rights and need of other residents in the Village;
- (b) **play far enough away from the buildings to minimise risk of window breakage and other damage to the Village; and**
- (c) if a resident is directed to cease playing these type of games by Village management, the resident must do so immediately.

The Village reserves the right to charge the responsible resident(s) for the cost of repairing, reinstating or replacing any damaged item of or on the Village caused as a result of a breach of this Rule 72.

73. Visitors

A visitor is defined as a person who is meeting with a resident for a short period of time, while a guest is defined as a person who is staying overnight with a resident in accordance with the Rules. All visitors are required to leave the Village by 12 midnight. Any visitor present in the Village after midnight will be considered an "unauthorised person" to which Rule 52 (Overnight Guests & Unauthorised Occupancy) and Rule 69 (Trespassing) applies.

74. Weapons/Firearms

The possession of weapons (sword/knives etc.) or fire arms (guns etc.) by a resident and/or their guests within the Village is strictly forbidden. If a resident is found to be in possession of a weapon or firearm, Village management will take disciplinary action which may include immediate termination of a resident's Residential Agreement, confiscation of the weapon/firearm. Village management also reserves the right to report the incident to the police.

75. Wheelchair Access

Residents must not obstruct, impede access to or from any wheelchair ramps, curb cuts, and building entry ways ("**access ways**"). Residents must ensure all such access ways remain clear at all times to allow residents and others who use wheelchairs free access to their Rooms/Apartments and other areas of the Village. Resident(s) must notify Village management upon becoming aware of any obstruction to any access way in the Village.

Village management reserves the right to remove and confiscate any items obstructing any access way and to charge the administration fee specified at Rule 25 (Evacuation) to return such item to its owner.