

MRC

MORLING
RESIDENTIAL
COLLEGE



2019



The information in this booklet is correct at the time of publication, 28/09/2018, but may be subject to change

MRC

Please note this Handbook is subject to regular updates and changes. We highly recommend checking for updates on a regular basis.

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Welcome from our Dean of Residential Students



Hello! I'm very pleased to assist you in making your decision regarding student accommodation around the Macquarie Park precinct in Sydney, Australia.

Morling Residential College (MRC) is a 100-bed, student accommodation provider located in Macquarie Park. MRC is only a five-minute walk from Macquarie University, Macquarie Train Station, various bus stops, and one of Sydney's largest shopping malls, the Macquarie Centre.

As you will see MRC offers a wide range of accommodation options from catered to independent living. With residents from all over the globe, we delight in the diversity of the student body represented at MRC.

Our focus is on developing a safe, welcoming and nurturing community for all residents to learn and grow, and to this end we provide pastoral care and support, leadership development opportunities, assistance with transition, and a whole range of fun and interesting social events and activities.

Residents who have stayed at MRC have enjoyed the opportunity to develop lifelong friendships, worldwide contacts, and a healthy insight into different cultures and personalities. We invite and welcome people from all walks of life and are confident that you will find MRC a great place to live and call your home.

MRC is a well-respected and excellent accommodation provider associated with Macquarie University (MQU) and a large proportion of our students currently study at Macquarie University.

If you have other questions that you would like answered prior to applying, please contact us on accommodation@morling.edu.au

Kind regards,

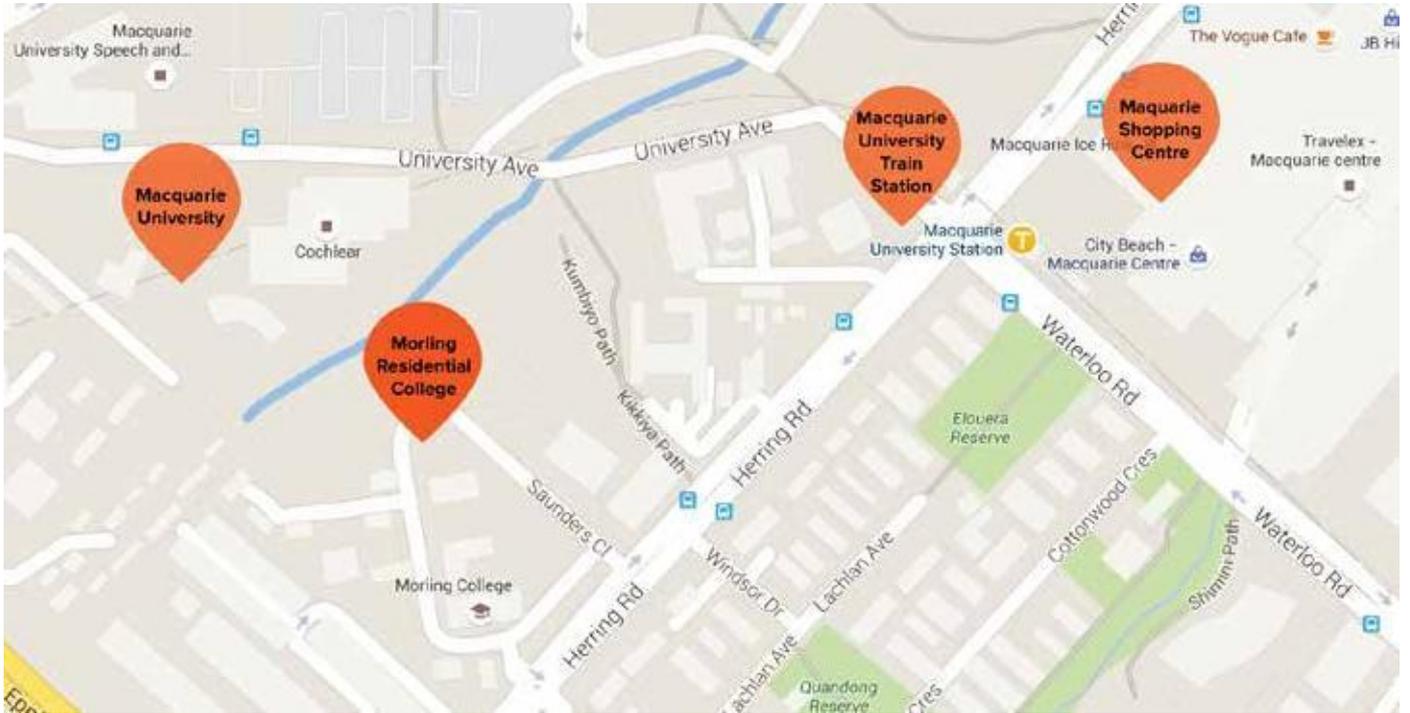
Fiona

Dean of Residential Students (DRS)

MRC

Where is MRC?

Location Map



Morling College Site Map



MRC Rooms



MRC

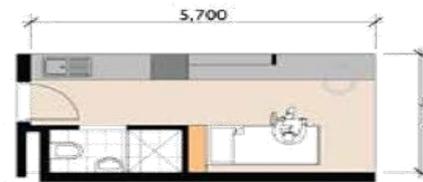
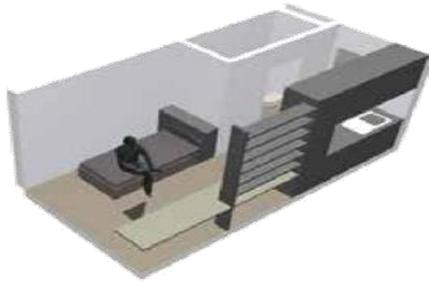
Rooms

Bedrooms: Each room is equipped for the Australian climate with air-conditioning, a long single bed, bookcase, and wardrobe.

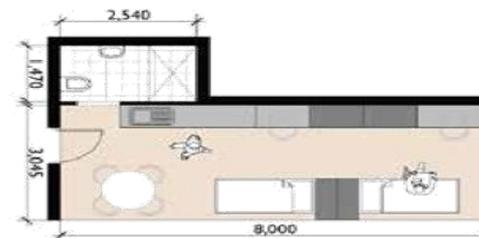
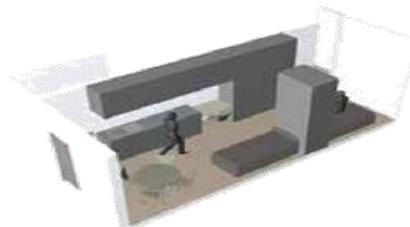
Kitchenette and Ensuite: Most of the MRC student apartments are equipped with individual kitchenettes and ensuites. The kitchenette is equipped with a microwave, small fridge, kettle, and electric cook-top, as well as a sink and a crockery set. Each ensuite has a shower, toilet, and wash-basin.

Study Facilities: Each room is equipped with a large desk, study lamp, and chair to assist the study needs of our student residents. Storage in the form of a bookshelf is provided for study materials.

Studio*



Mega-studio



Note that toasters are not allowed in bedrooms for fire safety reasons.

Community

MRC aims not only to be a community of students but also a place where friendships are formed. A range of both planned and unplanned social, sporting, and other activities are held throughout the semester.

Shared Spaces

The MRC building has been designed to encourage community. Most levels have communal kitchens (in addition to each bedroom's kitchen) and lounge rooms with TVs, board games, bean bags and lounges.

Student Association

The student association is made up of residents who organise social activities for students to get to know each other and spend time together. At the start of each semester residents are charged a student association fee which is then used to cover the cost of these social events. We encourage our residential students to be a part of the creative process and give input into the different activities they would like to be involved in during their stay at MRC.

Food

At MRC we love our food! With a dining hall directly opposite the residence on campus, delicious and nutritious meals are provided for lunch and dinner (on week days) for residents who choose catered accommodation. If catering is not selected, residents are still entitled to one free meal per week and should a meal be desired on other nights, can also 'pay as they go' to obtain a meal at the dining hall. MRC hosts various community gatherings around meal-times throughout each semester.

Student Support

MRC places great value on supporting residents and helping them to thrive spiritually, emotionally, physically and academically. We focus on bringing the community together and ensuring every resident knows MRC is a place where they can belong. At MRC we understand that the life of a student can be stressful and so we have set up a support system. Each floor has a Residential Assistant (RA). RAs are appointed to provide support and guidance for residents and are led by a Senior Residential Assistant. MRC has a Duty Manager (DM) who is available 24/7 for residents in case of emergencies or occasions where assistance is required. MRC has a Chaplain who is available to provide support around wellbeing and spirituality, and to discuss (and vent!) about matters related to life and faith. A range of support services are available at MQU and other educational institutions and MRC staff can assist in linking you in with the range of options available should you require the assistance.

MRC is an alcohol, drug and smoking-free campus — alcohol and cigarettes/cigars/pipes are not permitted in the building. Smoking is permitted in designated areas outside the building.

MRC

Residential Assistants

Morling Residential College has appointed a Senior Residential Assistant (SRA) and a number of Residential Assistants (RA's) to be part of the leadership team. The RA and SRA are usually students who have studied for one or more years of study and understand the difficulties and stress associated with study. The SRA and RA's contribute to the functioning of MRC in five focus areas.

Areas of Focus

- << Pastoral Care and Resident welfare
- << Peer advisor and role model
- << Community development
- << Administrative Support
- << Emergency and Security Duties

Interested residents will be invited to apply for the roles at the conclusion of each semester in preparation for the next semester. Appointments will be for the calendar year unless a mid-year vacancy occurs when appointment/s will be made for the second semester.

The appointment process will involve written application, practical assessment and interview.

Successful applicants will need to make themselves available the week before Community Week or O-week for training purposes.

In return for significant rent and catering assistance the SRA and RA's will be expected to contribute significant commitment to the MRC in leadership capacities.

Christian Activities

A significant aspect of the College's activities is the presentation of Christian beliefs and perspectives on different issues. While being publicly and actively Christian, the College imposes no test of religious belief for its resident members but provides opportunities for those who are interested to find out more about the Christian faith.

There are a number of opportunities to find out more about or participate in Christianity within the College. MRC is located on the grounds of Morling Theological College. The College offers, amongst other things, courses in bible, ministry, theology, education, counselling, a gap year program, church planting, kids and youth ministry and vocational training. Below are some ways that MRC residents can be involved the Christian life of the College

- << Weekly Morling College Chapel services
- << Engaging with the College Chaplain, who is available for spiritual guidance and general support
- << Weekly Bible Study groups
- << Involvement in a local church

Local Christian Churches/Groups

There are a number of local churches in the area. Some of the closest are:

- << **Macquarie Baptist Church** — on campus at Morling College
- << **Macquarie University Christian Union** – Macquarie University Campus
- << **Power to change** – non-demoninational Christian group on MQ campus (formerly Student Life)
- << **Ryde Baptist** — Cnr Lane Cove Rd and Dobson Cres, Ryde
- << **Epping Baptist** — 1-5 Ray Rd, Epping, NSW, 2121
- << **Trinity Chapel Macquarie** — non-denominational located nearby at Robert Menzies College
- << **Macquarie Chapel** — A Presbyterian church located at 2 Herring Rd, Marsfield

- << **Salvation Army Ryde** — Unit 5 112 Talavera Road, Macquarie Park, NSW 2113
- << **C3 Church Ryde** — 89 Blaxland Road, Ryde, NSW, 2112.
- << **North Ryde Anglican Church** — 152 Cox's Rd, North Ryde, NSW, 2113
- << **Hillsong Macquarie** – Event Cinemas, Macquarie Shopping Centre

Catered Meals

Our caterers

Scolarest caterers (a part of the Compass Group) provide meals in the Morling College Dining Room. Lunch and dinner are provided. Lunch is available Monday – Friday, 12.30pm – 1.15pm and includes a choice of 2 or 3 mains, salad and sandwich bar and fruit. Dinner is available Tuesday – Thursday, 6.00pm – 6.30pm, and as pre-packed meal on Mondays and Fridays. Dinner includes a choice of 2 or 3 mains, salad bar, dessert and fruit.

Free Meal

As part of MRC fees, each resident is entitled to one free meal per week, either lunch or dinner, if residents cannot make it to meal times, they can request a takeaway meal.

Meal Plan

Residents can also choose to take out a meal plan. This costs \$80.75 which includes 2 meals (lunch and dinner) x 5 days/week and a 15% discount.

Pay as you go

Residents can also choose to attend the dining room and pay as they go via EFTPOS or by adding credit to their student card.

Allergies

We take allergies very seriously as serving a person the incorrect food can result in very adverse consequences. As a result, MRC requires all students to complete a survey identifying any food allergies prior to eating at the Dining Hall. MRC is required to provide the Dining Hall the names and photos of all students eating at the Dining Hall, along with information relating to allergies, so that Dining Hall staff can recognize students with/without allergies and ensure accuracy in provision of food. Failure to consent to the provision of this information to Dining Hall staff will result in an inability of Dining Hall staff to provide students with meals.

If you have severe allergies (e.g. where an EpiPen might be used) please supply a care plan written by your doctor to the MRC Administration Office so that this can be put on your file.

To limit allergens inside buildings, residents should regularly air their rooms and ensure that windows are opened. Please also ensure air vents are turned on in bathrooms when showering.

The Dining Room

To ensure the smooth running of the Dining Room and this important feature of community life on campus please note the following:

- << Due to the shared use of the Dining Room with Morling Chapel and Macquarie Baptist Church please ensure that areas are left tidy and clean after meals.
- << All residents are required to complete a survey identifying any food allergies prior to eating in the Dining Hall.
- << As a matter of courtesy, and to help with the catering, any meetings or events with large groups (five or more) who plan to eat a meal in the Dining Room should provide numbers and details to the Dining Room or MRC Reception at least three days before the meal.
- << At no time should residents enter the kitchen preparation area.
- << Footwear must be worn in the Dining Room.
- << Residents can provide feedback about meals directly to the kitchen staff or to the MRC administrative staff.
- << Any complaints related to meals, service, or food provision should go directly to Giselle Tan, Kitchen Manager, who will be able to resolve your complaint and/or answer your meal related question for you. Residents are also able to address their enquiry to MRC administrative staff.

Visitors

If residents wish to invite others to share a meal the resident must pay for the meal/s by uploading credit to their resident card or paying directly by EFTPOS in the dining room. If the resident has a group of visitors larger than 5 people, to help with catering, Scolarest asks that they be informed.

About Macquarie Park

Sydney City

MRC is located in Sydney, the capital of New South Wales. Sydney is Australia's largest city, with a population of over five million people.

Some of Sydney's famous landmarks are the Sydney Opera House, Sydney Harbour, Sydney Tower, and the Sydney Harbour Bridge.

To find out more about this beautiful city, please visit this website: www.sydney.com.

The City of Ryde

MRC is situated in the City of Ryde, approximately 20Kms from the centre of Sydney city. Information about the area can be found at the City of Ryde's website: www.ryde.nsw.gov.au.

Residents wishing to make MRC their main residence for tax purposes and electoral purposes can request, if needed, a Confirmation of Address letter from MRC as proof of residency.

MRC encourages residents to become involved in the local community. Information about events can also be found on the Ryde Council website.

Electoral Information: voting is compulsory for all residents who are Australian citizens.

- << Local: West Ward of Ryde
- << State: District of Ryde
- << Federal: Seat of Bennelong



Macquarie University

MRC is situated next to Macquarie University making it a 5-minute walk to most areas of campus.

Macquarie University says, 'MQU has been designed as a hub of inspired and unconstrained thinking, Macquarie is uniquely positioned to help shape the complex issues that define the future of humanity'.

To find out more, visit the University website here: www.mq.edu.au



Shopping and Banking

Macquarie Shopping Centre is a short walk from MRC.

The Macquarie Centre has ample fashion, beauty, lifestyle, and food retailers to choose from. It includes major brand stores such as David Jones, Myer, Woolworths, Aldi, Coles, H&M, Events Cinemas, Strike Bowling, Ice Skating, and many more. It also has access to most major banks.

Chatswood shopping district is a few stops away on the train line and Top Ryde City Shopping Centre is a short drive or bike ride away. For further information, view the website here: www.macquariecentre.com.au

Recreation Parks and Other Activities

The Ryde Council website has a good list of recreational activities, including a list of playgrounds in the area <http://www.ryde.nsw.gov.au/Recreation/Parks-and-Sportsgrounds/Find-a-Park-or-Sportsground>

Lane Cove National Park is very close and is definitely worth a visit. Charges do apply for cars. A link is provided below. <http://www.nationalparks.nsw.gov.au/visit-a-park/parks/Lane-Cove-National-Park>

Of course, there is also plenty of space within the Macquarie University precinct to ride bikes, walk, and relax. There is also a large Sport and Aquatics Centre (public membership available; cheaper if you are a student or alumni of Macquarie University).



Train and Bus

Macquarie University Train Station is the closest station — only a 400 metre walk to MRC. Trains to this station run from Central, Chatswood, and Hornsby via Epping. Buses to Macquarie Shopping Centre are available from many locations. For more information, call the Transport Information Line on 131 500 or visit <https://transportnsw.info/>

Libraries

Residents of MRC are able to have borrowing rights at Ryde Council Libraries. The closest branches are in North Ryde and at Top Ryde City. For further information, go to www.ryde.nsw.gov.au/Library. All educational institutions in Australia also have libraries which students are entitled to access free as part of their student membership.

Health and Medical facilities

Below are medical practices that are in close proximity to MRC:

Macquarie Medical Centre

Level 2, Macquarie Shopping Centre

<https://www.ipn.com.au/gp/nsw-north-ryde-macquarie-medical-centre/>

(09) 9878 6666

My Health Medical Centre

Level 4, Macquarie Shopping Centre`

<https://myhealth.net.au/macquarie-centre/>

(02) 8197 0008

MQ Health General Practice

Suite 305, Level 3, 2 Technology Place

Macquarie University NSW 2109

<https://www.mqhealth.org.au/hospital-clinics/general-practice>

(02) 9812 3944

Macquarie University CareMQ 1800 CARE MQ (1800 2273 67)

1800 CARE MQ connects MQU students with information and referral to services for health and medical concerns, including emergency help, psychological health and counselling.

Sports Clubs

Macquarie University Sports Clubs

Find a detailed list of Sports clubs such as soccer, quidditch, ultimate Frisbee, Table Tennis, AFL and more and more organised by MQ and its students here: <https://www.mq.edu.au/about/campus-services-and-facilities/sport-and-recreation/university-sport/club-sport>

Macquarie University Campus Services and Facilities

Macquarie University has over 130 social clubs available to student on campus. For further information on what is on offer to Macquarie University students, please visit this website:

<https://www.mq.edu.au/about/campus-services-and-facilities>

Transitioning to College Life

Living at MRC will often be a significant transition for residents. We want to help people transition as best as they can and to be quickly integrated into the MRC community. Below are some of the main areas that might be helpful to be aware of as you prepare to move on campus.

Adjusting to the MRC culture

Once you have arrived at MRC the adjustment process begins and it is important to know what you might experience during that time. You may find that you experience a range of emotions as you settle into life in Sydney, from enthusiasm and excitement at being in a new place and learning something new, to nervousness and worry as you adjust to your study schedule, a new city, or even a new country. This is a normal part of transitioning to study. MRC offers a range of activities to promote making friends and meeting new people, and our friendly staff are available to answer any questions you have about transitioning to life here. With time, residents typically settle into life here and find that it feels like home. Some students find the process of transitioning more difficult than other students, and for this reason we have provided our tips on transitioning to life here below.

Managing your transition well

There are many things that you can do to help adjust to living at MRC effectively. Here are a few suggestions:

- << Be aware that you might have some problems adjusting – remember it is normal to go through a period of adjustment and look out for the signs mentioned below.
- << Understanding what is happening to you will help you to overcome it.
- << Give yourself time to adjust, learn, and adapt to your new home. It will take you time to get used to things when you get here so new students are recommended to arrive at least a week before classes start to assist with this process.
- << Remember: it is all right to make mistakes — this is how we learn. It is also ok to ask for help if you are unsure. Resident Assistants (RAs), the Dean of Residential Students (DRS), Chaplain, and office staff are here to help you, so don't hesitate to ask any question.
- << Talk to others — everyone who lives here had to move on campus at some stage and may have experienced similar adjustment issues!
- << Try to keep an open mind and accept that things here will be different from what you are used to.

- << Try to keep a sense of humour about the differences between where you lived before and what it is like to live on campus. It will help to expect life to be different when surrounded by 100 people than it is when surrounded by only your family.
- << Become involved in MRC activities and in the community — living at MRC will give you many opportunities to try new things and meet new people which you may not have done before. We encourage you to give things a go!
- << Try to continue practicing some cultural or family customs which you enjoyed before you moved to MRC. You might like to invite others to join you, for example, if you have a different birthday or Christmas tradition, or have a fantastic recipe you can share.

Some important issues to think about as you prepare to move and to be aware of as you live in community:

- << The way people interact and communicate with each other.
- << What is considered acceptable social behavior.
- << The style of clothing.
- << Family and personal values.
- << Differences in language and/or gestures that could be embarrassing or offensive.

It is important to remember that everyone experiences living at MRC differently and you may not have exactly the same reaction as others you speak to.

Some things that might impact you:

- << Difficulty communicating with others (especially if English is not your first language).
- << You may miss family, friends, work, and familiar communities.
- << You may find it difficult eating certain types of food.

There are many signs that you are having difficulty adjusting to a new situation such as living at MRC. Here are a few to look out for:

- << Feeling very homesick
- << Feeling lonely or out of place
- << Feeling frustrated or angry with how things are done
- << Feeling very sad, worried, or scared about things
- << Being annoyed at how other people live (e.g. tidiness, sleep patterns)
- << Not feeling motivated to do anything (e.g. attend classes, spend time with friends)
- << Not being able to concentrate on your studies
- << Feeling tired all the time (e.g. no energy)
- << Feeling physically ill (e.g. headaches or stomach problems)

- << Wanting to sleep all the time, or not being able to sleep
- << Eating too much, or not enough
- << Missing classes

If you begin to experience any of these please speak with a Resident Assistant. This reaction may be short lived but it is always helpful to seek support.

It has been fantastic living at Morling whilst I have been studying over the past five years.

Living at Morling has been an affordable option for living in the Macquarie Park area, and is in close proximity to where I study.

- Luca Croce, 2016



MRC

Financial Information and Application Process

Accommodation Charges 2019

MRC seeks to keep its costs down so that residents can study here without an excessive financial burden. The basic accommodation charges in 2019 are listed in the table below. If these charges change, MRC will notify residents a semester prior to changes being put into effect. **It is the requirement of MRC that each resident remains in credit, and that Accommodation Charges are paid in advance.**

| ROOM TYPE | ROOM FACILITIES | COST (PER WEEK) |
|-------------------|---|-----------------|
| Studio | With ensuite and kitchenette | \$387.00/week |
| Accessible Studio | With accessible ensuite and kitchenette | \$387.00/week |
| Studio | With ensuite ONLY | \$304.00/week |

*Accommodation charges include one free meal per week in the Morling College dining room, electricity, water and Wi-Fi usage and a weekly room clean.

Application, Charges and Deposits

Making an Application

Students of a Sydney-based university or tertiary institution who wish to live at Morling Residential College (MRC) must complete the online application form (available here: www.morlingresidential.com). Applications for Morling Residential College should be submitted online and include a current passport-size digital photo, used to enable us to identify you and to issue your student ID card. **Please note that final confirmation of room allocation can only be given once the student enrolment status at your university or other institution is confirmed.**

Summary of charges and deposits

Please find detailed explanations on the pages following this summary.

On application:

1. Application fee \$220 (non-refundable)

Within 7 days of receiving an offer:

1. Holding Deposit \$387 (credited towards rental payment)
2. Security deposit \$1550*

Prior to 7 days of moving in:

1. One term** rent (fee depends on room)
2. Student Association fee \$60/semester
3. End of residency cleaning fee \$150***

*Partially refundable amounts should departure follow departure requirements

**Term – approximately half a semester for financial purposes

*** \$100 is refundable dependent upon fulfilling departure requirements.

No access will be given to the room until these payments are made. Each of these payments are explained in detail below.

Non-Refundable Application Fee

On application a \$220.00 AUD deposit is required. This is non-refundable. This fee is used to cover the administrative costs associated with processing each application.

Holding Deposit

A holding deposit of \$387.00 is required within seven (7) days of an application being approved. The holding deposit indicates your commitment to accept the offer of accommodation and ensures a room is held for you in the next semester. The Holding Deposit is credited towards your first week of rent.

If a holding deposit has been paid, any changes to a residents' payment plan, contract details, room type will incur a \$100.00 administration fee. If a change is initiated by MRC then no charge applies.

When accepting a placement and having paid an initial payment (holding deposit), should a resident wish to cancel their contract a \$300 contract cancellation administration fee will be charged.

Please note any refunds would be based on the amount received by MRC and net of bank fees incurred in transferring refunds.

Security Deposit

Morling Residential College rooms require an upfront security deposit of \$1,550 (refundable on departure*). This amount must be paid within 7 days of acceptance of offer. This payment is MRC's equivalent of a bond payment. Money may be deducted from the Security Deposit to cover any damage to property or unpaid amount owing that occurs during your residency. Costs may also be deducted from this to cover charges associated with a break in contract.

* Departure as per the terms of the MRC Accommodation Contract

End of Residency Cleaning Fee

This is an upfront fee of \$150.00. If all requirements of end of residency cleaning are met then \$100.00 is refundable, the remaining amount covers the cost of steam cleaning carpets and is non-refundable.

Student Association fee

The student association organises social events for residents. This fee (\$60.00/semester, \$120.00/year) covers costs of participation.

Accommodation Payment Period

Accommodation is to be paid a term in advance or by semester or annually as per the resident's choice. On accepting an MRC room, residents will be liable for charges as per the contract including any breakage fees if the contract is terminated.

*Term – approximately half a semester for financial purposes

Signing a Contract

A resident will be required to sign a contract on arrival. Residents are able to choose a contract for 22 weeks (1 semester) or 43 weeks (2 semesters). Residents who wish to remain over the summer are required to sign another contract covering the summer period and are charged accordingly. By signing the contract, a resident formally agrees to the guidelines and requirements as outlined in this document, including the Rights and Responsibilities of MRC and its Residents as stated below.

The Contract dates are as follows

Macquarie University and other institution students

Full Year: 11 February, 2019 — 09 December, 2019

Semester One: 11 February 2019 – 15 July 2019

Semester Two: 15 July 2019 – 09 December 2019

Morling College Students

Full year: 28 January, 2019 — 25 November, 2019

It is expected that new residents will take up residence the week before their semester begins. Residents will be charged for their room for the whole MRC contract period. Residents are charged over the winter break and are unable to move out during this short mid-semester holiday.

MRC reserves the right to cancel a resident's Contract due to any breaches of the guidelines as outlined in this document. Please see list of *(Contracts are made for the whole semester and any break in contract results in fees for failing to remain for the duration of the accommodation agreement)*

Breaking a contract

Residents are expected to remain living on campus for the duration of their Contract. Any proposals to change and/or break their MRC Accommodation Contract* will only be considered under extreme circumstances. *All requests must be put in writing to the DRS.*

Contract cancellation fees are as follows:

- | | |
|--------------------------|--|
| 1. Administration fee | \$100 |
| 2. Breaking contract fee | \$300 |
| 3. Any cleaning charges | (taken from refundable cleaning charge) |
| 4. Rent | (to be paid until the room is filled or full rent has been paid) |

Please note: Security deposit will be held until the room is filled or full rent has been paid.

Payment Options

◁◁ **Direct Transfer.** Payments can be made through internet banking quoting: BSB: 082-344
Account Number 027622360
Account Name: Morling College
Customer Reference Number: As displayed on your invoice or statement.

◁◁ **International Money Transfer.**

SWIFT: NATAAU 3302S

Bank: National Australia Bank

Branch: Macquarie Shopping Centre

Bank Address: Shop 126 Macquarie Shopping Centre, Herring Road, Macquarie

Park BSB: 082-344

Bank Account: 027622360

Customer Reference Number: As displayed on your invoice or statement.

Please note International Money Transfers can incur a bank fee. Any fee differences are the responsibility of the resident and can be made upon arrival to MRC.

◁◁ **BPAY.** Payments can be made from your cheque, savings, debit or credit card using Biller Code: 134528
Customer Reference Number: As displayed on your invoice or statement.

◁◁ **Online Payments** can be made from Visa and MasterCard debit and credit cards through the Morling website www.morlingcollege.com/student-payments quoting Customer Reference Number as displayed on your invoice or statement

◁◁ The MRC Administration Office accepts payments by **EFTPOS or credit card** only. Visa, and MasterCard are accepted.

Please note: all payments are to be paid in AUD currency only

Invoices

Each resident will receive a term* invoice for a term's accommodation charges. The invoice should be paid by the date shown.

*Term – approximately half a semester for financial purposes.

Statements

Statements are a full summary of a resident's transactions – what has been paid, what is still to be paid, any administration fees usually incurred by late payments. If a resident is not able to pay on time, it is their responsibility to consult the MRC Administration Assistant as soon as possible. Statements for students who are also studying at Morling College will also include bills and payments or fee-help for fees relating to their study.

Casual Stays

All casual stays will be required to pay in full prior to arrival.

Security and Insurance

Residents are responsible for the safekeeping of their issued ID/key card and should notify the MRC Administration Office if an ID/key card is lost or stolen. A charge of \$50.00 will apply if a resident needs a replacement ID/key card or in the event of the ID card not being returned at the end of room occupancy.

MRC's insurance policy does not cover personal belongings, cars, or outdoor equipment. It is recommended that residents organise their own personal insurance for their belongings, and an inventory of belongings with a note of identification numbers.

Unfortunately, experience shows that in city living theft of money, books, bicycles, computers, and other valuables occurs from time to time. Residents are responsible for securing their own rooms and are liable for any loss that is caused by their failure to lock doors or close windows. Residents should report any suspicious persons or activity to the MRC Administration Office.

It is recommended that doors and windows are kept locked or closed whenever a room is empty, even for a short period of time.

Please note: MRC ID/Key Cards are not to be utilized by anyone other than the resident.

Moving in

Once all fees and charges (as outlined above) are paid, residents are able to move into MRC.

Contract

On arrival residents will be required to sign a contract, as stated above. By signing the contract, a resident formally agrees to the guidelines and requirements as outlined in this document, including the Rights and Responsibilities of MRC and its Residents as stated below.

ID/Key card

On arrival residents will receive a key card that allows them entry into the building and their allocated room.

Condition Report

Residents will also be given a copy of an up-to-date **Condition and Inventory** report on arrival to note any discrepancies in their room. This should be checked by the new resident with any discrepancies noted, signed and returned to the MRC Administration Office on the day of arrival. Residents will receive a signed copy of this report back from MRC Administration for their records. Residents will be held responsible for the condition and inventory upon departure as signed for at the outset.

Vacation Period

The contract dates cover the university winter breaks, but do not cover the summer break. Residents are able to move out over the summer holiday and are not charged for this period unless they wish to extend their contract over this time.

Room Electricity and Water Use

All MRC residents are encouraged to look after our environment through attempting to reduce electricity and water consumption. The electricity and water charges are included in the room rental charges.

Moving Out

Residents must move out according to the dates recorded on the contract.

Residents who are moving out of MRC must:

- << Notify MRC Administration Office in writing of their intention to move at the end of the contract period
- << Notify MRC Administration Office of moving date when known
- << Organise an exit room inspection with the Administration Office on the day of departure
- << Hand in ID card
- << Finalise account, ensure that all Accommodation Charges owing are paid.

Cleaning Checklist for Moving Out

- << Remove all personal belongings from room
- << Ensure all inventory inclusions belonging with the room are in place and in good condition
- << Clear walls of blue-tac, sticky tape, or pins (any damage to the paint must be compensated for by the resident)
- << Clean mirrors and floors
- << Wipe down all surfaces with a cloth and multi-purpose cleaner, clean dirt from any walls
- << In shared areas of kitchen, remove all personal belongings, and food
- << Appropriately dispose of rubbish (in main bins in cupboards on each level).

Communication Information

Email

The primary email address for accommodation-related issues is accommodation@morling.edu.au. Please use this address when writing to those who administer and facilitate accommodation at MRC.

Email tends to be used as the main means of communication with residents, although at times printed material is also placed in mail pigeon-holes. If a resident changes email addresses, then they must notify the MRC Administration Office.

Post and Mail

Resident's mail is collected by the MRC Administration Office and placed in pigeon-holes in the Office foyer. Mail is filed by the initial of the resident's family name. Residents with names expressed in characters (such as Chinese or Korean) should notify the MRC Administration Office of this.

The mailing address for residents is:

Morling Residential College
(Room Number)
7 Saunders Cl,
Macquarie Park NSW 2113

Residents moving out of MRC are asked to use Australia Post's forwarding service and to alert all recurrent senders of their change of address. Mail will not be forwarded to another address.

Resident Conduct Guidelines

MRC expects all residents to:

- ◁◁ Respect each other through actively discouraging and addressing gossip, bullying behaviour, favoritism, sexism, or disunity.
- ◁◁ As far as it depends on each other, live at peace with one another. When conflicts arise, residents are encouraged to proactively seek to resolve issues, offer and accept apologies, and seek forgiveness where needed.
- ◁◁ Be (and be seen to be) above reproach in relationships, and live with integrity and purity. All residents of MRC are expected to uphold this standard. This involves:
 - Serving others in the context of healthy relationships
 - Being above reproach in the area of sexual relationships, where the Bible upholds sexual relationships only within marriage
- ◁◁ Maintain a healthy, safe, and welcoming environment for all. This involves:
 - Being considerate of residents and neighbours by keeping noise to a minimum, especially between 10pm and 8am.
 - Keeping a reasonable standard of dress (e.g. footwear must be worn at all meals in the dining hall).
 - Not consuming alcohol or taking legally prohibited drugs in MRC. Smoking is forbidden in all buildings.
 - Following workplace, health, and safety guidelines.
 - Being reliable in financial commitments and other responsibilities to MRC.
 - Disclosing if you, at any point in time during your studies, fall under any form of criminal investigation or charges. This should be done by notifying the Dean of Residential Students (DRS) of the situation as soon as possible.
 - Respecting people's property, as well as MRC property, through not using property that doesn't belong to you and/or returning borrowed goods in good time.
 - Respecting our environment, through the use of our resources and care of our buildings and grounds.

Rights and Responsibilities

Morling Residential College's Rights and Responsibilities

MRC has the right to:

- ◁◁ Expect residents to pay accommodation charges as stated on the contract and take appropriate action to claim unpaid debt.
- ◁◁ Enter a room, or allow access to contractors, provided the resident is given reasonable notice, in the following circumstances:
 - In an emergency (including entry for the purpose of carrying out urgent repairs)
 - If there is good reason to believe the room is abandoned
 - To inspect the room
 - To carry out necessary repairs
 - To show the room to prospective residents
 - To move a resident from one room to another if considered necessary (a rarely called upon option)
- ◁◁ Notify a resident that their Accommodation Agreement has been terminated due to breaches of the guidelines as outlined in this document or due to breaches of individual contracts with residents. This may occur
 - After three warnings for minor breaches (written or verbal)
 - Immediately in the case of illegal or dangerous behaviour

MRC has the responsibility to:

- ◁◁ Pay for all utilities
- ◁◁ Provide residents with a copy of the signed Contract and Condition Reports
- ◁◁ Provide residents with accurate account statements
- ◁◁ Notify residents of any changes to accommodation charges or accommodation conditions
- ◁◁ Provide reasonable notice to rooms when inspection or other access is required
- ◁◁ Make sure that rooms are ready for occupancy on the date agreed
- ◁◁ Keep rooms in reasonable repair, considering the age thereof, the accommodation charges, and the future use of the premises; ensuring that the rooms are clean and fit to live in.

- << Provide and maintain locks or other security devices necessary to keep the residential premises reasonably secure.
- << Not to alter, remove, or add any lock or other security device without reasonable excuse and notification.
- << Provide a reason and details of the costs if retaining the whole or a partial amount of a resident's security deposit.
- << Provide a reason and details of the costs if retaining the whole or a partial amount of a resident's cleaning deposit.

Residents' Rights and Responsibilities

Residents have the right to:

- << Sole occupancy of their room unless a dual or shared room
- << Be notified of any interruption to their room (including notification of significant noise)
- << Be notified of any required access to their room
- << Seek mediation through the SRA/DRS in case of conflict with the other residents.

Residents have the responsibility to:

- << Follow the guidelines for Morling Residential Accommodation as explained in this document
- << Notify the MRC office of any changes to their Contract
- << Maintain a safe and hospitable residential environment by:
 - Keeping doors locked and secure at all times.
 - Using their room only for legal purposes.
 - Storing cleaning products and medicines safely and by avoiding storing dangerous substances or materials.
 - Maintaining minimum noise after 10pm. This includes use of media, musical instruments, visitors departing and/or verbal conversations.
- << Maintain personal integrity and appropriate behaviour by:
 - Dressing appropriately
 - Avoiding offensive language
 - Maintaining sobriety at all times, especially while at MRC and upholding MRC as an alcohol-free and drug-free campus
 - Ensuring that smoking does not occur inside rooms or on college grounds other than in the designated area.

Ensure that their behaviour does not cause or permit a nuisance or interference to the comfort or privacy of their neighbours, and pledging that visitors who come on to the premises with the

resident's consent comply with the guidelines as set out above.

- << Be responsible for contents insurance to provide cover for their own belongings if desired
- << When the agreement ends, to leave the room in the same condition (fair wear and tear excepted) as set out in the Condition report prepared at the commencement of residency.
- << Notify MRC promptly of:
 - Any damage to the premises (whether or not the resident caused the damage).
- << When the agreement ends, to leave the room in the same condition (fair wear and tear excepted) as set out in the Condition report prepared at the commencement of residency.

Code of Conduct

At no time should a resident be involved in any behaviour that may be considered as sexual harassment or bullying. Sexual harassment means unwelcome sexualised behaviour or language, whether intended or not, in relation to an adult, child, or young person where that person reasonably feels in all circumstances offended, belittled, or threatened. Such behaviour may consist of a single incident or several incidents over a period of time. Therefore, residents should not, among other things, engage in or condone:

- << implicit or explicit demands or suggestions for sexual activities.
- << making any gesture, action, or comment of a sexual nature to a person or about a person in their presence.
- << making jokes containing sexual references or innuendo using any form of communication.
- << exposure to any form of sexually explicit or suggestive material, including but not limited to pornography of any kind.
- << physical contact that is inappropriate to the situation or uncomfortable or confusing for the receiver, including kissing, hugging, touching, pinching, patting, or aggressive physical conduct.
- << touching any sexual part of the body, including the "only kidding" or accidental occasions of sexual touch.
- << generating or participating in inappropriate personal correspondence (including electronic communication) in respect of sexual or romantic feelings.
- << inappropriate giving of gifts, including those of a sexual, suggestive, or romantic nature.
- << inappropriate or unnecessary discussion of, or inquiry about, personal matters of a sexual nature.
- << inappropriate intrusion of personal space or physical privacy, including being alone in a bedroom or bathroom or allowing inappropriate exposure during activities that require dressing or changing clothes.
- << voyeurism, and
- << persistent following or stalking.

Any breaches of the guidelines above may result in a resident being asked to leave MRC. Any concerns about a resident's behaviour should be communicated to the appropriate Residential Assistant or the Dean of Residential Students. Activities which are deemed legally inappropriate will result in reporting to government and legal bodies.

Guests

Due to regulations, residents are not permitted to stay in a resident's room overnight.

Residents must take all reasonable steps to ensure that their guests do not behave in a manner likely to interfere with the peaceful enjoyment of another resident or any person lawfully using common property. Visiting guests are always to be accompanied by the resident. Guests are to leave MRC by 10:00 pm as agreed to in the Contract. This rule is for the good of the whole resident "family" in MRC.

Limited Casual Accommodation may also be available at a reasonable rate for overnight guests. The presence of any guest at MRC should not cause a nuisance to other residents or inconvenience them in their use of MRC facilities.

Health and Sickness

Please inform the MRC Administration Office, Resident Assistants, or the Dean of Residential Students as soon as possible if you contract a communicable illness. It is the resident's responsibility to alert the MRC Administration and the Dining Room staff to any serious allergies affecting them. All residents are responsible for their own first aid and are encouraged to have health insurance.

Internet Access

Residents have access to the MRC's wireless network. Residents using the MRC's IT network do so on the acceptance of MRC's IT usage policy.

Noise

All residents should endeavor to maintain quiet after 10pm and before 8am and not create any unreasonable noise which is likely to interfere with the peaceful enjoyment of another resident or a neighbour of MRC. Noise is unreasonable if it annoys or provokes a complaint. Playing musical instruments, stereos, listening to TV with high volume, having loud conversations whether in person or by phone/Skype etc., with doors or windows open will usually be unreasonable. Residents who are planning parties or large gatherings should notify the MRC Administration team and also their neighbours beforehand.

If a resident is troubled by noise they should request the person responsible to reduce it. If these efforts are not successful, the resident should ask for help from Resident Assistants. Residents who persistently cause disturbance by noise (for example, more than three warnings have been issued) could be asked to move out of MRC.

Mediation and Complaints

If a resident has any specific complaints about accommodation, or about another resident, they should raise this with their RA and/or the DRS. In case of persistent complaints, a resident may choose to lodge a formal complaint through MRC's *grievance* policy. Details of this policy can be found on the MRC website.

In instances of conflict it can be helpful to reflect on the following questions:

- << Often in times of conflict we tend to minimise our own faults and focus on the faults of others. In what ways might this be the case in my current situation?
- << Do I need to apologise or ask for forgiveness from others?
- << What impact is this conflict having in my life?
- << What impact do I think this conflict is having, or will have, on the community at large?
- << What can I do, as far as I am able, to live at peace with people?

Parking and Road Use

Residents must not park or stand any vehicle on undesignated areas, or park so as to block other vehicles.

All drivers should drive with care and drive on or under the displayed speed limits. There is no parking on the MRC site, however students can apply for a parking permit on Macquarie University's campus and MRC will reimburse the cost.

Prohibited Items

Residents must not have weapons, replica weapons, dangerous substances, and other prohibited items which are potentially dangerous to others or which may cause nuisance or anxiety to others. Such prohibited items include but are not restricted to:

- << illegal substances
- << highly flammable substances (including candles, tea-lights, and oil lamps)
- << weapons or replica weapons of any kind
- << alcohol and illegal drugs.

MRC is drug- and alcohol-free, and residents are asked to respect these restrictions. Residents should maintain sobriety at all times, especially while at MRC. Smoking is not permitted inside any MRC buildings or on college grounds except in the designated smoking area.

Social Networking Media and Email

Social networking sites are popular in organising people's lives and communications, but they can be places where intentions are misunderstood and communication is unclear. Residents should be aware that anything posted to social media is relatively public and can be regarded in the same way as verbal communication. Good judgment and common sense are needed when interacting on social media.

There is a MRC Facebook page where it is appropriate to raise concerns and alert people to social gatherings. Residents should be mindful of personal or confidential postings becoming public and the impact that this might have on the community. The following guidelines aim to facilitate communication and interaction:

- ◁◁ Residents should be aware of the impact of their messages and the fact that they may be liable for any defamatory or misleading or deceptive statements.
- ◁◁ Social media updates or emails should not:
 - contain inappropriate or offensive material (written, verbal, or pictorial);
 - use an unauthorised email from another user's email address or impersonate another user;
 - be used to 'troll' another person or be electronic chain letters or spam;
 - be sent to any person who does not reasonably wish to receive it.

Cleanliness, Maintenance, and Emergencies

Accident Procedures and First Aid Provision

The closest medical centre is in the Macquarie Shopping Centre and there are other doctors and medical practitioners in the local area. The closest hospitals with Emergency Departments are Ryde Hospital and Royal North Shore Hospital. Assistance for medical emergencies should be sought from the MRC Administration office or Duty Manager (DM) if after hours.

It is the resident's responsibility to alert MRC to any serious allergies affecting them. All residents are responsible for their own first aid and are encouraged to have health insurance.

Emergency Numbers:

- << Major emergencies only (Police or Ambulance or Fire Brigade), phone: 000
- << Eastwood Police Station, phone: 02 9858 9299
- << Macquarie Medical Centre, phone: 02 9878 6666
- << Duty Manager, phone: 02 8458 2320 or 0432 117 429

In case of extreme, major emergency, dial 000 and give the details of what has happened. As soon as is possible notify the day's Duty Manager and the MRC Administration Office that an emergency call has been made. In the event of an accident, serious illness, or critical incident, the day's Duty Manager will record the details in writing as soon as possible. It is also helpful to report "near misses" or hazards on the MRC premises to the day's Duty Manager. Out of office hours, residents should alert the day's Duty Manager at the MRC Administration on their mobile number. MRC's insurance does not cover accidents where a resident is "at fault" or negligent.

Electrical Appliances

Residents should note the following:

- << Only appliances rated at 220–240V should be used.
- << Residents should not overload electrical outlets with extensions and power packs.
- << Residents should ensure that appliance leads and cables are not damaged.
- << Due to the fire safety system in MRC, toasters in individual rooms are forbidden.

Fire Safety

Smoke detectors are located in all rooms and spaces, and must not be tampered with.

Candles, oil lamps, and tea lights must not be used in any rooms for fire safety reasons. Air conditioners should only be used when a resident is present and be turned off when a room is empty. Residents must not use or store any flammable chemicals, liquid, or gas in their room or on common property.

It is the duty of all MRC residents, guests, and visitors to prevent fire. In case of a fire, residents must:

- << Raise the alarm (preferably contact the Duty Manager first and ask them to ring the Fire Brigade)
- << In event of a fire alarm, immediately evacuate rooms, do not stop to collect personal belongings, and go to the Assembly Point designated for this building
- << Follow the directions of the Duty Manager, the fire officer, or fire warden
- << Do not re-enter building unless permitted by the fire officer.

It is important that escape routes, especially staircases, landings, and corridors, are kept clear of personal belongings.

If an extinguisher is used the MRC Administration Office must be informed immediately to ensure that the extinguisher is replaced/refilled. Any tampering with the smoke detectors, extinguishers, or fire exits is deemed a very serious offence, and could result in a resident being asked to move out of MRC immediately.

Fire Alarms and False Fire Alarms

MRC has a fire alarm in all rooms as required by council regulations. As rooms are also bedrooms, these fire alarms are required to be very sensitive. Should the fire alarm go off, the fire alarm system alerts the local fire brigade automatically. The fire brigade comes immediately to MRC. There is no charge for these callouts if there is a fire. If the alarms sounds and does not stop, residents are required to immediately evacuate the building.

A false fire alarm occurs when there is **no** fire but the alarm has still gone off. False fire alarms may be triggered by smoke from cooking, steam (if bathroom doors are not kept shut whilst showering), microwave meals overheating, incense/candles in rooms. Opening your door to let the smoke into the hallway can also result in the alarms going off – usually both the one in your room and the one in the hallway! Residents are subsequently asked to please close their door whilst cooking.

Resident Responsibilities Related to Fire Alarms

If the fire alarm does not stop, residents are required to treat it as if there is a fire and immediately evacuate the building.

Each room has a **FALSE FIRE ALARM button** (a red switch in each room) and it is the responsibility of residents to press this button when the fire alarm goes off and there is no fire. In the case of a false alarm, residents have **one minute/60 seconds** to press this button.

If, despite pressing the FALSE FIRE ALARM button in individual rooms, the alarm does not stop, residents are asked to also **press the FALSE FIRE ALARM BUTTON button in the common kitchen area (within the first 60 seconds)** as the alarm may have triggered there as well. If the alarm does not stop, then residents are asked to respond as is usual in the case of a fire and evacuate the building.

As it is the responsibility of residents to press these buttons in the case of false fire alarms being activated, any subsequent fire brigade fee will be directed to the resident of the room. Fire alarms can be traced to room numbers. The Fire Brigade charges \$2000 for false fire alarms and the resident of the room responsible for setting off the alarm will be charged for this amount.

False Fire Alarm Prevention

Too much smoke will trigger the alarm, even if there is no fire, and in this case even pressing the False Fire Alarm button may not turn off the alarm. To prevent a build-up of smoke whilst cooking, residents are asked to:

- << Ensure the fan above the stove top is switched on when cooking (should this cease working, please inform MRC office staff immediately).
- << Ensure the air conditioner/heater is on in all rooms whilst cooking to let air into your room.
- << Please open room windows to promote airflow.
- << Ensure the bedroom door is closed whilst cooking.
- << Ensure the bathroom door is closed whilst having a shower.
- << Check food cooking in microwaves more frequently to prevent steam build-up.

Residents taking these preventative measures are likely to be able to reside in MRC without any issues related to Fire Alarms. Residents who follow these measures are also likely to receive the gratitude of other residents – particularly when no late night evacuation in pyjamas is required due to a false alarm!

Maintenance and Repairs

Where possible, major maintenance and repairs are carried out when rooms are vacant and particularly during the summer break. If it is necessary to have repairs done during semester, then residents should email accommodation@morlin.edu.au

MRC staff reserve the right to enter a room at reasonable times to inspect, carry out any necessary works, and to show others around the property (e.g. electricians, plumbers, etc.). Usually this will be done with the resident's permission but may be without notice, or with only minimal notice, in any case of emergency.

Shared Kitchens and Food Storage

Levels 3, 4, 5 and 7 are equipped with kitchen facilities to supplement the catering facilities of the Dining Room. Residents should use these kitchens with care and work together to maintain the kitchen's cleanliness and hygiene by following these guidelines:

- ◀◀ Food should be covered when using the microwave
- ◀◀ Residents should wipe down stove-tops, oven, microwave, fridges, bench tops, and table after use
- ◀◀ Surfaces should be left completely clean, no smears, sugar, coffee grains, food scraps, rubbish, etc. Kitchen Items (utensils, crockery, pots, pans, appliances, etc.)
- ◀◀ Used kitchen items must be washed, dried, and put away. They are not to be left out to "drip dry"
- ◀◀ Residents should not accumulate kitchen items in their rooms
- ◀◀ Residents should not remove items from the kitchens

Fridges and Freezers

- ◀◀ All food in the fridges must be properly sealed and not left exposed (use cling wrap, containers with lids, etc.)
- ◀◀ All food must be marked with the owner's name and the date stored.
- ◀◀ If anything leaks or spills it must be wiped up
- ◀◀ Residents should be considerate about the amount of space they take up in the fridge or freezer as it is for the use of the whole floor
- ◀◀ Residents should not allow excess food to accumulate in fridges or freezers and regularly check to see if anything needs to be thrown out.
- ◀◀ Fridges and freezers will be cleaned out each semester break unless food is identified as owned and a DO NOT THROW OUT sign on it clearly.

Storage Cupboards

- << Storage shelves must be kept clean.
- << All food (shelf, fridge, etc.) must be properly named, sealed/covered, and not left exposed.
- << Residents should not take any food, supplies, etc. which are not theirs (from cupboards, fridges, or freezers).
- << Food that is left anywhere in the kitchen (i.e. cupboards, shelves, fridges, etc.) that is unsealed, uncovered, or out of date can be removed without notification.

Waste Bins

- << Rubbish must be put completely into the bin, i.e. the lid must close properly.
- << If a mess is made when putting something into the bin (spill, smear, etc.) it should be wiped up.
- << The kitchen bin is for kitchen waste only — each room has its own rubbish bin.
- << If the bin is full, remove the bag, tie it up, and put it into one of the big bins on that level.
- << There is a bin cupboard on every level and the cleaners will swap full bins for empty ones as needed.

Recycle Bins

- << Recycle bins are located on every level.
- << All cartons, containers, cans etc. must be washed out thoroughly before being put into the recycle bin.
- << Flatten any containers, cartons, tins, and boxes when possible.

Use of Common Property

Residents are responsible for the tidiness of their rooms and common areas (kitchens, common rooms, and corridors). A resident must not mark, paint, drive nails or screws or the like into, or otherwise damage or deface, any structure that forms part of the common property.

Grounds and Gardens

These are provided for the enjoyment of the MRC community. Cars and bicycles should not be driven or ridden through the gardens and extra care should be taken when the ground is wet.

Laundry and Drying of Laundry Items

There is a laundry block available, with coin-operated washing machines and dryers. It is the resident's responsibility to provide washing powder and ensure that laundry is removed from machines as soon as possible. Residents must not hang any washing, towel, bedding, clothing etc. in such a way as to be visible from outside the building, other than in hanging areas provided by MRC.

Bathrooms and toilets

Residents should ensure that bathrooms and toilets are kept clean and hygienic at all times by:

- << Turning taps off properly
- << Removing hair etc. from the drain after showering
- << Only flushing toilet paper and placing all other items (cleaning wipes, female hygiene products etc. in appropriate bins).

House Rules

The behaviour and guidelines listed below have been developed to protect the College and its residents, and to maximize everyone's opportunity to live and study in a comfortable, peaceful, secure and enjoyable environment. When you sign the Contract, you agree to follow the below guidelines.

- ⚡ No smoking permitted on the premises other than in the designated area.
- ⚡ A zero tolerance policy on illegal drugs
- ⚡ Visitors are welcome, but no visitors are to remain on the premises after 10pm
- ⚡ Activities are to be conducted in a way which respects the space and property of others, including the limitation of noise and rowdy behavior. A guiding principle is to consider the needs of others above your own needs, and act with appropriate humility and care of others. Any activity which produces noise that may disturb other residents should cease by 10pm
- ⚡ Emergency contact details – outside of office hours, the contact details of a live-on representative and staff-representative will be supplied and displayed at MRC Reception
- ⚡ No pets are to be allowed on the premises.
- ⚡ No violence, abuse or harassment of any sort
- ⚡ No drunken or disorderly conduct
- ⚡ The use of common areas on all floors must be conducted quietly between 10pm and 8am
- ⚡ Misuse or interference with a fire alarm or fire equipment is prohibited.
- ⚡ No stealing from the College or any person.
- ⚡ No guns, or weapons of any sort.
- ⚡ No unauthorised entry or attempted entry to any room or storage area.
- ⚡ No willful damage or unauthorised use of College property
- ⚡ No cooking, except in specified areas.
- ⚡ No candles, incense or anything else likely to set off a fire alarm.
- ⚡ No dropping rubbish, including cigarettes butts.
- ⚡ Guests are not allowed to use College facilities, or be onsite, unaccompanied by their resident.
- ⚡ No unauthorised notices, leaflets, etc.
- ⚡ Misuse of computer facilities is prohibited.
- ⚡ No games or 'pranks' that cause (or risk causing) damage or injury.
- ⚡ Failure to co-operate with College staff or officials' requests/directives is prohibited.
- ⚡ Any behavior that disrupts the good order of the College is prohibited.
- ⚡ Behaviour that may bring the College into disrepute is prohibited
- ⚡ Access cards to the MRC building are not to be used by anyone other than the identified resident.

MRC Website

www.morlingresidential.com

Duty Manager 24/7

Phone: 02 8458 2320

Mobile: 0432 117 429

MRC Administration Office:

Office: Monday – Friday (8.30am–5pm)

Phone: (02) 8458 2320

Email: accommodation@morling.edu.au

Casual Accommodation

Office: Monday – Friday (8.30am–5pm)

Phone: (02) 8458 2320

Email: accommodation@morling.edu.au

Glossary of Terms

- MRC** Morling Residential College
- DRS** Dean of Residential Students
- RAA** Residential Administration Assistant
- RA** Residential Assistant
- SRA** Senior Residential Assistant
- DM** Duty Manager

Dean of Residential Students

Fiona Reid

Office: Monday – Friday (8am–5pm)

Phone: (02) 8458 2320

Email: fionar@morling.edu.au

Residential Administrative Assistants

Tiana Barenaba, Judith Wilkinson and Meg MacCallum

Phone: (02) 8458 2320

Email: accommodation@morling.edu.au

MRC Chaplain

Sam Delfs

Office: Various times by appointment

Phone: (02) 8458 2320

Email: samd@morling.edu.au

Senior Residential Assistant

Rebekah Donders

Phone: (02) 8458 2320

Email: rebekahd@morling.edu.au

Grounds and Maintenance

Steve Sherriff

Office: Monday – Friday (8am–5pm)

email: maintenance@morling.edu.au

Information Technology Department

Michael Baxter

Office: Monday – Friday (10am–5pm)

email: itsupport@morling.edu.au

MRC

MORLING
RESIDENTIAL
COLLEGE

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