

Title:	Conditions of Residency for On-Site Accommodation
---------------	---

Introduction

These conditions lay out Kilmore District Health's expectations of those who take up residency in the hospital's accommodation suite (Including the accommodation located in the Bluestone building). By signing below you agree to comply with these conditions

Definitions

'KDH' means Kilmore District Health

'Authorised representative' of KDH means the Chief Executive Officer or a person delegated by them.

'KDH property' means any property owned or by Kilmore District Health.

Start of term of occupancy

Period of occupancy

The period of occupancy can be one or more nights as agreed.
Front Reception staff will arrange all room bookings as requested.

Payment

Payment for the room must be in advance at the hospital reception. Once paid, the tenant will be issued with a key which opens the front door of the accommodation and their allocated room.
Room price for students is \$30 per night.
Room price per staff member/VMO is \$15 per night.
A bond of \$20 is payable for the key and the split system remote control. This will be refunded when the key and the remote control is returned to reception by 8.30am.
There is no charge for any person staying at the accommodation who is on call.

Linen

Light blankets, sheets and pillows are provided by KDH. Tenants may bring their own pillow or doona if required.
Doonas are only available in rooms 1 and 2.

Responsibilities of tenants

Key and Split System Remote Control

The key and the split system remote control for the room are to be collected at Front Reception once payment has been received. If the tenant is to pick up the key and remote control out of business hours (08:30 – 17:00 Monday to Friday), the After Hours Co-ordinator needs to retrieve the key and remote control from Front Reception. No keys or remote controls will be left on the ward or in UCC for collection. If a key and/or the remote control are lost, the bond will not be refunded.

Kitchens and cooking

- Kitchens are provided in the residence where all food should be prepared.
- Food must not be cooked in bedrooms.
- Tenants will be asked to vacate the residence if they cook food in an area that is not the approved kitchen.
- All personal appliances used to prepare food, including jugs, kettles and birkos, must be fitted with an automatic cut-off switch and must have a test-tag attached to ensure they are safe to use. KDH staff reserve the right to inspect any personal appliances to ensure they meet standards.
- Tenants must clean all kitchen surfaces and areas and wash and put away all dishes after each meal.
- Food and food containers must be labelled using the labels provided in the kitchen prior to being placed in the refrigerator or freezer. Any unlabelled food will be disposed of.
- Dispose of any food prior to vacating the accommodation facilities.
- Plates and utensils must be clear of food scraps and rinsed prior to being placed in the dishwasher.

Title:	Conditions of Residency for On-Site Accommodation
---------------	---

Cleaning

- Tenants are responsible for keeping their own bedroom and the common living areas clean.
- Cooking equipment and kitchen surfaces should be cleaned after each use.
- The laundry facilities must be maintained and clean after each use.
- Beds should be stripped of all linen in preparation for the Environmental Services team to change the sheets when vacating the room and placed in the available linen basket. For tenants staying longer than 1 week, fresh linen is available within the accommodation facility.
- Rubbish should only be placed in the designated rubbish bins within each room.
- Any dirty linen and rubbish for collection during a stay should be left at the front door for the Environmental services team to collect.
- Damages beyond reasonable wear and tear requiring repair will be charged to the tenants.

Maintenance reports

Within 24 hours of becoming aware of it, tenants must give KDH notice of anything requiring maintenance including:

- Damage to the premises or equipment, furniture or fittings
- Any stoppage or defects in the water service or sanitary systems
- Defects in electrical, heating or telephone systems.

Requests for maintenance should be put into the maintenance book held in the hospital. Tenants should contact Front Reception (within business hours) or the After Hours Coordinator with any maintenance requests or issues.

Belongings

Tenants are responsible for the safekeeping of their own belongings. KDH's insurance does not cover tenant belongings, which should be separately insured by tenants if they are concerned about loss or damage.

Tenants' belongings must be stored appropriately to ensure they do not create a hazard in communal areas for other residents.

Bicycles must not be stored in bedrooms, passageways or communal areas.

If departing tenants leave belongings behind and no prior arrangements have been made to dispose of or store them, KDH will attempt to contact the tenant. If the tenant cannot be contacted, their belongings will be disposed of after one week.

When vacating the room for the Family Care team, the tenants will need to store all belongings away in the room cupboards provided.

Banned items

For health and safety reasons the following items are forbidden:

- double adaptors
- bar radiators and fan heaters
- naked flames including candles and incense burners
- missiles, fireworks, firearms and ammunition
- pets

No smoking

Strictly no smoking on the site

Communal life

Tenants have no right to exclusive use of any common areas and are expected to take part in the communal life of their residence to the best of their ability. At all times, they must show consideration for other residents and for KDH furniture, property and buildings. It is especially important that tenants do not initiate, contribute to or allow to continue any activity that makes noise that disturbs other residents. Noise that can be heard outside tenants' rooms may be considered excessive.

Title:	Conditions of Residency for On-Site Accommodation
---------------	---

Guests' behaviour

Tenants are responsible for the behaviour of their guests. Tenants are not to entertain guests between 10.00pm and 9.00 am.

Garbage

Tenants are expected to remove rubbish from their rooms and the kitchen. Garbage and recycling bins are provided at the residence.

Administration

KDH is responsible for all aspects of administration within each residence.

Right of entry

KDH reserves the right of authorised representatives to enter tenants' rooms in approved situations. These situations may include, but are not limited to, health and safety activities, smoke detector tests, maintenance activities, and emergencies either actual or suspected.

Illness

Tenants grant an authorised representative of KDH the right to obtain medical assistance or to send tenants to either their homes or a hospital at the students' expense if they fall ill.

Motor vehicles

Tenants may park their vehicles in the car park or available space. They are not permitted to park on the front lawn or in restricted area that patients or visitors use.

WiFi

Free WiFi is made available to tenants but will have download restrictions placed upon it. The access code will be given to tenants from reception once payment for the room is made.

Family Care

Each fortnight on a Wednesday, Family Care has access to the accommodation building from 8.30am – 4pm.

During this time, the building must be vacated by all tenants.

Tenants can leave their belongings in a locked cupboard in their room for that day.

Tenants will be notified by the Front Reception upon key collection regarding the need to vacate. The Front Reception team will also remind the tenant the day prior regarding the need to vacate the room. Tenants will need to vacate their rooms prior to 7:30am and place their room key in the key box at Front Reception to ensure their rooms can be cleaned.

Changes to occupancy

Subletting not permitted – this includes no sharing

Tenants may only use their room for residential purposes. They may not sub-let or assign the room to someone else, or permit any other person to take up residence in their room. Tenants who hand over control of their rooms without permission remain responsible for any damage to that room for the original period of occupancy and will be asked to vacate the premises.

Rooms unfit for habitation

If rooms become unfit for habitation through no fault of the students or KDH, students will be moved immediately to alternative accommodation.

If rooms become unfit for habitation because of damage perpetrated by tenants, they will be given immediate notice to vacate and further action may be taken. See section 0.

Title:	Conditions of Residency for On-Site Accommodation
---------------	---

Breaches of these conditions

Unacceptable behaviour

Certain behaviour is deemed unacceptable. Tenants (and their guests if applicable) will be given immediate notice to vacate their rooms and leave the premises for any occurrence of the following:

- physical harassment or assault
- sexual harassment or assault
- verbal abuse of other tenants, their guests or staff members
- threatening behaviour
- racial discrimination
- intentional damage to KDH property
- drunkenness/illicit drug use
- theft
- excessive noise
- Preventing KDH staff from carrying out their authorised duties.

Other contraventions of these conditions and health and safety regulations will also result in immediate notice to vacate:

- unauthorised use of and/or interfering with firefighting equipment
- unauthorised entry onto roof
- unauthorised entry into plant room
- unauthorised entry into any other room
- throwing objects from windows or from roof
- bringing pets or animals into residence
- bringing firearms onto KDH premise
- subletting rooms
- smoking in no-smoking areas
- cooking in bedrooms
- contravening any health and safety regulation
- illegal activity.

Damage to property or resources

Tenants will be held responsible for all damage they cause to property while living in the residence.

If tenants are required to pay for damage, KDH will issue them with a notice to pay setting out the amount to be paid. The tenant must pay the amount within 30 days unless other arrangements are agreed in writing between tenants and TKDH.

Cover legal costs

Tenants will be responsible for any legal costs incurred by KDH for any legal proceedings it may be required to take because of any breach on the part of tenants of these conditions of residency.

End of term of occupancy

At the end of the term of occupancy, tenants are expected to leave their rooms and the rest of the premises in a clean and tidy state. The room key and the split system remote control needs to be returned to hospital reception. Tenants will be charged for any damage beyond reasonable wear and tear.

Acceptance of conditions

A tenant's signature at the bottom of this form confirms that he or she has read these Conditions of Residency and agrees to abide by it. Tenants will receive a copy of the signed form.

Title:	Conditions of Residency for On-Site Accommodation
---------------	---

First Name: Surname:

Mobile Number: Email:

First Date of Occupancy: / / Last Date of Occupancy: / /

Tenant Signature: KDH Signature:

Valid until: / /