

INFORMATION FOR OUR GUESTS

Welcome to St. Albert's College and we hope your stay with us will be pleasant and rewarding.

General Information Concerning the College



NOTICE BOARD - Located opposite the Office Foyer near the Dining Hall. Contains important information to make your stay at St. Albert's College hassle free.

COLLEGE OFFICE - The Office is open Monday to Friday 9.00 a.m. - 5.00 p.m. Please settle any outstanding accounts during these hours.

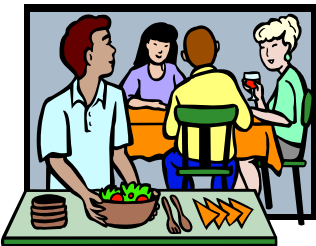
DUTY RESIDENT ADVISOR - Outside Office hours and during weekends, administrative assistance and emergencies are attended to by a Resident Advisor. The Duty R.A. name and room phone number are located near the front counter.



An internal phone is available on the counter, dial 6004 for assistance. If you do not have your keys and need help there is a help phone outside the Administration block. Please dial 6004 this will put you through to the duty R.A.. There is a delay as the phone is diverted to a mobile.

MEAL TIMES AND DINING HALL - Dining Hall is located opposite the College Office. Please present your room key/security tag to the duty tutor on entry into the dining hall.

Normal meal times are:	Breakfast	7.30 - 8.30 a.m.
	Dinner	5.30 - 6.30 p.m.



Check on arrival as to the entitlements of your tariff. External student rate does not include lunch. However a packed lunch can be arranged at dinner the night before at a cost of \$6.50

Please adhere to these simple rules:

Cooking is never to be conducted in study rooms.

Footwear must be worn in the Dining Hall at all times.

Please do not remove crockery or cutlery from the dining hall.

Please do not remove food from the dining hall.

WE HOPE YOU ENJOY YOUR STAY!



PHONES - Your room has a phone connection, which can be activated if you are staying here for a period of time. People usually don't credit their phone if they are staying for just 1 - 3 days. Credit can be arranged by calling at the Office within Office hours and paying \$20 minimum. Pin numbers, etc. will be provided then. Refunds can be provided only in Office hours. You can use the foyer phone to call University Departments at any time by simply dialing the 4 digits required. If you don't activate the phone there is a pay phone in the Office foyer. Phonecards may be purchased from the College Office. Room phones will receive incoming calls at any time free of charge. You can obtain your room phone number from the office.

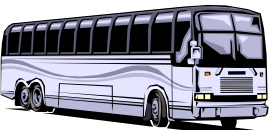


CAR PARKING - Residential students and guests are asked to use the student car parks in Handel Street or the car park behind B Block (accessed from the Drummond/Smith access road). A car park permit must be obtained from the College Office for parking in the *College area*. Heavy fines may be imposed for vehicles without a permit or parked illegally.



PAYMENT OF FEES - We accept most cards (EFTPOS available but not for cash withdrawals), cheque or cash for accommodation charges. Receipts can be issued. If you haven't pre-paid then we would appreciate payment early in your stay. Those guests here on longer term stays are asked to pay at regular intervals. Please finalise your account prior to departure.

VENDING MACHINES - Soft drink and snack machines are located in the Junior Common Room - upstairs in the Admin. Block.



TAXI AND BUS INFORMATION - A taxi can be called free of charge from the front counter phone. Ring 0 131008. Buses depart from the Drummond/Smith sign in Handel Street regularly to go into town or to the University. Timetables available.



PHOTOCOPIING - Available in the Office foyer. Machine takes any coins but does not give change. 10 cents A4 and 20 cents A3.



LAUNDRY FACILITIES - Washing machines, drying rooms, irons and ironing boards are located in each Block. There is no charge for these facilities. You must provide your own washing powder.



TV ROOMS - A TV is located on the top floor of each Block and in the Junior Common Room in the Admin. Block. TV's are not in the accommodation Blocks over the Christmas Holidays.



SECURITY - Guests are responsible for their own security and are asked to keep their rooms locked at all times. If guests are locked out of their rooms after Office hours, please contact the R.A. on duty by using the Help phone in front of the Administration. For security reasons, a charge of \$50 is made for a lost room key and front door key.

SHOPS - The nearest shopping centre is Girraween. Go down Handel Street, this becomes Queen Elizabeth Drive, go over the bridge, and you'll find the shopping centre on your right before the second round-about. There is a newsagency, chemist, bottle shop, Collect service station, two restaurants, 1 cafe and a pizza shop.



SMOKE-FREE POLICY - The College has a policy of providing a smoke-free environment for staff and residents. In line with U.N.E. policy, smoking in College buildings, including rooms, stairwells and corridors, is not permitted. The fire alarms are sensitive and a false alert will be charged to the person responsible. This can be up to \$400. Alarms can be set off by candles, incense, deodorant spray, dust. Please do not use candles or deodorant spray in your room.

Please go outside of the building if you wish to smoke.



CHAPEL AND MASS TIMES: The Chapel is located upstairs in the main administration block. Mass is held at 11 .30a.m. each Sunday morning.

CHECK-OUT Checkout time for guests is 9.00 a.m. on the day of departure. Please close windows and lock the door and return room key to the front Office or key box. Non return of keys by this time will attract a charge of \$50.00. Guest luggage may be left in the foyer until departure.

GUIDE TO RESIDENTS:

Please avoid making noise in hallways, stairwells and communal areas of the College. Please reduce all noise after 10.30 p.m. and be considerate to the needs of others at all times.

If another resident asks you to be quiet, please comply with his/her request.

St. Albert's College reserves the right to request a visitor to leave the College if his/her behaviour proves to be unacceptable to other residents.

Please contact the duty R.A. if you have any concerns or worries. UNE security can be contacted by dialling 2099 or 2299.



ST. ALBERT'S COLLEGE MERCHANDISE IS AVAILABLE FROM COLLEGE OFFICE. ITEMS ON DISPLAY IN FOYER.