

Visitors Information

Welcome to Mary White College! We hope that your stay with us is a comfortable and enjoyable one. The following information may be of assistance to you.

Office hours: Monday to Friday 8:30am to 4:00pm

Check-in: after 2:00pm **Check-out: by 10:00am**

Please check the arrival and departure dates on your invoice carefully.

Please return room keys, access cards, meal cards and visitors surveys to the office or the key box near the office door - not returning any keys or cards may result in a \$33.00 charge. Luggage may be left in the foyer near the mailboxes prior to check-in or departure. **When packing your luggage please be aware that most of our rooms have stair access and no porter services are available.**

Duty Resident Fellows: Can be contacted after hours on ext 1000 (or 67731000) and can assist with general enquiries, noise issues, lock outs, emergencies and room furnishing issues.

Security: The college security gates will lock automatically each evening at 10:00pm and be released in the morning at 6:00am. During these hours you will need the supplied visitor card to enter and exit the college. Please return the security card with your room key when you depart the college. Please keep your room locked whenever vacated. If you lock your keys in your room please contact the duty Resident Fellow on extension 1000 or call the Office if you are locked out during office hours.

Bathrooms: Please be aware that block 3 ground floor bathrooms are female only - all other bathrooms and shared ensuites are unisex.

Telephones: People from outside the university can call your room by dialling (02) 6773 then your 4 digit room extension number as shown on your arrival envelope. To contact a guest within College dial their extension number. Public phones are located near the newsagency.

Taxis: A taxi call service is available by phone located on the wall near the College Office. The taxi service is Armidale Radio Taxis and they can be contacted on 131008 or 02 6771 1455.

Bus Service: A timetable for the bus service to town is available on the noticeboard outside the Office and online at [Edwards Coaches](#).

Maps: Maps of the UNE Campus and Armidale City can be found in the Office foyer. A UNE Map is displayed near the Office. Click [here](#) for more maps.

Car Parking: The University has a user-pay parking policy. Visitor parking coupons are available from machines located in the main car parks - half-day, day and seven day tickets are available – machines accept coins or credit cards. Park in Blue or Lime bays only. Parking fees apply Monday to Friday 8:30am to 4:30pm. Standard restrictions apply to Loading and Disabled bays.

Heating: All rooms in the College are centrally heated.

Housekeeping and repairs: Each block has an assigned housekeeper. A towel and bed linen are provided for residential school guests. Bathrooms are cleaned each weekday (Monday to Friday) and rooms prior to occupancy and then regularly depending on the length of stay. If you need extra pillows or blankets, please ask your housekeeper or contact the Office. Please try to make your request during office hours rather than waiting until the evening. If items in your room need replacement or repair please contact the Office.

Laundry: There are washing machines, dryers and irons in each block. Please do not use the machines after 10:00pm or before 8:00am, as they may disturb other residents. There is no charge for using laundry facilities, however guests need to provide their own detergents.

TVs: There are televisions located in all blocks.

Kitchenettes: are located in each block and are equipped with refrigerator, kettle, zip boiler, and microwave.

Vending Machines: are located in the courtyard walkway, near the entrance to block 2. Please note that the vending machines are not operated by the college.

Computers: The Computer Room is located near the Dining Hall and is open 24 hours. Wireless access is available to UNE account holders in the computer room and dining hall. The ITD Building has computer laboratories and has a Helpdesk during normal working hours. Newspapers are delivered to the Computer Room each weekday. If you wish to use a computer in your room you will need an ethernet cable to connect to the network port in your room. Instructions for setting up your laptop can be found on the UNE IT website at www.une.edu.au/it-services/common/network/setup.php

Meals: Dinner and breakfast are included in the tariff for short stays such as residential schools. Lunches are available for purchase from the Dining Hall. Meal times are posted on the Dining Hall doors.

Please remember rooms must be vacated by 10:00am on day of departure.