



LOYOLA COLLEGE SHORT-TERM ACCOMMODATION CONDITIONS OF RENTAL

1. All groups and individuals requesting the use of the Loyola College Accommodation properties (**'International House'** and **'Manresa Cottage'**) must sign this document to abide by the conditions listed below.

2. Bookings:
Bookings are made by completing the Booking Application Form and will be managed by the College Administrative Assistant on behalf of the Principal, as Executive Officer of Melbourne Archdiocese Catholic Schools (MACS). The Administrative Assistant (Mrs Daniela Amore) can be contacted on 9433 0205 or via email: amored@loyola.vic.edu.au

The College through the Principal reserves the right to refuse the rental of the facilities to any party without stating reasons for doing so.

3. All advertised rental charges (detailed on the application form) must be paid in full to the College Finance Department in advance of the rental. For stays of one week or more and/or large bookings, a 25% (non-refundable) deposit is required on approval of the application, and balance required two weeks prior to the rental commencement.

4. Rooms must be vacated by 10.00am on the morning of departure unless otherwise negotiated. Rooms may be accessed after 2.00pm on day of arrival unless otherwise negotiated. Rooms vacated after 10.00am will incur an extra charge.

5. All cancellations or variations of dates/times must be made in writing to the Finance Assistant (Mrs Natalie Bell) not less than two weeks before the proposed rental date. Mrs Bell can be contacted on 9433 0709 or via email at belln@loyola.vic.edu.au

Cancellation before two weeks prior to the rental commencement will result in loss of deposit. Cancellation within two weeks prior to the rental commencement will incur a 50% charge of the total rental cost. No credit or refund will be given for any cancellation and/or variation of the date/time during the rental period.

6. Duration of rental is a maximum of one month (continuous). Applications for rentals longer than a month will be accepted at the discretion of the Principal.

7. Liability:
Neither MACS nor its nominated representatives/officers, and any other person acting on behalf of the College shall not be liable for any loss or damage or legal liability incurred by the occupant. No responsibility will be taken by the College for equipment belonging to the occupant, which is stored in College buildings and/or on College grounds, at any time.

8. The occupant shall not 'sub-let' any rooms and/or surrounding areas to any other person or organisation.

9. No unauthorised activity (without the appropriate permit from Loyola and/or licensing authorities) shall take place in any part of the grounds and/or buildings.

10. The occupant must leave the property and its surrounding areas in a clean and suitable condition. All rubbish, refuse and waste matter is to be placed in the bins provided.

11. Excessive noise levels must be avoided (for respect of College neighbours).
12. Damage occurring to any of the school property, furniture or equipment whilst it is being used by the occupant, shall be paid for by the occupant at such costs as determined by the Principal in consultation with the College Business Manager. Any damages affecting property must be reported to the staff members (as noted in Clause 23) prior to leaving the premises, or the occupant will be subject to charges for any loss not otherwise recovered. Contact telephone numbers and other relevant matters for this purpose are contained in Clause 23.
13. No fittings, decorations (such as streamers and balloons), posters, advertisements, flags, shields or emblems shall be attached to walls, doors, existing signage and poles on the College campus (inside and outside buildings) without the approval of the Business Manager.
14. Smoking shall not be permitted anywhere on the College campus, including inside the rental properties.
15. Drugs shall not be permitted anywhere on the College campus, including inside the rental properties. Drug-related criminal activity will not be tolerated on or near the properties.
16. No alcoholic or intoxicating liquor/beverage shall be consumed outside of the rental properties.
17. No obscene or insulting language or disorderly behavior shall be permitted anywhere on the College campus, including inside the rental properties.
18. No animals shall be allowed on College grounds (including inside the rental properties).
19. Vehicles must be parked in the designated areas. Loyola will not be responsible for any damage to vehicles parked in the College grounds.
20. Appliance and Equipment Use:
 - a) Equipment use is restricted to what is provided inside the properties for the purpose of rental (eg kitchen and laundry appliances).
 - b) No appliances and/or equipment (eg sound equipment) shall be brought on to the College campus (including inside the properties) without the approval of the Business Manager.
 - c) Should appliances and/or equipment be found missing at the end of the hiring, the hirer will be responsible for reimbursing the College for the replacement of such equipment.
 - d) The occupant shall leave all appliances and equipment in a clean and working condition.
21. There are no telephone facilities in the rental properties. Internet access is subject to and restricted by the College wireless network, and only available in 'International House'.
22. Keys:

Keys will be given on the strict understanding that they will be taken care of in a responsible manner by the person signing the Booking Application Form. Loss of keys will result in replacement locks and keys at the expense of the Occupant. Keys issued shall be returned by the person who signed the Booking Application form and stayed in the accommodation properties.

- 23. Call-Outs:**
 In the event of a need for emergency contact, the occupant is responsible for advising a Loyola College staff member. The staff that can be contacted are as follows:
- Natalie Bell (Finance Department): 0409 579 466
 - Wayne Hall (Facilities Manager): 0419 884 857
 - Mark Arnavas (Business Manager): 0402 410 518
- If unable to contact Loyola staff in the event of an emergency (eg intruders, disturbances, fire) please call the emergency line '000'.
- 24.** In the event of any dispute or difference arising as to the interpretation of these conditions, or any matter contained herein, the decision of the College (through the Principal therein) shall be final and conclusive.
- 25.** Due to COVID-19 restrictions set by Government Authorities, the lead occupant organizing the rental will be responsible to abide by such regulations in relation to the number of guests permitted to stay in the College rental property. The lead occupant will also be required to abide by social distancing regulations. The lead occupant will be responsible for any fines issued by the Police, including fines issued to the College.

I have read, understood and agree with all the terms and conditions (1-25) of this Short-Term Accommodation Conditions of Rental.

SIGNATURE

DATE

NAME OF PERSON RESPONSIBLE: _____

HIRER (ORGANISATION) _____

ADDRESS OF HIRER (ORGANISATION) _____

MOBILE PHONE NUMBER: _____

EMAIL: _____