



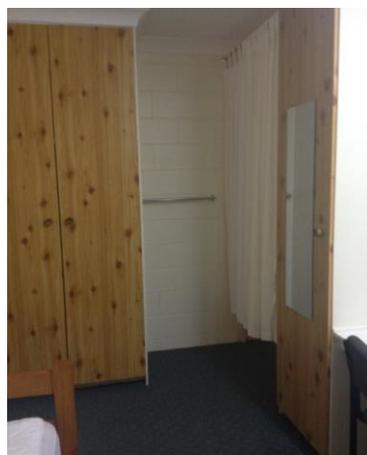
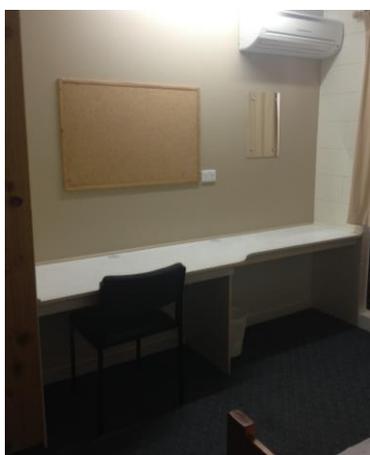
Northreach Student Lodge Resident Handbook

WELCOME

We are excited to see that you are considering staying at the Northreach Student Lodge. Living at the Lodge is a great opportunity for students to move into a young adult community environment. Students will have the freedom of living out of home combined with the security of living with respectful, Christian young adults. This booklet contains all the information you need to know about the facilities, the expectations of students, how to apply and more. We hope to speak with you soon!

FACILITIES

The Lodge has five shared bedrooms and two single rooms available. Students also have access to shared facilities which include: the Common Room (dining and lounge area), kitchen, separate male and female bathrooms and laundry.



Shared bedrooms have one door with two separate, divided areas with curtains installed for privacy. All rooms contain a bed with mattress, wardrobe with shelved cupboards, mirror, side table, desk, chair and pin-board.



The Common Room has a large air-conditioned, dining area, couches and TV available for shared student use. Students prepare their own meals in the kitchen and are each allocated one pantry shelf and shared fridge space. Both male and female bathrooms have two showers and two toilets each. The laundry has two washing-machines, clothes line and a dryer that may be used for wet weather or emergencies.

GENERAL EXPECTATIONS

The physical, emotional and spiritual well-being of the Lodge residents is our highest priority. So, before you decide to move into the Lodge, there are a couple of general expectations that all students need to be aware of. Firstly, Lodge residents **must** be students (either at University, Tafe or Bible College).

Students also need to:

- Be committed Christians
- Follow the rules
- Pay rent
- Show respect to the facilities that they use and share
- Be water wise (ie. 5 minute showers)
- Remember to turn off electrical items (lights, fans, air conditioners, computers, etc.) that are not currently in use
- Keep their rooms clean and tidy, with doorways and the hall kept clear
- Participate in rostered cleaning duties, which must be completed within the set weekly time-frame
- Respect the requests of the Lodge Supervisor and be considerate of the other students
- Hold a valid Child Safety Blue Card

There are also a few general considerations that need to be adhered to. Students must:

- Be mindful of their noise levels, using headphones in shared bedrooms, and keep noise to a minimum after 10pm.
- Ask for permission before entering another students' room. Please note however, that members of the opposite sex are not allowed in the students' bedrooms.
- Ensure all their activities are consistent with the Christian ethos of the Northreach Student Lodge
- Understand that they are personally responsible for their own behavior and the behavior of their guests. Visitors are very welcome but they must follow the rules and they cannot stay overnight.
- Keep Blu-Tack and other adhesives off the painted walls
- Be aware that pets are not allowed.

Please also remember that the Lodge is on Northreach Baptist Church property and as such all church activities and worship services need to be respected.

At the Lodge we aim to treat others the way Christ instructs us to; with love. It is important that good relationships are maintained by all residents of the Lodge, both with Northreach staff and each other. Everyone is expected to help promote a cooperative and friendly atmosphere.

"¹² Therefore, as God's chosen people, holy and dearly loved, clothe yourselves with compassion, kindness, humility, gentleness and patience. ¹³ Bear with each other and forgive one another if any of you has a grievance against someone. Forgive as the Lord forgave you. ¹⁴ And over all these virtues put on love, which binds them all together in perfect unity. ¹⁵ Let the peace of Christ rule in your hearts, since as members of one body you were called to peace. And be thankful..."

Colossians 3:12-15

RULES

To make sure all the Lodge residents are treated with respect and to maintain the safety and well-being of the students, there are several rules that need to be followed. At the beginning of each semester, a Lodge Residents Meeting will be held with all the students to reiterate these rules and the Lodge safety procedures. Students will also be required to attend a weekly half hour meeting for a group devotion, prayer and notices time. This will help ensure that all students are cared for during their stay.

Health and Hygiene – *Everyone is responsible for maintaining a healthy, hygienic environment.*

- Students need to maintain their own personal hygiene by washing their clothing and bed linen frequently
- In all common areas, students are required to clean up after themselves.
- Bedrooms must be kept clean and tidy. (Please note: the Lodge Supervisor may inspect rooms each term with reasonable notification (7 days), or in response to a complaint, with 24 hours' notice.)
Every fortnight students need to:
 - Wash bed linen
 - Vacuum the carpet
 - Remove rubbish and wipe over surfacesEvery month air conditioner filters need to be cleaned.
- Serious or contagious illnesses need to be reported to the Lodge Supervisor so medical treatment can be provided and the spread of the illness can be prevented.

Security and Safety – *Everyone is responsible for security and safety.*

- External doors to the Lodge must be kept locked at all times. (Please note: Students are responsible for taking care of their own property. Northreach is not responsible for any loss or damage that may occur to students' belongings).
- Personal possessions should be named
- If students are away from the lodge for any period of time the in/out board must be used
- No heat generating electrical items (cooking or heating appliances) are allowed in the bedrooms
- Harmful substances (non-prescription drugs, cigarettes or alcohol), pornography, weapons, intimidation or bad language are not permitted on the premises.
- Other students' personal information is not to be given out without their direct consent
- The internet is primarily for study purposes and use of it must comply with the law and the Christian ethos of the Northreach Student Lodge and Northreach Baptist Church. Internet agreements must be signed.
- Students need to report any breakages, malfunctioning equipment maintenance or safety issues to the Lodge Supervisor immediately
- Students need to be familiar with emergency/evacuation plans and procedures. These will be explained each semester at the Lodge Residents Meeting.
- Car parking is provided, though students should drive carefully and remember to lock their vehicles.
- Bike storage is provided, though students are responsible for locking their bikes to the bike rack.

STUDENT'S RIGHTS

During their stay, students have the right to expect that they will be treated with respect. Their confidentiality will always be maintained and any problems or complaints will be dealt with fairly and promptly. They will be provided with information to answer all their questions and the Lodge Supervisor will be available to help students with any concerns they may have.

HAVING PROBLEMS?

Should you have any problems during your stay at the Lodge, the first person you should speak to is the Lodge Supervisor. If the supervisor is not available and you notice an urgent maintenance issue, please contact the Church office directly. In the case of an emergency though (fire, flood, substantial building damage, serious injury), please call 000.

If you are having trouble paying your rent, please tell either the Lodge Supervisor or the Church administrator. We will always try to make arrangements.

If you lose your keys, please let the Lodge Supervisor know immediately.

FEES AND COSTS

Rental costs are \$130 per week for a shared bedroom or \$140 per week for a single bedroom. This includes rental of the furnished room, use of shared facilities and equipment, internet access and electricity. No rental bond is necessary but two weeks' notice is required prior to vacating the Lodge.

A Key Deposit (\$20) and Cleaning Deposit (\$100) are also required. Please note that students will need to bring their own: bed linen and pillows, doona/blankets, linen basket, liquid washing detergent, toiletries, towels, study supplies, computer/printer and accessories, headphones for sound technologies and any other personal items. They will also need to purchase their own food.

Payments are organized through the Northreach Baptist Church Administrator with rent paid via direct debit.

APPLICATION PROCESS

If you have read through this handbook and wish to apply to be a resident at the Northreach Student Lodge, there is a simple process that you will need to follow.

1. Fill out the Application form (the last page of this handbook) and give it to the Lodge Supervisor.
2. After the Lodge Supervisor has reviewed your application, you will be informed of the result.
3. If you are successful, students will be able to move in on the date arranged with the Lodge Supervisor. Students may stay at the Lodge during mid-term and mid-year breaks. The Lodge will be closed over the Christmas holidays, however, arrangements can be made for accommodation over this time.

At the end of the year students must clean out their rooms and return their keys to the Lodge Supervisor. Any damage that was not reported at the time of the incident will also need to be paid for by the student.

Each year students will need to reapply if they wish to be a Lodge resident for the following year. If the student has already been at the lodge for 2 years, they are more than welcome to apply to return but newer residents will take priority.

Should students wish to leave before the end of the year they must give two weeks' notice to the Church Administrator.

It is important to remember that anyone who does not follow the directions of the Lodge Supervisor or comply with the rules, guidelines or general Christian ethos of the Lodge, may be asked to leave. Serious offenses - such as unacceptable behavior, inappropriate internet use, or drinking alcohol on the premises - may result in eviction.

CONTACT

Northreach Baptist Church

Hours: Monday to Friday - 9am to 4:30pm
Phone: 4723 2371
Email: church@northreach.org.au
Address: 38 Canterbury Road, Kirwan QLD 4817

If you have any questions relating to the Northreach Student Lodge, or if you would like to apply to live at the Lodge, please contact the following people:

Northreach Student Lodge

Supervisor:
Phone:
Email:

Northreach Baptist Community Support

Worker: Michael Stainbrook
Phone: 0401 421 179
Email: michaelstainbrook@northreach.org.au

Disclaimer: Northreach reserves the right to regularly review this handbook and make changes as circumstances warrant.



Northreach Student Lodge

Application for Residency

Full Name (including middle names): _____

 Date of Birth: ____/____/____ Gender: _____
 Mobile: _____
 Email: _____
 Address: _____

 Denomination: _____

In the event of an emergency:
 Next of Kin: _____
 Contact Phone: _____
 Contact Address: _____

 Blood Type (if known): _____

Requesting Accommodation for Year: _____

It is a condition of acceptance into Northreach Student Lodge that you are a committed Christian and a regular church attendee. Please briefly describe your Christian commitment.

Medical History

If you have any allergies, what are they? _____
 Do you have any pre-existing medical conditions? If so, please provide details:

Referees

Please provide the names and telephone numbers of two people who are willing to act as character referees, preferably one from your pastor/minister/church leader, and one from a person with whom you have lived.

Name: _____ Number: _____
 Name: _____ Number: _____

Financial Details

Should you be successful in your application, you will be asked to disclose details of your nominated bank account, for direct debit purposes.

Security

If you have a current QLD Children’s Commission Blue Card, please supply the number.

Current Card Number: _____ exp. _____

*if you do not have a Blue Card we will have the paperwork, so you can apply for one upon moving in

Agreement
 I have read and understood the “Northreach Student Lodge Resident Handbook”. I am willing to be considerate of other residents and abide by the expectations and rules of Northreach Student Lodge. I am aware that I am not covered by Northreach Student Lodge or Northreach Baptist Church insurance for my own possessions. I acknowledge that I will be required to participate in at least one weekly rostered cleaning task. I agree to follow the directions of the Supervisor of Northreach Student Lodge and would like to apply for residency.
Signed: _____ **Date:** ____/____/____