

12

Your guide to
residential life
at Everton Hall.

resident handbook



everton hall

campus living villages (CLV)

Our vision

We set the standard in student accommodation that others aspire to meet. We create the place to live, learn and grow.

The student experience

We believe our responsibility extends beyond just providing beds for our residents. Our aim is to enhance campus living with structured residential life programmes designed to create memorable experiences, support success and assist in the transition to independence. We are focused on supporting young people during a key stage of their development and creating environments where students can live, learn and grow.

Live – facilitating the creation of a fun, friendly, vibrant, diverse community and a memorable student experience.

Learn – supporting students' academic success.

Grow – encouraging residents' personal growth, empowerment and transition to independence.

Sustainability

We are committed to sustainability in the operation of our facility. We strive to employ sustainable practices across all aspects of our business.

welcome to everton hall

At Everton we aim to provide independent living within a positive and supportive student community that encourages academic success. Our residents come from a wide variety of cultures and backgrounds, from within New Zealand and from overseas. The diversity of our community is something we value highly. Our focus is on **respect and consideration** - for other people, property and ourselves.

Your first opportunity to meet new (and old) friends will be the move-in day BBQ – the Hall provides an early evening meal for all residents on Sunday 26th February 2012. Various social and sporting events take place throughout the year including dessert nights, the annual ball, quiz nights, movie nights and sports teams compete in regular leagues. Other activities are arranged according to the interests and enthusiasm of residents.

As well as myself, the Everton Hall team comprises two part-time office staff, a part time maintenance person and four Resident Assistants (RA's) who are senior students and residents of the Hall. My wife Wendy and I live within the grounds and I am available to residents for a casual chat or a formal meeting. Together we aim to provide you with a safe, supportive and pleasant place in which to live, learn and grow.

Despite our reluctance to impose "Rules and Regulations", with 189 residents living in close proximity, the guidelines set out in this Resident Handbook are essential. Please read through the Resident Handbook carefully, before you accept your place at Everton Hall. When you sign and return your Resident Agreement, you agree that you have read, understood and accept the conditions in the Resident Agreement and this Resident Handbook (commonly referred to as the "Blue Book").

We look forward to welcoming everyone into the Hall and having another great year in 2012.



Ian Brown
Head of Hall



- The information and house rules contained in this booklet form part of your Residential Agreement with Everton Hall and Campus Living Villages New Zealand.
- When you sign your Residential Agreement, and accept a place at Everton Hall, you sign to say you have read, understood and accept the house rules.
- Please read all the information carefully. If you do not understand anything, contact us for an explanation.

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Everton Hall of Residence

12 Everton Terrace, Kelburn
Wellington 6012 - New Zealand

Administration

Head of Hall

Ian Brown

23 Talavera Terrace
Kelburn
Wellington 6012
(04)472 0655 (Office)
(04)472 4577(Home)
027 288 9045

Office Administrators

Gill Blomgren (Monday to Wednesday)
Linda Nicholl (Thursday and Friday)

Maintenance

Denis Thistoll (mornings only)

Office Hours

10.00am - 2.00pm Mon - Fri
6.30pm - 7.30pm Sun - Fri
10.30am - 11.30am Sat
(Closed on Public Holidays)

Office Telephone

(04)472 0655

Office Fax

(04)473 7027
Residents may have faxes sent to this number

Commons Phone (public)

(04)473 5888

Duty RA/after hours contact

Office phone 472 0655
or RA cell phones:

Flats 1-6 & Houses 25-27 TT 027 679 1509
Flats 7-16027 472 1026
Flats 17-22 & 21 TT & 32 CT 027 472 1020
Flats 33-41027 472 1015

Web site

www.evertonhall.ac.nz

Email

everton@evertonhall.ac.nz

a brief history of the hall

Everton Hall was founded by members of the Presbyterian and Methodist Churches with the aim of providing students with secure, affordable accommodation within a supportive community offering the independence and freedom of flat life. Formally opened in 1976, it was the first hall of residence in New Zealand to be built as self catering, student flats.

The Hall is owned and administered by the Wellington Presbyterian Methodist Halls of Residence Trust with the Trust Board made up of representatives from these churches, Victoria University of Wellington (VUW) and co-opted members.

Situated in pleasant grounds on a hillside overlooking Wellington city, Everton Hall provides accommodation for 189 students. The Hall consists of 31 five bedroom flats in 6 apartment style buildings and 9 flats of varying size in old character houses within the Hall grounds. Two flats are suitable for married couples. All flats are fully furnished and equipped with household appliances and utensils. Last summer we commenced an internal refurbishment programme in the original flats that will be completed for the 2012 academic year.

The three original residential buildings are named after

STUART WILLIAMSON- the benefactor of an earlier hostel now incorporated in Everton Hall,

JAMES GIBB- a Presbyterian preacher and scholar and founder of Queen Margaret and Scots Colleges in Wellington and

JOHN ALDRED- the first Wesleyan missionary to be permanently stationed in Wellington.

In February 2001 three new buildings opened and are named after:

RONALD POTTS - a current Board member and former Chairman.

HUGH FULLARTON - a founding Board member and former Chairman and

WYN BEASLEY - a founding Board member and former Chairman still actively involved with the Board.

The "Commons" which is the communal centre of the Hall was named after

Major-General WALTER McKINNON - a former Chairman of the Everton Board.

It has a gym with badminton and volleyball courts, table tennis table and a basketball hoop; a piano room; a study room; and a lounge with TV, pool table and library.

The Head of Halls' residence, at 23 Talavera Terrace, is known as:

SOMERVILLE LODGE after the Very Rev J S Somerville, a former Moderator of the Presbyterian Church and Chairman of the founding committee.

The Everton Hall coat of arms depicts the green and yellow gorse covered hills of Wellington, also found on the VUW coat of arms; the five silver plates from the coat of arms of the original "Iron Duke" of Wellington and the dolphin is a Christian symbol of wisdom and learning. The motto, "*Neque verito neque haesito*" is translated as "I neither turn nor falter".

In January 2009 Campus Living Villages NZ Ltd took over the day-to-day management of the Hall. CLVNZ also manages uStay and Te Puni villages which also house VUW students.

Absence from the Hall

If you are going to be away from the Hall overnight, or longer, please let your flat mates know or place a note on the flat notice board saying how long you intend to be absent from the Hall.

Acceptance

Your place at Everton is secured ONLY when we receive your signed Acceptance Form and Acceptance Fees (itemised on

the Acceptance Form and Residential Agreement included in your offer pack).

NOTE: Your Residential Agreement is for a fixed period from 26th February until 17th November 2012. Students who require Hall accommodation for Trimester One only (February - July) will attract an additional levy of 10% to cover the increased administrative costs caused by the 5 month contract and arranging a replacement for the room. See also "Residential Agreement" on page 19.

Activities

Your activity fee covers the cost of most social activities and sporting equipment. Some events may be "user pays" but costs are kept to a minimum. Everyone is encouraged to get involved and anyone interested in organising an activity – sporting or anything else – will be fully supported by the Everton team.

Address

Your mailing address at Everton is:

Your Name **
Your Flat number (*notified on arrival*)
Everton Hall
12 Everton Terrace
Kelburn,
Wellington 6012

** (*you must tell us* if you think you may receive mail addressed to you by more than one name e.g. a European and an Asian name).

Alcohol

Everton Hall encourages moderation and a responsible and safe attitude towards the consumption of alcohol. Most residents are mature enough to use alcohol responsibly and sensibly and are welcome to do so within the Hall area.

The Hall has endorsed the New Zealand Code of Practice for Tertiary Student Accommodation which states that halls of residence should:

'Promote "best practice" in the provision of a safe social environment and host

responsibility, encourage safe practices, and promote in residents a respect for and a concern for others in a social setting.'

To meet these goals, Everton Hall has an Alcohol Policy in place (see Flat Information Folders for complete policy) that includes:

- Provision of alcohol free flats.
- Party Contract (see page 17)
- "No parties" rule during study and exam periods.
- Price of tickets for any Hall organised function (e.g. Ball) will include the cost of admission, food, entertainment etc and will not include alcoholic drinks.
- Promoting the concept of fun without alcohol by arranging social events for the Hall community which are alcohol free.

One problem that arises from the use of alcohol is noise which disturbs other residents and neighbours.

If you are a person who likes to regularly consume large quantities of alcohol, alone or in the company of others, Everton Hall may not be the best place for you to live.

Arrival (See also Inventories, Keys, Office)

The 2012 Resident's Contract period starts

12 noon

Sunday 26th February 2012

As flats are occupied during the summer, you *cannot arrive, or drop off* belongings, before this date. We are very sorry but under no circumstances can exceptions be made.

Check in hours are:

12 noon - 5pm

Sunday 26th February

If you plan to arrive AFTER 26th Feb, you **must** let the Office know *at least 24 hours before this date* or your place may be offered to someone else.

If you cannot arrive during the check-in hours of 12noon - 5pm, please let us know *at least 24 hours in advance* so that someone is available to meet you and show you to your room.

Bikes/Surfboards and other large sporting items

These may **only** be stored in the locked bike shed. *Bikes, surfboards and other large items may NOT be kept in flats or stairwells.* Bike shed keys are available on payment of a \$10 deposit, refundable on return of the key.

Car Parking

Parking is one of the most contentious issues we deal with on an on-going basis. It is essential that everyone is considerate.

Parking within the grounds is limited. Your co-operation and patience is essential, especially on move out/move in weekends when traffic jams regularly occur. Unauthorised or unidentified cars may be towed away at any time of day or if left overnight.

Car Parking - Residents

Limited uncovered parking, in numbered, allocated parks, is available for residents in the Hall grounds at \$15 per week - paid per trimester in advance or included in your automatic rent payment. Parking permits are sold on a first come first served basis.

♦ ***Everton Hall accepts no responsibility for the security of your car, or any damage to your car, while it is parked in the grounds.***

Cars parked outside their allocated space, or not displaying a current Everton Hall Parking Permit card, *may be towed without warning.*

Car Parking - Visitors

Limited 2 hour visitors' parking is *usually* available in parks 15 & 16.

- ◆ visitors' cars must be identified at all times. The name of the resident being visited and a contact number must be CLEARLY displayed on the dashboard. Visitors' parks are NOT for overnight stays.
- ◆ visitors with cars parked here must not leave the Hall grounds.
- ◆ overnight visitor parking should be arranged with the Office **BEFORE the car arrives.**

We tow or clamp unidentified cars, without warning, at the owner's risk and expense. The cost is \$200 to retrieve a car towed or clamped.

Complaints/ grievance procedure

A complaints procedure exists to help resolve any disputes. Written complaints can be addressed to the Head of Hall, marked confidential and placed in the mail slot. If you are still not satisfied you can contact the Chairman of the Board of Trustees.

don.trow@vuw.ac.nz

Complaints About Other Residents

The first step for all residents, who have a problem with another resident, is to try and resolve the issue themselves by approaching that resident directly. If this does not resolve the problem, or the resident feels uncomfortable approaching the other resident, they should discuss the problem with a Residential Assistant. They will try to help or advise if the issue needs to be taken to the Head of Hall.

Complaints About The Hall Services, Facilities or Staff

Residents, with concerns in these areas, should approach the Office Administrator or Head of Hall. All efforts are made to resolve complaints immediately and to keep the parties involved informed of the actions taken.

More details are included in Flat Information Folders.

Co-operation

Living together at Everton relies on residents showing *respect and consideration* for each other. Everyone has different needs and standards when it comes to routines, study, flat cleanliness, cooking, cost sharing, noise levels, visitors etc. A flat meeting should be held, within the first few days of arrival, to establish how your flat is going to operate.

You must keep your own room clean, tidy and free of rubbish. You must be prepared to co-operate with your flatmates to maintain a high standard of cleanliness in the shared areas of your flat.

We strongly recommend that a cleaning roster is organised as soon as everyone has arrived in the flat.

Together with your flatmates you are responsible for **all bills** incurred by your flat (e.g. electricity, telephone charges, internet connection etc).

Don't expect the flat to run smoothly all year. Even flats that try really hard, run into difficulties from time to time. If problems arise, arrange a flat meeting as soon as possible to discuss the issues. If problems continue, ask an RA to mediate at a flat meeting.

Departure

i) End of Agreement period.

You will receive a Departure Form from the Office. ***If no Departure Form is completed and returned to the Office, your bond will not be returned to you.***

You must ensure that your room and the shared areas of the flat are left **spotless**. This requires that you

- 1 remove all rubbish and all personal belongings (including any extra furniture).
- 2 return to your flat/room any items of Everton Hall furniture (e.g.

bed) that you may have had in storage. You will need to contact the Office or an RA to arrange access to the storage area. (You will be charged \$30 per item to have them replaced if you do not do this yourself.)

- 3 arrange with the Office for your room to be inspected PRIOR to your departure. It is important to give sufficient time for any extra cleaning that may have to be done before you leave.
- 4 *If you are leaving on the official departure day 17th November, you must vacate your room **by 12 noon** unless special arrangements have been made in advance.*
- 5 LOCK your room/flat, and leave keys and forwarding address (see MAIL below) in an envelope at the Office. \$75 is deducted from the bond for non-return of key sets. If keys are not returned, you will be charged rent for your room until we receive them.

ii) **Before the end of Agreement.**

The Everton Hall Resident's agreement is for a fixed term. In the unlikely event of any resident moving out of the Hall, before the end of the agreed period, they are **responsible for payment of rent** for the remainder of the Resident's Contract period or until a suitable replacement flatmate takes up residence.

Any resident departing before the date stated in their Resident's Agreement will have a handling fee of \$150 deducted from their bond.

You will be given a Departure Form which must be completed and returned to the Office when you leave. You must arrange for a room inspection before you leave Everton Hall.

A new resident moves into the vacant room unless other arrangements have been made with the Office. If an existing Everton resident wishes to take the vacant room they may become responsible for the new vacancy.

Deposit/Bond

To confirm your acceptance of a place at Everton Hall you must pay a deposit (see "Acceptance" page 5).

Bond refunds are made approximately one month after your departure from the Hall, less deductions for final power charges, missing inventory items, keys not returned, charges for repairs or cleaning, or any other outstanding debts owed to Everton Hall.

Your share of the balance of any final electricity account will be deducted from your bond.

Bond refunds can be made to a credit card, by direct credit to a bank account or, as a last resort, by cheque. Bond refunds **cannot** be made in cash.

Earthquakes and other Emergencies

Wellington is in an earthquake zone and Everton Hall recognises this in its Emergency Response Planning. Some basic emergency tools and supplies are kept at the Hall and each flat is equipped with a sealed bucket containing some very basic supplies *for use in an emergency only*.

Flats are also given information, about earthquake preparedness, which we encourage you to read. Feel free to ask us any questions or talk about any concerns. The RAs, or other staff, will be happy to help.

We recommend you take some responsibility for yourself in the event of any emergency and suggest you bring with you, or acquire on arrival, a silver survival blanket, light sticks or torch and batteries. Keep these together with warm clothes and

heavy shoes in a place where you can easily find them even in the dark.

Each person needs about 3 litres of water per day to survive. If you store emergency supplies of water, in your room, please be sure the containers will not leak. You will be responsible for the cost of repairing any damage caused by incorrect storage of water.

Electrical Safety

Resident safety is of paramount importance to us. Please keep yourself and other residents safe by ensuring all electrical appliances are safe and are used safely. Report any damage promptly to the Office or your RA, particularly exposed wires, and avoid using appliances when safety is in doubt. Do not overload power points or multi boxes. All our appliances are tested annually and should be tagged as being safe to use. You are responsible to ensure that any appliance you bring to the Hall is also safe to use. Any electrical appliances, you bring to the Hall, should have been checked and tagged by a registered electrician within the previous 12 months.

Facilities

The Commons building is open from

- **7.30am – 11.00pm: Mon – Fri**
- **9.00am – 11.00pm: Sat & Sun and Public holidays.**

There are rooms for meetings, quiet study or music practice including a room with a piano.

There is also a gym with a badminton and volleyball court, basket ball hoop, table tennis table, and a stereo with a MP3 port; aTV lounge with a TV, small library and pool table (free). There is also a colour photocopier 10 cents (b & w) & 30 cents (colour) per copy. It also takes a USB port. Soft drink and snack vending machines for residents to utilise are also located here.

We have a selection of board games and jigsaws, tennis racquets, indoor cricket and other sports equipment for use by residents. We are happy for residents to

make suggestions about new games or other activities they would like for the Hall.

We also have video players, DVD players and a gas BBQ available for residents to borrow overnight. These can be obtained from the office during office hours.

We do not provide internet access, computers or printing facilities in the Commons and the Office does not print out documents (or late assignments!) for residents.

Fire Precautions

Immediately on arrival, read the Fire Evacuation Procedures which are on the notice board in each bedroom and living room in each flat. YOU MUST KNOW WHAT TO DO IN THE EVENT OF A FIRE. If there is anything you do not understand, please ASK!

If the alarm sounds you must evacuate the building immediately. Place a pillow outside your bedroom door to show that you have evacuated, and assemble in their designated area. Fire evacuation drills for residents are conducted each trimester.

Alarms and hose reels are on the stairwells at the entrance to each flat in the old buildings. Alarms and sprinkler system are installed in the new buildings.

All flats are fitted with a fire extinguisher and fire blanket. If you have to use your flat fire extinguisher, you must take it to the Office for re-filling as soon as possible. You will be supplied with a replacement extinguisher immediately. It is a legal requirement that you have a full fire extinguisher in your flat at all times.

If you have to use your fire blanket, you must inform the Office so it can be checked for damage and replaced if necessary.

Smoke Detectors are fitted in old flats in the lounge, or hallway adjacent to the lounge/kitchen. Batteries are checked monthly. **Residents must not remove batteries or smoke alarms.** Intermittent beeping indicates a new battery is needed - ask for one at the Office. Residents must

ensure flat smoke detectors are maintained in working order at all times.

Fire extinguishers, blankets and smoke detectors are checked monthly to ensure they are operating correctly.

Flat & Room Allocation

Flats and rooms are allocated before you arrive at Everton Hall. Arriving early will not give you the choice of a different room. We are very diligent in trying to organise compatible flat members. You can assist this in being honest when you complete the Resident Information form. Residents can nominate up to four other people that they would like to flat with but we cannot guarantee this will happen.

The offer of a place at Everton Hall is for a room in the Hall and is not specific to a room or flat.

You may only move flats or rooms with prior agreement. At the time of any approved move you must complete a Departure Form (available from the Office), arrange for an inspection of the room you are vacating and complete an inventory form for your new room. This is for your own protection so you are not held responsible for any money owed by the flat you are leaving or for missing or damaged inventory items in the room or flat into which you have moved.

Flat Information Folder

Each flat has a “Flat Information Folder” which contains information about living at Everton, dates for pre-planned events at the hall, flatting, living in Wellington, how to connect a phone line, cheap recipes, maps and a host of other information. This is the first place to look for answers to the questions you will have when you arrive!

Flat Inspections

These will be carried out towards the end of each term. For flats with regular cleaning routines there will be no problems. We concentrate our inspections on the “common” areas of the flat particularly the

shower, toilets, fridge/freezer and stove. Those flats that do not reach an acceptable standard will be re-inspected. If they still do not reach the required standard, the dirty areas will be cleaned commercially at the flat members’ expense.

Founders' Day

Each year the Board commemorates the official opening of Everton Hall on 21 April 1976. This commemoration is held as close to practical to that day. All residents are invited to be guests of the Board at a Founders’ Day Lunch.

Furniture/Furnishings

Flats are fully furnished with all large household appliances, cooking and eating utensils provided. You need only bring bed linen, blankets (or duvet), and towels. A list of inventory items can be found at the back of this booklet. (Appendix 1 p 22)

- TVs and microwave ovens are not supplied.

You are encouraged to make your flat a home but please do not paint or redecorate your flat or attach anything to any surface which will result in marking or damage. Use ONLY good quality “Blu Tack” NOT pins or Sellotape (sticky tape). **Beware** - the paint in the new buildings marks VERY easily! The cost of repairing any damage will be invoiced to you directly or deducted from your bond.

Furniture may not be moved from one flat to another.

Lack of storage space means any additional furniture, such as double beds, may only be brought in subject to the following conditions:

- ◆ permission to bring in extra furniture is obtained from the Head of Hall BEFORE the furniture arrives.
- ◆ surplus furniture, including beds, may not be stored in the flat hallway, lounge or other common areas where it is a fire hazard, may be damaged or used inappropriately. If you bring in your own bed, it is your responsibility

to move the Everton bed into our storage space. Contact an RA for access but you must supply people to do the moving!

- ◆ Everton Hall furniture, which has been stored, must be returned to the flat by the resident/s concerned before departure. A charge of \$30 per item, will be deducted from your bond if furniture needs to be moved after you have left.

Grounds

We are lucky to have pleasant garden areas where you can study, relax or BBQ. Please keep the grounds looking good by removing rubbish and not dropping litter or allowing your visitors to drop litter.

Guests

Everton is your home and guests are welcome BUT for reasons of safety and security, and in the interests of other flatmates, **one guest per bedroom** may stay unofficially (and with the agreement of all other flat members) for a *maximum of two nights*. The maximum number of guests per flat at any one time is five. Mattresses may be borrowed, free of charge, for maximum of two nights - ask at the Office. If you need a mattress for longer than two nights, please discuss with the Office staff.

You are responsible at all times for your guests' behaviour while they are at Everton Hall. Residents may not give keys to guests or arrange for anyone else to occupy their rooms in their absence. Guests may not use the Commons building facilities without being accompanied by a resident.

Please do not invite guests to stay during study weeks or exam times.

Hall Rules

i) Alcohol

- Residents may not make home brew beer, wine or spirits, or store home brew on Everton Hall premises.

- Kegs, or tankers of alcohol, are not allowed in Everton Hall grounds or premises.
- Paraphernalia, such as beer bong, funnels and drinking games, which encourage inappropriate drinking, are not allowed in Everton Hall grounds or premises.

ii) Drugs and Illegal Substances

Dealing in, or the use of, or possession of any illegal substances (including marijuana) on Everton Hall premises is **strictly prohibited**. Any such activity is viewed by the Board as grounds for *immediate termination* of a Resident's Contract and will result in *immediate eviction*. We will report any suspected dealing, possession or use of illegal substances to the police.

iii) Fire Precautions

The fire stop doors at the entrance to each flat, in the old buildings, *must be kept closed at all times*. It is illegal to prop them open. Fines are heavy and will be passed on to the residents responsible.

Flats will be fined \$50 if smoke alarms have been tampered with, or fire extinguishers used inappropriately, plus the cost of refilling or replacing.

To assist with Fire Prevention the use of the following items is *not permitted*:

*candles, *oil burners, *incense, *gas bottle heaters, *radiant electric heaters *charcoal BBQ's *any appliance with a naked flame or exposed element.

False fire alarms are very expensive (at least \$1000 per fire engine or \$50 per fire extinguisher). Any charges are passed on to the culprit!

iv) Firearms and other weapons

The possession of firearms, or any other weapon, on Everton Hall premises is *strictly prohibited* and grounds for immediate eviction.

v) **Fireworks**

Fireworks may not be lit within Everton grounds or buildings *at any time*.

vi) **Gambling**

Gambling is not permitted on Everton Hall premises.

vii) **Harassment**

ANY sort of harassment is taken seriously by the Everton Hall Board of Trustees and the following actions are not permitted within our community:

a) **Racial Harassment**

The Human Rights Commission defines racial harassment as:

behaviour that is racist, hurtful or offensive and is either repeated or serious enough to have a detrimental effect on a person.

Racial harassment includes, but is not limited to:

- Making offensive remarks about a person's race
- Mimicking the way a person speaks - i.e. if they have an accent
- Making jokes about a person's race
- Calling people by racist names
- Deliberately pronouncing people's names wrongly.

b) **Sexual harassment**

The Human Rights Commission defines sexual harassment as:

1. A request for sexual activity together with an implied or overt promise of preferential treatment or a threat of detrimental treatment.
2. Physical behaviour, language or visual material of a sexual nature which is unwelcome or offensive and either repeated or significant enough to have a detrimental effect on the person subjected to it.

Examples of sexual harassment within a hall of residence include, but are not

limited to, posters of a sexual nature displayed in rooms or living areas. Sexual behaviour, between two consenting parties if carried out in the presence of others, can be considered harassment.

Any form of sexual harassment of residents or staff is a serious offence and will result in disciplinary action being taken. Everton Hall has a complaints and grievance procedure in place to deal with any allegations of harassment.

viii) **Hazardous materials**

You are not permitted to keep hazardous substances of any sort including resin, chemicals, spray paints/glue, white spirits, petrol or other flammable substances in your flat.

ix) **Keys**

Everton Hall keys are issued to residents **ONLY**.

- *You may not give or lend any Everton key/s to a non-resident, under any circumstances.* This includes overnight guests.

If you give any Everton key to a non resident you break your Resident's Agreement and could be asked to leave.

x) **Noise**

The volume of stereos, TVs etc must be at a level which is not likely to disturb neighbours or residents in nearby flats – or your own flatmates!

xi) **Parties**

Small parties may be approved on Friday or Saturday evenings but **ONLY** with the **prior** written agreement of the Head of Hall in the form of a *Party Contract*. (See Alcohol Policy, page 5)

Residents hosting a party will be held responsible for the actions of their guests whether or not the guests are known to them or invited by them.

**ALL GUESTS MUST HAVE LEFT
EVERTON HALL GROUNDS – QUIETLY -
BY MIDNIGHT**

xii) Pets

The ONLY pets allowed at Everton Hall are small fish in a small bowl.

xiii) Sanctions for Breaking the Rules

In the rare cases of poor behaviour, the sanctions that will apply, in a given situation, will be determined by an assessment of the seriousness of the incident by the Head of Hall. Possible sanctions include, but are not limited to:

- ◆ Verbal warning
- ◆ Written warning
- ◆ Community service
- ◆ Fine
- ◆ Additional conditions stipulated in a behaviour contract
- ◆ Suspension from the Hall
- ◆ Eviction from the Hall.

Note: Any person who is suspended or evicted from the Hall will still be liable to meet their accommodation fee obligations.

xiv) Smoking

Everton Hall is a total non-smoking environment. *Smoking is not permitted anywhere in the buildings and grounds that make up the Everton Hall site.*

xv) Climbing on Window Ledges

These areas are strictly out of bounds and any resident found on a window or balcony ledge may be evicted immediately. Visitors who break the rules will be banned from Everton Hall premises.

Halls and Stairwells

You are asked to ensure that hallways and stairwells are kept free from obstruction for fire and general safety purposes. You are not permitted to store shoes, sports shoes, work boots, bikes or other sporting equipment in these areas as these items may impede resident evacuation in the event of an emergency and may cause damage to furnishings.

Health & Counselling

If you need to see a doctor contact:

Student Health Service
Ground Floor,
Student Union Building
24 hour phone 463 5308

The nearest after hours emergency clinic, which is open 8am – 11pm seven days, is located at:

17 Adelaide Road
Telephone:384 4944

or go to the Accident and Emergency Department at Wellington Hospital, Riddiford Street, Newtown.

Student Counselling is also at Ground Floor, Student Union Building, phone 463 5310.

Help at the Hall

The Office is open:

- ◆ 10.00am - 2.00pm Mon – Fri
- ◆ 10.30am -11.30am Sat
- ◆ 6.30pm - 7.30pm Sun – Fri

Outside these hours, call the Office phone (472 0655) which is diverted to the RA on duty. Call the Office number to report a disturbance, seek *urgent* repairs, or if you have any concerns about anything.

The name of the person on duty will be posted on the Office window each evening. If you cannot contact the person on duty, you can contact the Head of Hall on 027 288 9045.

If you wish to talk to the Head of Hall about a particular issue, contact him to arrange a time.

[Contact any one of us, at ANY TIME, in case of emergency or if you have a serious personal problem.](#)

Information

Keep this Resident Handbook (commonly referred to as the "Blue Book") handy for your own reference.

Each flat contains a *Flatting Information Folder*. Make sure you read this and that it is always available for flatmates for reference during the year.

Regularly check the notice boards in the Commons, in the Laundry and on the stairs outside the flats.

Read the newsletters and notices sent regularly to each flat. These are sent by email so make sure you inform us if you change your email address. These contain *important information* as well as details of social events. Ignorance is no excuse!

Insurance (See also Security)

You are contractually obliged to arrange contents insurance cover for your personal effects. Everton Hall does not accept responsibility for any loss or damage you might suffer during your stay here. Public liability insurance is included in the cost of your rent.

Despite security precautions, our location means that flats and cars are vulnerable to burglars. If your flat is left unlocked most insurance companies will decline a claim for stolen property.

Internet (see also Telephone)

Residents are responsible for arranging their own internet/phone connection at their own expense. All flats have phone jacks installed in lounges or hallways and bedrooms except some bedrooms in the houses.

Wireless connection is available throughout the Hall and one provider, Vistagate, is responsible for the maintenance of the system. They provide a free link to the VUW system if you utilise their plans.

All expenses relating to internet/phone connection are the responsibility of residents. There are a number of internet service providers (ISPs) with unlimited access deals costing approximately \$20 - \$30 per month.

Internet connection is available on campus through the Student Computing Service at VUW.

We suggest you talk to your flatmates before committing to any connections as many flats choose to share lines for phone and/or internet.

Inventories

On arrival you will be asked to complete two inventories that must be returned to the Office the day after your arrival.

- ◆ an individual bedroom inventory
- ◆ a general flat inventory

The bedroom and flat inventories are printed as Appendix 1 so you can see exactly what is supplied.

Note any damage or missing items to ensure that you are not held responsible for them when you leave.

The general flat inventory is to be completed by all residents, occupying the flat, on arrival day. Residents who arrive later either accept the flat inventory already completed or identify any discrepancies.

On departure, arrange with the Office for someone to check your room before you leave. The flat inventory will be checked after your departure.

Keys

On arrival you will be issued with a set of keys.

Residents in the old flats will receive two keys:

- ◆ One key opens your bedroom AND flat front door
- ◆ One key opens the Laundry door, Commons security door and the doors

to the new buildings including the taxi lobby.

Residents in the new flats will receive three keys:

- ◆ One key opens your bedroom
- ◆ One key opens the front door of your flat and
- ◆ One key opens the Laundry door, Commons security door and the main door to the new blocks including the taxi lobby.

Replacement keys, or keys not returned on departure, are charged at \$15 each per front door or bedroom key, \$30 each per combined flat/room key and \$45 per Laundry/Commons key.

Laundry

Hours of opening:

- ◆ Mon – Fri
7.30am -11.00pm
- ◆ Sat/Sun/Public holidays
9.00am - 11.00pm

The laundry is in the basement of John Aldred (C) building. It is equipped with automatic washing machines (free) and token (NOT coin) operated dryers. Tokens for the dryers may only be bought at the Office for \$1 each (**limit 4**) and will generally dry one load of washing. Please don't over-fill the washing machines and dryers.

Please show consideration for your fellow residents by removing your clothes from the machines as soon as possible; by not hoarding dryer tokens; and by assisting to keep these communal areas clean and tidy at all times.

Weekends and early evenings are peak laundry use times – try early morning or afternoons instead.

Outside washing lines are adjacent to Williamson, Gibb and Aldred buildings. Do not hang washing to dry on curtain rails in any flat or house. Laundry should not be visible from outside your flat.

We suggest you use a clothes horse, if you do not want to use the outside lines or driers, but remember that damp clothing will create a damp atmosphere. DO NOT put clothes on or close to heaters to dry.

Under no circumstances may you allow non-residents to use the Everton laundry. Do not give your laundry key to anyone else. To do so compromises Hall security and breaches your Resident's Contract.

Flats 33 - 41 - Washing or other articles may not be hung out on balconies or in windows where it can be seen from the street.

Light Bulbs

Light bulbs are available from the Office during opening hours. BEWARE BUDGET BULBS! They may blow a fuse in your flat and could cause a fire. You will be charged for any light bulbs missing when you vacate the flat.

Hall, bathroom and lounge light bulbs in the old buildings and all bulbs in flats 33 – 41 are fluorescent tubes and must be changed by the Maintenance Officer or an RA. Please tell the Office if a bulb needs replacing.

Location

(see Appendix 3 for a map of the Hall)

Everton Hall is situated close to the centre of Wellington within 5 minutes walk of the Kelburn campus and the CBD and 10 – 15 minutes to Pipetea campus. The cable car stops at the end of the drive and offers easy access to the city and Kelburn campus.

Supermarkets are located in the city 10–15 minutes walk away and convenience stores are on the Terrace – about 5 minutes walk.

NOTE: You will find more information about the location including bus and cable car prices and timetables, local shops and Wellington attractions in your "Flating Information Folder".

Mail/Parcels

Mail is distributed to flat letter boxes inside the Commons entrance when it arrives usually about 11am Monday to Friday.

Large parcels (unable to fit in the mailboxes) and registered mail are held in the Office. A text message or email will be sent advising you to collect a parcel. To do this we need your correct mobile number. *Registered mail can only be collected by the person to whom it is addressed.*

Please pick up parcels as soon as possible after receiving notification as there is very limited storage space in the Office.

Everton Hall accepts no responsibility for any parcels or packages which go missing. We do not accept mail for non-residents. Please do not arrange for friends or relatives to have mail sent here.

Please leave a forwarding address at the Office when you leave the Hall and notify your correspondents of your change of address. Mail will be forwarded for 1 month ONLY.

Motorbikes and scooters

All motorbikes and scooters must be registered at the office and parked only in the designated area next to the car parks on the east side of C Block. There is a parking charge of \$5 per week paid per trimester in advance or included in your automatic rent payment.

Riders must obey the speed restriction of 10 kph in the Hall grounds and be very aware of fellow resident safety. Any dangerous driving will see the right to have a bike in the Hall grounds rescinded.

Newsletters

These are sent out regularly by the Head of Hall. As part of our sustainability programme they are sent out by email. It is imperative that residents read these newsletters as they contain important Hall information.

Noise (See also Parties)

It is expected that Everton Hall residents show consideration and respect for others, at all times, including neighbours in nearby private houses and apartments.

If you are being disturbed by noise from another flat, ask for the volume to be turned down. If a polite request does not produce results, contact the RA on duty.

Office

The Office is in the Commons building situated on the upper level of the Everton Hall site.

Office Hours:

- ◆ 10.00am - 2.00pm Mon – Fri
- ◆ 10.30am - 11.30am Sat
- ◆ 6.30pm - 7.30pm Sun – Fri

The Office is not open on Public Holidays. On "move out" and "move in" days, Office hours are extended as necessary.

NOTE: You can only buy dryer tokens, borrow DVD or video players, mattresses etc or collect parcels DURING OFFICE HOURS!

Parties

Everton Hall flats are unsuitable for large parties.

Kegs are NOT allowed and substantial food must be served. The Party Contract (available from the Office) must be signed by all residents of the flat wishing to hold a party and someone from all neighbouring flats.

The Party Contract must be returned to the Office *at least 2 days* before the proposed party date.

It takes far longer than you think to end a party, at midnight, especially if alcohol has been consumed. Start early enough to ensure you meet the deadline.

Your wish to hold a party does not take precedence over the rights of other residents and our neighbours to study, sleep or relax in peace.

If you are the type of person who wishes to hold regular parties, Everton Hall may not be the best accommodation for you.

Pests

In common with much of the Kelburn area, Everton Hall has an on-going problem with ants. It is important that you remove rubbish from flats daily and do not leave food uncovered or food scraps around. Where possible food should be stored in sealed plastic containers or kept in the fridge. You are strongly discouraged from keeping food in bedrooms.

Rentokil are contracted to control ants. Please tell the Office immediately if you have a problem with ants or any other pests such as mice or cockroaches.

Pets

The Hall cats– Slinky and Malinky - live with Ian and Wendy in the Head's house and contribute to rodent control. They are very friendly and often visit flats. Please do not feed them and remember their curfew time is 10.00pm!

Photos

All residents are asked to send a passport size photo of themselves with their acceptance papers. These photos help us identify residents and maintain Hall security.

A Hall photo is usually taken each year and copies are available for purchase.

Power (Electricity)

Electricity connection with Genesis is arranged for residents. You do not make arrangements to have power connected and disconnected or pay a connection fee. You cannot change to a different electricity provider.

During Trimesters 1 and 2 each flat is collectively responsible, for the prompt payment of electricity bills. Each flat is billed monthly and prompt payment leads to a 10% discount.

We read the meters on the last day of the Resident's Agreement period. This means that your final flat power bill will not be issued until after the end of the academic residence period. It will be divided equally between flat members and deducted from each person's bond.

During the summer residence period, the cost of power is included in rent.

Re-admission to Everton Hall

Residents wishing to return to the Hall, for the following year, must re-apply and will be notified of the date for application - usually 1st October. Re-admission is not automatic or guaranteed. It will depend on your payment record, behaviour and contribution to the Hall.

Rent

Paying your rent is a priority and should always be the first thing you budget to pay from whatever income you have.

Rent must be paid in advance. This can be done by paying:

- for the whole year residence period in one amount by the due date (3% discount)
- for a whole trimester in one amount by the due date (1.5% discount)
NB: The bank credit card transaction fee of 2.5% is added to any credit card payment
- fortnightly in advance by *automatic bank payment or direct payment to the Hall bank account 02 0534 0062484 05 making sure your name is included on payment.*

Rent **is not accepted** in cash, EFTPOS or by cheque on a fortnightly basis.

[International students are required to pay for at least one trimester, IN ADVANCE. Payment can be made by credit card, cheque or direct payment to our bank account and discount is available.\(See next page²¹\)](#)

The first rent payment of your residence period is payable with your acceptance fees. On arrival you will be given our bank account details and a list of rent payment dates.

If, for any reason, you default on a regular fortnightly payment you will be charged a late fee of \$50 immediately and then 4% interest on any accommodation fees that remain outstanding – don't let this happen.

**** Discount of 1.5% per trimester (3% when payment is made for whole year) is**

available to residents who pay for the full period in advanced. **Payment for Trimester 1 or the full year must be made in full by Monday 12th March 2012**

to receive the discount. Payment for Trimester 2 must be paid by **Monday 16th July** to receive the Trimester 2 discount.

If you pay in full and receive a discount, then leave before the end of the agreed residence period, any refund will be based on the full rent for the period of residence less any other debts to the Hall.

Discounted Rent Amounts

Original Flats TRI 1 – DUE 12th MAR

19 weeks @ \$160	\$3040.00
less 1.5% discount \$46	\$2994.00
Less 2 wks in advance (included with Acceptance Fee)	\$320.00
Total to pay	\$2674.00
Total if credit card fee of 2.5%	\$2740.80

Original Flats TRI 2 – DUE 16th JULY

19 weeks @ \$160	\$3040.00
less 1.5% discount \$46	\$2994.00
Total to pay	\$2994.00
Total if credit card fee of 2.5%	\$3068.85

Original Flats TRI 1 & 2 – DUE 12th MAR

38 weeks @ \$160	\$6080.00
less 3% discount \$182	\$5898.00
Less 2 wks in advance (included with Acceptance Fee)	\$320.00
Total to pay	\$5578.00
Total if credit card fee of 2.5%	\$5717.45

Newer Flats TRI 1 & 2 – DUE 12th MAR

19 weeks @ \$175	\$3325.00
less 1.5% discount \$50	\$3275.00
Less 2 wks in advance (included with Acceptance Fee)	\$320.00
Total to pay	\$2955.00
Total if credit card fee of 2.5%	\$3028.88

Newer Flats TRI 2 – DUE 16th JULY

19 weeks @ \$175	\$3325.00
less 1.5% discount \$50	\$3275.00
Total to pay	\$3275.00
Total if credit card fee of 2.5%	\$3356.88

Newer Flats TRI 1 & 2 – DUE 12th MAR

38 weeks @ \$175	\$6650.00
less 3% discount \$199	\$6451.00
Less 2 wks in advance (included with Acceptance Fee)	\$320.00
Total to pay	\$6131.00
Total if credit card fee of 2.5%	\$6284.28

Non Payment of Rent

Everton Hall will pursue debts through a debt collection agency unless legally binding arrangements have been made to re-pay debts. We may request VUW to apply an academic hold on students with outstanding debts to the Hall. The following VUW policy applies:

Defaulting Students (Residents who do not meet rent commitments).

The parties acknowledge that VUW of Wellington ("University") has an interest in the provision of affordable accommodation to its students and that any default in payment of rent adversely affects this interest. Accordingly the parties agree that in the case of the student defaulting on this agreement the University may, at its discretion, revoke that student's entitlement:

- a) to be issued with an ID card or to have an ID card endorsed;
- b) to attend lectures, laboratories, tutorials, or use the University Library and ITS Computing Services.
- c) to have a degree conferred, receive grades, receive a transcript or academic certificate;
- d) to enrol in any other University Course until the debt has been fully rectified.

The Manager, Accommodation Service will ensure that all appropriate measures have been taken to assist the resident before sanctioning a hold. This clause does not affect the right of the Independent Hall to seek recovery of any debt by any another means.

For the purposes of enabling VUW to exercise its rights under this clause the parties agree that all relevant information may be disclosed by either party to VUW.

Repairs/Maintenance

You can let us know online, through the **log a "fix it" request** portal on our website, if you have anything which requires replacement, repair or maintenance. You will be given a unique

user name and password when you arrive at the Hall. You can also report the fault to the Office. You should contact the Office again if an urgent request has not been actioned within 24 hours.

For emergency repairs contact the RA on duty. If you tell us that maintenance or repairs are required, the appropriate tradesperson may enter your flat or room without further notice.

Very occasionally, for matters of urgent health or safety, it may be necessary for maintenance and cleaning staff to enter flats without prior notice. *Do not let anyone into your flat without first checking their ID.* Phone an Everton Hall staff member if you are not sure.

Resident Assistants

There are four trained Resident Assistants (RAs) at Everton Hall who live in a flat with other residents in each area of the Hall. RAs are very much part of the Everton team and are here to help you get the best out of your stay at the Hall. They can offer academic or personal support if required and have a good understanding of what outside support services are available should you need them.

RAs also cover evening and weekend Office duties and are rostered to be on call evenings and weekends. Part of their role is to get to know all the residents in their area.

Residential Agreement

Everyone must sign a Residential Agreement when they move into Everton. The Agreement is for a fixed period. Be sure to read it carefully as it is a legally binding document.

In the unlikely event of someone leaving before the end of their Agreement period, a \$150 will be deducted from their bond to cover the cost of administration in filling the place. You are also liable for the rent until you are replaced.

Residence Period

The full academic year Residence Period (Trimesters 1 and 2) runs from 26th February to 17th November 2012. This covers the period from enrolment to the end of final exams. You are responsible for rent for the whole period whether you are in residence or not.

Summer Residence is available – see page 20.

Rubbish

Flats 1 - 41

Deposit rubbish in the wheelie bins in the designated areas. These are between B Block (Gibb) and C Block (Aldred) and in front of the laundry by C Block (Aldred). Please make sure that your rubbish is in a sealed bag and put *inside* the bin. Do *not* leave rubbish beside the bins. If the nearest bin is full, try the end one which will probably be empty! (See also Pests - page 15)

Each flat has three rubbish bins provided for i) general rubbish, ii) paper and cardboard and iii) plastic, cans and glass. Please empty into the large wheelie bins when full. Make sure you wash inside and outside of the flat bins regularly.

Re-cycling was introduced in 2009. We have wheelie bins for paper products and also plastic, cans and glass at the designated rubbish collection areas. Please only place the correct materials in each bin. Each flat is asked to take the plastic/glass bins to the bottom of the drive once a year on a rostered basis as part of their contribution to sustainability. Please see your Flat Information Folder on arrival for up to date details.

Security (See also Insurance and Repairs)

Everton Hall grounds are well lit but they are not fenced and we are close to the city. To ensure the safety and security of your flatmates, yourself and your possessions:

- ◆ lock your flat front door at all times – don't wedge it open.

- ◆ close the windows when leaving the flat.
- ◆ do not remove the security catches which are fitted to most accessible windows. (These catches also prevent windows from blowing out and breaking in Wellington's frequent high winds.)
- ◆ check the ID of any unexpected visitor or trades person. Advise the Office staff, or RA on duty, of any suspicious visitor or vehicle.
- ◆ don't hesitate to call the duty RA at anytime if you see anything suspicious.

Social Events/Activity Fee

Each resident pays an Activity Fee as part of their initial acceptance payment. This fee supports social events at the Hall and pays for sports equipment, games etc and repair of these items. Some events are also subsidised by the Board.

We hope that, as a resident of Everton Hall, you will enjoy taking an active part in the various social activities arranged throughout the year and being part of the community. We are always happy to have suggestions from residents about the sort of activities you would like to see happening at the Hall (and even happier to have your help organising them!).

Storage

Our storage space is *very* limited. We may be able to store a suitcase or one or two boxes *for returning residents only*. See the Office if you have baggage to store. We cannot store residents' furniture. If you have additional furniture in your flat, it must leave when you leave.

Everton Hall cannot accept responsibility for any belongings not removed from flats or storage when you leave. Anything you leave here, when you go, will be disposed of within one month of your departure.

You may not leave personal possessions with other students, remaining at Everton Hall, during the summer break. This causes major problems if someone has to leave suddenly or items go missing. There have been examples of living areas left full of boxes during the summer break making it impossible for summer residents. Commercial storage is available at reasonable rates. Check out the telephone directory Yellow Pages or see the Office for help.

Summer Residence

Summer residence is available from 18th-November 2012 until mid-February 2013 and is not restricted to students. The minimum stay is usually 2 weeks. International students waiting for an airplane flight may be permitted to stay for a shorter period of time.

Telephones (see also Internet)

Residents are required to use Telecom as their fixed line provider.

All bedrooms and living areas have phone lines installed but not connected. The costs of connections are the responsibility of the flat/resident.

Telephone accounts are the responsibility of each flat and no deductions are made from bonds for these expenses.

Telephone numbers will be given out by the Hall unless you specifically ask us NOT to disclose your number. You will be asked to sign a Telephone Waiver on arrival.

Please give your flat and/or cell phone number to the Office as soon as you have been connected so that messages can be passed on to you.

There is a public toll-barred telephone in the Commons. Local calls are free. A variety of phone cards and cell phone top ups are available from the Office using EFTPOS or cash.

TV, Video, DVD

There is a television, setup with DVD capability, in the upstairs Commons lounge. Video and DVD players are available to borrow overnight free of charge.

Sky or other TV aerial installation, *must be arranged through the Office*. The cost of any installation is the responsibility of the flat. Any cabling, connection or aerial, not arranged through the Office, may be removed at your expense.

Vacuum Cleaners

Each flat is equipped with a vacuum cleaner. These must be used with the correct brand of disposable bag. Bags can be purchased from the Office for \$3.00 each.

Windows

Windows are fitted with safety latches. Please make sure that your windows are secured properly. If your window is *not* secured, and is broken by wind damage, you will be charged for the cost of replacement.

Window Ledges

Flats 1 – 22

The window ledges are for emergency services use only. Residents and their visitors must not use the ledges on the old buildings at any time.

Flats 33 – 41

Residents and their visitors must not sit or stand on the ledges of the balconies of the new flats.

Thank you for taking time to read this Resident Handbook. Remember to bring it with you to Everton Hall so you can refer to it.

appendix one

FLAT INVENTORY

To help you plan what to bring with you to Everton Hall, here is a list of inventory items as at September 2011. These may be adjusted slightly, as a result of feedback from current residents, but this is a good indication of what to expect when you arrive.

KITCHEN

- 1 stove
- 1 fridge/freezer
- 1 electric jug
- 1 electric toaster
- 1 fire blanket
- 1 chopping board
- 1 dish rack
- 1 rubbish bin
- 1 lampshade
- 6 side plates
- 6 dinner plates
- 6 dessert/cereal bowls
- 6 cups or mugs
- 6 glasses
- 6 knives
- 6 forks
- 6 soup spoons
- 6 dessert spoons
- 6 teaspoons
- 3 vegetable knives
- 1 vegetable peeler
- 1 carving knife
- 1 carving fork
- 2 serving spoons
- 1 grater
- 1 can (tin) opener
- 1 ladle
- 1 potato masher
- 1 fish slice
- 1 holed straining spoon
- 1 large spoon
- 1 small jug
- 1 large jug
- 1 cutlery tray
- 1 baking tray
- 1 roasting dish
- 2 casserole dishes

- 1 large bowl
- 3 bowls
- 3 pots with lids
- 1 frying pan
- 1 stock pot/large pot

LOUNGE

- 1 dining table
- 5 dining chairs
- 2 sofas (2 seaters)
- 1 easy chair
- 1 coffee table
- 1 heater
- 1 fire extinguisher
- 1 fire blanket
- 1 smoke detector
- 1 fire evacuation notice
- 2 light fittings
- 4 curtains
- 1 Flat Information Folder

BATHROOM/SMALL

TOILET/HALL

- 1 shower door (newer flats)
- 1 shower curtain (original flats)
- 1 toilet brush set
- 1 laundry basket
- 1 mirror
- 1 ironing board
- 1 iron
- 1 vacuum cleaner
- 1 dustpan/brush
- 4 lampshades
- 1 floor mop

MISCELLANEOUS

- 1 emergency bucket
 - 1 cleaning bucket
- (The bucket contains a variety of commonly used/required cleaning items. These will not be replaced during the year. Flatmates should budget to buy required items.)

BEDROOMS

- 1 innerspring mattress
- 1 single divan bed base with three drawers
- 1 **pillow
- 1 **mattress protector
- 2 sets of drawer units
- 1 desk
- 1 desk chair
- 1 easy chair
- 1 bookcase
- 1 lamp shade
- 1 pin board
- 1 study/wall lamp
- 1 mirror
- 1 towel rail
- 2 curtains
- 1 heater – 5 fin oil
- 1 fire evacuation notice
- 1 fire tag

ORIGINAL FLATS ONLY

- 1 Desk extension top

** Pillow/mattress protectors can be provided but we suggest you provide your own. Pillows can be purchased locally for about \$10

appendix two

FREQUENTLY ASKED QUESTIONS

Does Everton Hall have internet?

You can connect internet through the wireless service provided by Vistagate, or another ISP, or through the telephone/internet lines in your room as all rooms have the facility to connect. Internet is NOT provided by the Hall in rooms or the Commons building. See pages 13 and 21.

Where can I wash my clothes?

There is a communal laundry at the bottom of the John Aldred (C) building. Washing machines are free. Driers are token operated and tokens cost \$1 for a load. (Usually enough to dry one washing machine load.) See page 14.

When is the Office open?

- ◆ 10.00am - 2.00pm Mon – Fri
 - ◆ 10.30am -11.30am Sat
 - ◆ 6.30pm - 7.30pm Sun – Fri
- See page 14.*

How do I know which RA is on duty?

*There is a sign on the Office window.
See page 14.*

How can I contact an RA?

Call the Office phone 472 0655 to be connected to the RA on duty. See page 14.

I really want an original/newer flat. How likely am I to get what I want?

*When you are offered a place you will be asked to complete and return a Resident Information Form. We can't absolutely guarantee every resident will get what they want but we try our best. There are only 9 newer flats and over 30 original ones.
See page 10.*

Where can I park my car?

*Uncovered parking in numbered, allocated spaces is available within the grounds for \$15 per week. The number of parking places is limited.
See page 6.*

How can I make sure my friend's car won't get towed away?

*Make sure they have a note in the car clearly displaying your name and flat number! Park in allocated visitors' parks only unless prior arrangements have been made. ALWAYS HAVE A NOTE IN THE CAR SHOWING A RESIDENT'S NAME AND FLAT NUMBER!
See page 6.*

Where is the closest supermarket?

See the Flat Information Folder in your flat for maps. There are 3 New World

supermarkets within walking distance but you might want to taxi home with your load! There are also fresh fruit and vegetable markets on Sunday mornings. See pages 16.

What is my correct mailing address?

See page 5 for the full, correct address. If you give your address to someone before you move in and you don't know your flat number that is not a problem. Please let people know your flat number once you move in. See page 5.

Can I bring my own bed to Everton?

You can but please let us know BEFORE you bring it. See page 11.

Can I bring my own heater to Everton?

Only if it is approved by the Head of Hall. Radiant heaters (with exposed elements) and portable gas heaters are NOT permitted. See page 10.

What will electricity cost?

It depends on how much you and your flatmates agree to use. Hot water and heating use the most power. We suggest you budget at least \$15 on average per week throughout the year.

What do I do if the fire alarm sounds?

Read the Fire Evacuation Instructions in your flat as soon as you arrive. You must leave your flat immediately, take your evacuation tag and go to the assembly point. You must know what to do in the

event of an emergency evacuation so be sure to read the instructions as soon as you move into your flat. See page 10.

What time do the Commons building and laundry get locked at night?

11pm every day. See pages 8, 12.

Why do they get locked at all?

Two main reasons – noise and safety. The laundry is situated under flats where residents may be sleeping. The Commons is very close to flats and is also locked for security reasons. See pages 9 & 15.

How do I get a telephone connected?

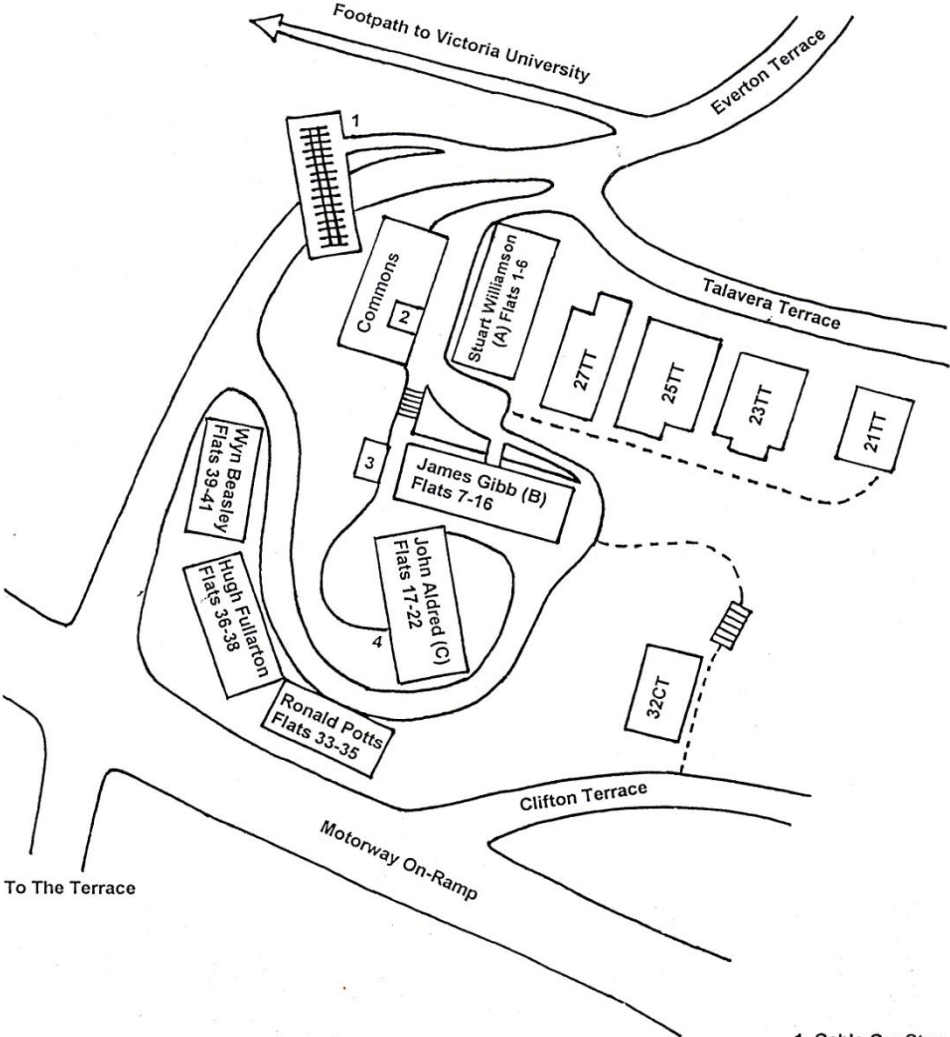
Read the instructions in your Flat Information Folder. You need to know if there has been a previous phone connection in your flat or bedroom. Ask the Office. Call Telecom on 123 to arrange for your phone to be connected. Give your new number to the Office. See page 21.

Why should I read the “Blue Book”?

It forms part of your Resident Agreement which is a legally binding document. You need to know what is expected of you as a resident and the Blue Book also contains lots of information you need to know about living at Everton.

appendix three

MAP OF EVERTON HALL



- 1 Cable Car Stop
- 2 Office
- 3 Bike Shed
- 4 Laundry



