



RESLIFE SERVICES
DEPARTMENT OF STUDENT LIFE SERVICES

RESIDENTIAL HALLS CONDITIONS OF OCCUPANCY:
Lake Macquarie

Avondale ResLife welcomes you to your 'home away from home'. Our purpose is to provide all Residents with a safe, supportive, and enjoyable living and learning experience. All Residents share this responsibility and are required to act in the best interests of the residential (ResLife) community.

As a member of the ResLife community, you are expected to respect the values and ethos of Avondale University (Avondale). At all times, Residents must behave in a way that upholds these values both as individuals and as representatives of Avondale.

When you accept an offer of Avondale Residential Halls accommodation you are agreeing to the Conditions of Occupancy, standards of conduct, administrative processes and financial obligations to which you will be held accountable, and it is important that you understand these.

The ResLife Support Team (Residential Mentors, ResLife Coordinators, ResLife management team and Student Life Services) are here to support you and assist to resolve any issues that you may experience during your stay in the Residential Halls.

1. STUDENT CHARTER

- 1.1 Avondale's commitments to its students and the minimum standards of behaviour and obligations expected of students are set out in the Student Charter. Residents should familiarise themselves with the content of that document, however the clauses most relevant to residential living are those relating to personal behaviour and these are repeated below.

Personal behaviour

- a) Treat others with fairness, respect, honesty and courtesy, and act in a manner which reflects Avondale's values.
- b) Communicate with all members of the Avondale community with consideration and courtesy, through any mode of communication, in person and online (including through email and social media).
- c) Not act in a manner that is, or may reasonably be perceived as being, threatening, harassing, bullying, discriminatory, victimising, vilifying, defamatory, intimidating or sexually exploitative; or likely to adversely affect the safety, health, wellbeing or reputation of others;

- d) Not act in a manner that disrupts any teaching, learning, research or other activity of Avondale;
 - e) Take all reasonable care for the health, safety and wellbeing of others and comply with all health and safety regulations. Report hazards, incidents, accidents and risk of harm or injury to the relevant Department Manager;
 - f) Abstain from the use or possession of alcohol, tobacco and illegal drugs, and from the abuse of prescription drugs while on campus or when undertaking any official activity related to Avondale. Students must not be under the influence of illegal drugs or alcohol while on campus or when undertaking any official activity related to Avondale. Avondale also upholds all laws which prohibit the possession, use, manufacture or distribution of illegal substances. The possession of paraphernalia or use of 'look alike' or designer drugs is also prohibited;
 - g) Not bring the reputation of Avondale into disrepute.
- 1.2 The Avondale Student Charter also applies to those Residents who are not enrolled students at Avondale.
- 1.3 In addition to these obligations and responsibilities which are required of all students and Residents, there are additional specific requirements of those living in residential accommodation and these are outlined below.

2. SCOPE

- 2.1 These Conditions of Occupancy apply to all Residents and visitors in all areas of the Residential Halls, including balconies as well as in the surrounding areas.

3. BREACHES

- 3.1 Avondale aims to protect the safety of its students, staff and Residents, its reputation and the integrity of its awards and to ensure appropriate use of its facilities. As such, breaches of this agreement or the Student Charter may be managed in accordance with the Student Misconduct Procedure (Non-Academic), the Sexual Misconduct and Sexual Harassment Policy and Procedure and/or the Bullying, Harassment and Discrimination Policy.
- 3.2 Alternatively, more minor breaches of the Conditions of Occupancy may be handled informally by the ResLife Coordinators.
- 3.3 No person will be offered residency if they have previously been evicted from an Avondale Residential Hall.
- 3.4 Residents may appeal a decision regarding a penalty or interpretation of these conditions using the Avondale [Complaint Resolution Procedure](#).

4. EMERGENCY ACTION

- 4.1 If it is alleged that a Resident has committed a criminal offence or serious breach of these conditions or Avondale policy or procedure; then the Director, Student Life Services may take emergency action pending the outcome of criminal or disciplinary proceedings, including:

- a) moving the Resident to an alternative room or building;
 - b) excluding the Resident from certain buildings and/or activities; or
 - c) suspending the Resident from Avondale's Residential Halls.
- 4.2 No demands or claims can be made against Avondale (including claims for refunds of room fees or other amounts) in relation to any action taken under this clause.
- 4.3 Any action taken under this clause does not preclude Avondale from taking any action under other Avondale policies, imposing a charge under the Schedule of Charges or taking any other action under the Conditions of Occupancy.

5. RESPECT

- 5.1 It is expected that Residents will display considerate and respectful behaviour to others at all times, so that everyone may enjoy their right to a safe, respectful, secure and comfortable environment.
- 5.2 Residents must not threaten, abuse, intimidate, bully or harass (whether physically, verbally, online or otherwise) another Resident or student, any member of staff, visitor, tradesperson or any other person.
- 5.3 Residents are not permitted to engage in any form of hazing, initiation, chaff or prank, which includes any action or situation (e.g. initiation ceremony, ritual, challenge or other activity) with or without the consent of participants, for the purpose of admission into, affiliation with, or as a condition for, continued membership or acceptance into a group (e.g. club, team, hall, society). Hazing, initiation, chaff or prank activities may be intentional or unintentional and may cause or be likely to cause humiliation, discomfort, embarrassment, abuse or physical and or emotional harm to any individual or group.
- 5.4 Residents must comply with any reasonable request by any Avondale staff member or Campus Security personnel.
- 5.5 Residents must not interfere with the reasonable use of any shared facilities by other Residents.

6. SOCIAL MEDIA

- 6.1 All Residents are expected to treat their peers and Avondale staff with dignity and respect in all online and social media platforms.
- 6.2 No inappropriate material should be published or shared by Residents. Residents should realise that the personal information they share remains online and can be accessed by anyone.
- 6.3 Any misuse of any social media is considered a breach of the Conditions of Occupancy and may result in a penalty. Social media misuse can jeopardise residential status, student leadership roles, enrolment at Avondale, and future careers.

7. BEHAVIOUR AND NOISE

7.1 Residents are expected to:

- a) be adequately clothed when in common areas or on balconies;
- b) not use language or behave in a way which might reasonably offend or embarrass others using the common areas and balconies;
- c) behave lawfully at all times and in accordance with all Avondale rules, procedures and codes; and
- d) cooperate fully with any investigation conducted.

7.2 Residents are expected to ensure that noise is kept to a minimum. Excessive noise, which is noise that can be heard outside a Resident's room and/or is disruptive to others, having regard to the time and nature of the noise, is prohibited.

7.3 Sound from any source (for example sound systems, TVs, phones, computers or musical instruments) should be at a level that is considerate of other Residents. Similarly, singing, talking or laughing should be at a level that is considerate of other Residents.

7.4 Quiet hours apply at the following times in all areas of the residences:

- a) Monday – Thursday: 10pm-7am;
- b) Friday – Sunday: 12am-7am.

Only minimal noise is considered acceptable during quiet hours.

7.5 Residents are expected to respond courteously to all requests to reduce noise including any approach made by another Resident, Res Mentor, ResLife Coordinator and/or Campus Security.

7.6 A ResLife Coordinator may extend the noise curfew time to accommodate Avondale events and other functions as appropriate. On these occasions, Residents will be given at least 24 hours' notice.

7.7 As a Seventh-day Adventist institution, Saturday (Sabbath) is an important part of the week at Avondale. Sabbath observance runs from Friday sunset through to Saturday sunset. This is a time of rest, reflection, enjoyment, and worship, where work is set aside. The televisions in the common areas should not be used during this period without the permission of the ResLife Coordinator.

8. ALCOHOL, DRUGS AND SMOKING

8.1 Avondale is an alcohol, drug and smoke-free campus.

8.2 The possession, manufacture, or consumption of any alcoholic product is strictly prohibited. Residents must not be under the influence of alcohol;

8.3 The possession, solicitation, sale, distribution, manufacture, consumption or being under the influence of illicit drugs is strictly prohibited;

8.4 The use of prescription medication apart from as prescribed is strictly prohibited;

8.5 The possession, manufacture, or use of any tobacco product, e-cigarette or a vape is strictly prohibited.

9. GAMBLING

- 9.1 Residents must not participate in any game of chance or gambling activity in which either money or property is transferred either directly or indirectly.

10. PORNOGRAPHY AND OFFENSIVE MATERIALS

- 10.1 Residents shall not possess, use, print, copy, or distribute any pornographic materials, including, but not limited to, magazines, posters, videos, DVD's, photographs or computer software.
- 10.2 Any material, be it of an electronic or printed nature, that could be considered to be offensive must not be produced or displayed in any part of a Residential Hall or transmitted by any Resident. Any material deemed to be offensive will be removed by the ResLife Coordinator.

11. SEXUAL MISCONDUCT OR SEXUAL HARRASSMENT

- 11.1 Avondale will not tolerate actions and behaviours that could reasonably be considered to be either sexual misconduct or sexual harassment and will actively take steps to support the victim and to investigate allegations of such. In summary:
- a) students, staff, contractors and visitors must not engage in sexual misconduct towards, or sexually harass, any other person; and
 - b) behaviour that is intimidating, abusive, disrespectful or threatening, including sexual misconduct and sexual harassment, is not acceptable and will not be tolerated.

12. BULLYING, HARASSMENT AND DISCRIMINATION

- 12.1 Avondale has a zero tolerance approach to bullying, harassment and discrimination.

13. SAFETY AND SECURITY

Bicycles, Skateboards, Scooters, Roller Skates/Blades and Hover Boards

- 13.1 For safety reasons, bicycles must be kept only in the bicycle racks and secure bicycle sheds. They cannot be kept in areas such as balconies, stairwells, common living spaces or bedrooms. They must not be left leaning against fences, lampposts, buildings etc. Any bicycles left in any location other than on the bicycle racks may be removed by Avondale.
- 13.2 Bicycles are stored at the Resident's own risk. It is recommended that they be securely locked at all times.
- 13.3 Bicycles, skateboards, scooters and roller skates/ blades are prohibited from being ridden in the Residential Halls.
- 13.4 Hover boards must not be located in the building, even for a short period of time.

Building Access

13.5 Wherever practicable and appropriate, ResLife will provide prior notice when accessing a Resident's room. However, ResLife management or other Avondale staff and others approved by ResLife management (such as contractors) may enter any part of the Residential Hall including a Resident's room, without prior notice, for the following reasons:

- a) concerns regarding a Resident's safety or welfare;
- b) in an emergency or critical incident;
- c) for repair and maintenance purposes;
- d) to ensure health, hygiene, safety and fire regulations are maintained; and
- e) if, in the reasonable opinion of ResLife management, a Resident is believed to have engaged in any illegal activity, is causing a disturbance, or their behaviour is such that there is a likelihood that the safety of themselves or any other person is at risk.

13.6 Members of the opposite sex are not permitted in any part of the residence, except the foyer area, and only between 8am and 10pm (some exceptions may apply as determined by ResLife management).

13.7 Residents are not permitted to access the roof of the Residential Hall buildings.

Doors, Hallways and Stairwells

13.8 Residents must not tamper with any doors or locking mechanisms in order to prevent these from operating as intended.

13.9 Fire exit doors must be kept closed unless prior arrangements have been made with ResLife management for them to be left open for a limited period of time to allow for convenient access (e.g. movement of furniture or other items in or out of the building).

13.10 Residents are encouraged to lock their rooms to ensure the safety of themselves and their belongings.

13.11 Residents must not possess, misuse, distribute, or attempt to make or buy copies of Residential Hall key cards/keys.

13.12 Residents must not lend their Residential Hall key cards/keys to anyone.

13.13 With the exception of items of furniture placed in specific areas approved by ResLife Coordinators, all doorways, hallways and stairwells must be kept clear of all items. This includes but is not limited to, rubbish, boxes, scooters, skateboards, shoes, clothes racks, chairs or any discarded items.

Electrical Equipment

13.14 The following are prohibited pieces of electrical equipment:

- Portable air conditioners
- Portable heaters (fan/radiator or other)
- Humidifiers or dehumidifiers
- Clothes dryers
- Oil diffusers
- Electric blankets

- 13.15 Residents are required to regularly inspect the condition of all electrical cords and cables attached to electrical appliances in their possession, and any items with visible damage should not be used.
- 13.16 Any electrical appliance in a Resident's room may be inspected by a ResLife Coordinator for damage, and may be removed if deemed to pose a safety concern.
- 13.17 Cooking is only permitted in designated kitchen/kitchenette areas. Cooking equipment including, but not limited to, rice cookers, microwave ovens, kettles, toasters, electric woks, frypans, air-fryers, sandwich presses or hotplates are not to be used in any room other than the kitchens/kitchenettes.
- 13.18 Residents are permitted to bring a small, energy efficient refrigerator; which is no larger than 140L and is within the dimensions of 85cm(h) x 48cm (w) x 55cm (d) for use in their room. Larger refrigerators may be permitted, if approved by the ResLife Coordinator.
- 13.19 Only one power board with overload protection (standard in Australian products) can be used per room. Residents must not overload power boards.

Insurance

- 13.20 Residents' contents are not covered by Avondale for theft or damage while Residents are living on-campus. It is recommended that Residents take out insurance to cover any items of value, such as a car, car contents, computers, cameras, jewelry and/or electrical equipment that are brought to Avondale.
- 13.21 Residents shall not do or neglect to do anything which will cause a risk of fire or public risk in connection with the Residence Halls including but not limited to the unlawful discharge of fire extinguishers, fireworks or explosives.

Possession of weapons

- 13.22 Whilst on Avondale property, Residents are prohibited from using, possessing, or storing any kind of ammunition and/or weapon(s) or any other item (whether real or imitation) that is capable of being used aggressively or for violent purposes or for the purpose of intimidating. This includes but is not limited to missiles, fireworks, firearms, stun guns, daggers, knives with a fixed blade used for any purpose other than food preparation, martial arts equipment, any device resembling a firearm; slingshots, spear guns, bows and arrows, explosives, laser pointers and Taser guns.
- 13.23 The possession or use of a chemical agent including, but not limited to, mace, pepper spray, or the improper discharge of any aerosol is prohibited.
- 13.24 Any alleged infringement of the above two clauses will be immediately investigated and may result in the matter being reported to the Police and the eviction of the Resident from the Residential Halls.

Security

- 13.25 Residents must not tamper with or block the operation of safety/security equipment such as security cameras or lighting in any way.

Maintenance

- 13.26 All maintenance needs should be reported promptly through the ResLife Portal.

13.27 Residents must not attempt to carry out any repairs themselves on residential property or its fittings, furnishings or appliances.

14. FIRE SAFETY

14.1 Residents must acquaint themselves with all relevant fire safety procedures. This includes knowledge of evacuation procedures and assembly points.

14.2 When an alarm sounds, Residents are to follow appropriate procedures as quickly as possible.

14.3 Fire drills will be conducted each semester as part of the fire education program.

14.4 Under no circumstances is a Resident permitted to remove, interfere with, or obstruct any smoke alarm, fire exit sign, fire door, fire extinguisher, evacuation plan or any other fire protection equipment.

14.5 Residents must not interfere with, obstruct or damage sprinkler systems in any way, and nothing must be hung on or from a sprinkler system.

14.6 Candles, incense sticks, firearms, fireworks, explosives or any other substance or equipment that may pose a fire risk, are not allowed in the Residential Halls.

14.7 Residents must not use a BBQ or any other cooking equipment in their room or on the balcony.

14.8 Residents must not store any flammable, volatile or hazardous materials including, automotive or industrial products, chemicals, propane, kerosene or corrosive materials.

14.9 Residents must not store any aerosol cans, except for common items for personal use such as aerosol deodorants or hairsprays.

14.10 To limit the risk of a fire alarm being accidentally triggered, aerosols (including for example deodorants, hair sprays), diffusers, hair dryers or hair straighteners must be used appropriately.

14.11 In the case of a fire alarm being activated due to any Resident's behaviour deemed by Avondale to be reckless, the Resident may be liable for the Fire Services call out fee.

14.12 The building and/or burning of an open fire, fire pit or brazier is not permitted unless under the supervision of ResLife management.

15. CCTV

15.1 To improve security and safety at the Residential Halls, CCTV cameras are in use and may capture a Resident's image.

15.2 No cameras will be installed in Resident's rooms or bathrooms.

15.3 Any personal information collected by a CCTV camera will be handled in accordance with Avondale's [Privacy Policy](#).

15.4 Residents are not entitled to request that CCTV footage be searched by ResLife management unless there are exceptional circumstances.

16. COMMON AREAS

- 16.1 Residents may not, without prior written consent from ResLife management:
- a) attach any item to the common areas (including posters, pictures or wall hangings);
 - b) remove any furniture, fixtures or fittings from common areas;
 - c) write, draw or mark any surface; or
 - d) post any flyers or advertising material anywhere in the Residential Hall without the approval of ResLife management and, if approved, only in the approved areas.
- 16.2 Residents have a shared responsibility to keep all common areas tidy. This includes removal of all food scraps, dishes, glasses, drink containers or cutlery after use.
- 16.3 Residents are responsible for cleaning up after themselves and maintaining the kitchen/kitchenette to an acceptable standard of hygiene.
- 16.4 Residents are not to put anything down any sink, toilet or drain which is likely to cause obstruction or damage.
- 16.5 Lack of respect of common spaces may result in exclusion from these areas for a period of time.

Communal fridge-freezers

- 16.6 Communal fridge-freezers are available for shared use. Residents must label each food item with their name and date before it is placed in these fridge-freezers.
- 16.7 There will be regular clean outs of communal fridge-freezers by staff and old items will be removed for disposal.
- 16.8 At the end of each semester, Residents must dispose of all their remaining food items stored in the communal fridge-freezers.
- 16.9 All non-perishable food items must be stored in the Resident's room.
- 16.10 Recycling bins are provided in the kitchens/kitchenettes and Residents are expected to sort their waste appropriately into these bins.

17. RESIDENTS' ROOMS

Allocation and Occupation

- 17.1 Individual Resident accommodation allocations are made at the discretion of ResLife management. At any time during a Resident's residency, ResLife management may transfer the Resident to other accommodation in either the same residential building or other residential accommodation.
- 17.2 Residents changing rooms without a ResLife Coordinator's permission may be issued with a fine and may be required to move back to their assigned room.
- 17.3 Residents who wish to stay during vacation times must apply to do so and will be charged a daily fee. Services are limited during these break periods. Graduating students who wish to stay until Graduation are also required to apply for permission for an extension of occupancy.

17.4 Residents must not enter another Resident's room without their permission except in the case of an emergency.

17.5 Residents must not enter or make use of any vacant rooms or use or remove any items from a vacant room.

Furnishings

17.6 Residents must take proper care of all furniture and furnishings.

17.7 Residents must not, without a ResLife Coordinator's prior written consent, remove or move any room furnishings, fittings, equipment or other articles provided, from or into the room, including but not limited to mattresses and furniture.

Structures and finishings

17.8 To avoid damage, Residents must not:

- a) drive nails, staples, drawing pins or screws into walls, ceilings, furniture or woodwork;
- b) place stickers, glue or sticky tape on walls or doors. Blu Tack may be used but must be removed from walls and all surfaces when Residents vacate their rooms;
- c) paint their rooms; or
- d) write on or deface doors, walls or furniture.

17.9 Residents who wish to have a whiteboard on their wall or door must not apply any adhesive product except Blu Tack directly to the surface of the wall or door.

17.10 Posters and notices placed outside rooms in the hallway must be removed at year end.

Cleanliness

17.11 Residents must maintain an acceptable standard of hygiene and general cleanliness in their room.

17.12 All Residents are required to regularly empty their own rubbish and recycling into the allocated skip bins.

18. STORAGE

18.1 ResLife provides limited storage space for use by Residents.

- a) All materials stored must be placed in plastic containers with secured lids and must be labelled with the Resident's name and the date of entry of the storage container into the storage space.
- b) A maximum of two 50 litre containers is allowed per Resident.

18.2 These community storage spaces are accessible to other Residents, and the security of any belongings cannot be guaranteed. Residents using the residential storage spaces accept a level of risk. Avondale assumes no responsibility for loss, theft, or damage to property stored in its Residential Halls. Residents should refer to their own insurance policies to determine whether their items are covered in residential storage locations. It is recommended that Residents do not store items of significant or sentimental value.

- 18.3 Residential storage spaces are available for use during the semester, and during the vacation periods for returning Residents.
- 18.4 Any items left by non-returning Residents will be discarded or donated to charity if not claimed within 6 weeks of the Resident's departure.
- 18.5 Food items and flammable products are prohibited from the Residential Hall storage spaces.

19. VISITORS

- 19.1 Dependent on room availability, each resident is eligible to have one visitor stay per month for a maximum of two consecutive nights, provided the Resident:
- a) obtains permission from the ResLife Coordinator;
 - b) ensures their visitor is aware of and complies with the Conditions of Occupancy, and any reasonable directions of the Residential Mentors, ResLife management and Campus Security;
 - c) agrees to be liable for any costs related to theft and damages caused by their visitor; and
 - d) does not give their keys or swipe access card to their visitor.
- 19.2 The first night of each stay is free of charge, but the visitor must pay for any second night of their stay. The fee is listed in the Schedule of Charges available at <https://www.avondale.edu.au/campus-life/accommodation/lake-macquarie/>.
- 19.3 Visitors will be housed in gender specific Residential Halls.
- 19.4 No visitors are permitted to stay during exam periods or during the Orientation periods prior to the start of each semester.
- 19.5 Where a visitor is, in the opinion of ResLife management, not behaving in a manner consistent with the Conditions of Occupancy, ResLife management has the authority to ask a visitor to leave and to take all necessary and reasonable action to ensure the visitor leaves Avondale grounds.

20. HEALTH

- 20.1 Any significant injury or illness should be reported to a ResLife Coordinator.
- 20.2 If a serious injury or illness occurs that requires a Resident to be continually monitored, the Resident may be directed to return home or be admitted to hospital so that appropriate care can be provided.
- 20.3 If they consider it warranted, ResLife management may call an ambulance for a Resident. The Resident will be responsible for the ambulance fee.
- 20.4 Avondale will take guidance from relevant authorities such as NSW Health and the Federal Department of Health regarding any infectious disease outbreaks. In some instances, procedures introduced by Avondale may be stricter than those recommended by these authorities. Residents must conform with all procedures issued by Avondale in order to facilitate the health and well-being of Residents and staff.

21. WELFARE FOR UNDER 18s

- 21.1 Avondale makes special arrangements to monitor and support the safety and wellbeing of residents under 18 years of age living in its Residence Halls. See the ResLife Support Team for further information.
- 21.2 Information about student residents under 18 years of age may be shared between Student Administration Services, Student Life Services and relevant academic staff. All staff will take appropriate steps to ensure that confidential information is held securely, and only made available to those staff who need that information to support student safety and wellbeing. All information will be treated in accordance with the provisions of Avondale's Privacy Policy.

22. CAFETERIA MEALS

- 22.1 Residents must select a Meal Plan.
- 22.2 When in the cafeteria Residents must:
- a) use their Student ID to access the servery;
 - b) wear appropriate clothing and footwear;
 - c) not remove cutlery, crockery or dining trays from the cafeteria dining precinct; and
 - d) comply with any reasonable request from the cafeteria staff.
- 22.3 Residents cannot loan their Student ID to anyone else, whether a fellow Resident, student or a visitor in order for them to obtain a meal.
- 22.4 If a Resident has food allergies or specific dietary requirements, it is their responsibility to notify and discuss this with the Food Services Manager.
- 22.5 The cafeteria staff reserve the right to refuse service to anyone who does not abide by the above conditions.

23. ANIMALS

- 23.1 No animals, birds, amphibians or reptiles shall be kept in the Residence Halls with the exception of Assistance Animals.
- 23.2 If a Resident requires an Assistance Animal (as defined by the Disability Discrimination Act 1992 (Cth)), a Medical Practitioner Report must be submitted to and approved by ResLife management.

24. INTERNET USAGE, COMPUTERS OR DEVICES

- 24.1 Avondale provides internet and computing access services across the campus. This access is subject to Avondale's [End User Computing Policy: Staff and Students](#) and [Internet Usage Policy](#). Residents are required to comply with these policies.

25. PARKING

- 25.1 Residents must provide details of their vehicle to Avondale through the ResLife Portal.
- 25.2 Residents are only permitted to park vehicles and trailers that are roadworthy and registered for private use.
- 25.3 Residents must park vehicles in the designated residential parking areas.

26. FEES AND CHARGES

- 26.1 Intentional or unintentional damage to any room or common area, or any furniture, fixture or fitting may be subject to a penalty. Residents may be required to pay for:
 - a) the replacement and/or repair costs of any damage which the Resident causes to residential furniture, furnishings or property in common areas and/or the Resident's room.
 - b) any lost or stolen items of furniture, furnishings or property from common areas and/or the Resident's room;
 - c) the cleaning costs after the Resident moves out of the room, if the room is considered to have been left in an unsatisfactory condition. An hourly cleaning fee will be charged for the time required to restore the room to an acceptable condition;
 - d) replacement personal room key/ID passes. Should a Resident's key/ID be lost, a replacement one will be issued, at a cost to the Resident, after the door lock has been changed (where appropriate). All key/ID losses should be reported to the ResLife Coordinator.
- 26.2 Each Resident is permitted one lockout per month before charges apply.
- 26.3 Unless there are extenuating circumstances approved by the ResLife Coordinator, fines may apply for:
 - a) non-attendance at either of the two residential forums which are held for the sharing of important information during each semester; and
 - b) non return of a key/ID pass on the day of departure.
- 26.4 Other fees may be charged and are listed in Avondale's Residential Fees, Schedule of Charges at <https://www.avondale.edu.au/campus-life/accommodation/lake-macquarie/>.