

FLO HARRIS LODGE

Our Expectations – Your Responsibilities A Code of Conduct

a caring community

WELCOME TO FLO!

Flo Harris Lodge is a Christian-run, off site residential college associated with Petersham Baptist Church.

‘Flo’, as it is affectionately known, was established to operate as a community that would provide accommodation for students and young workers from regional and metropolitan Australia. Flo also welcomes residents from overseas.

At Flo, we aim to be a caring community. Your participation in the Flo community life is therefore important to help you settle in, and to be an encouragement to others.

Flo Harris Lodge (FHL) is a home for all who live here. Everyone needs to feel welcome and safe. This can happen as we all show courtesy, care and consideration towards each other.

We trust that you will enjoy your stay with us and leave with wonderful memories.

To achieve the above, this document is;

- a statement of, **Our Expectations - Your Responsibilities**
- AND
- a **Code of Conduct**, which, when applied, will help create a safe and happy environment for all.

Flo Harris Lodge complies with Child Protection Laws. We have also adopted the National Privacy Policy. This means that, except as appropriate under law, your details are not given to other parties without your knowledge and permission.

In 2019,
FHL will open Monday, 28th January, 2019 at 10am.

FHL closes Friday, 29th November, 2019 at 12 noon.

Our Expectations - Your responsibilities.

A Code of Conduct

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1. MEETING THE MANAGEMENT TEAM

FHL is managed by a team of responsible people.

Managers

- The Managers have the responsibility for the smooth and efficient running of Flo Harris Lodge as outlined in this document and are accountable to the Flo Harris Lodge Management Committee.
- The Managers are on duty from 9am to 6pm weekdays.
- The Managers are off duty between 6-10pm weekdays, weekends and during annual leave. During the weeknight and weekends a Senior Resident (SR) is on duty to care for the needs of the residents.
- In case of an Emergency please contact the FHL mobile
0423 039 723
- Please ONLY CONTACT IN EMERGENCY the FHL mobile phone after 9:30pm or before 9am. No texts for trivial needs or rsvp's during these hours please.

Residential Chaplains

- The Residential Chaplains are appointed to assist and care/support residents. They are the primary pastoral care contact. The Residential Chaplains live on site in "The Coach House"
- They are a husband and wife team who work 40 hours per week.

Senior Residents

- The Senior Residents (male & female) are appointed annually to assist the Managers and Residential Chaplains as directed. They act as the 'Go-to Person' when rostered for evenings or weekends. 6-10pm weekdays & weekends 10pm Friday to 9:30pm Sunday.

Ancillary Staff

- Flo Harris Lodge employs a chef, handyman and cleaner, who are accountable to the Managers.
- Any concerns regarding ancillary staff should be addressed directly to the Managers.
- Trades people also visit onsite for the ongoing upkeep of the building.

2. BECOMING A RESIDENT

Enquiry

- This application should be sent through to the managers for them to review and respond. Please make sure you understand that your application is not reviewed until the application fee of \$75 is paid.

Application

- Complete and fill in forms and pay the application fee of \$75 for you to start the application process. These payment details are located on the application form.
- (NB. A completed application does not guarantee an offer of residency)*

Interview

- The preferred mode of interview is face-to-face but it may also include a phone call.
- Parents are welcome to sit in or listen to interviews, however, only the interviewee (potential resident) should participate.
- *(NB. An Interview does not guarantee an offer of residency)*

Offer

If an offer of residency is made, the position is secured by:

- signing and returning the **Contract & Computer Usage Policy** by email.
- paying the **Bond**, and the first two weeks **Board** as outlined in the Tariff document by direct deposit as listed below,
please do not send cash or cheque
- Return a completed and signed direct debit** form to cover the fortnightly board payments during the contract period.

This document will be sent after the returned signed contract has been received and accepted.

- Residency cannot commence until Direct Debit Form is received by Flo Harris Lodge and processed.

Bond

A **Bond** of \$1,200 is made to the nominated account mentioned in the Tariffs document.

- A copy of the transaction **MUST** be forwarded to the Managers via email - info@floharrislodge.org.au

The **Bond** will be forfeited if the resident;

- fails to take up residency or chooses to leave prior to the date as agreed to in the contract - unless course/study acceptance has been denied prior to starting contract.
- is asked to leave as a disciplinary measure (see p.20)
- fails to return keys on leaving or has lost keys during the year. (There is a fee charged for the replacement of security locks and security keys \$500 fee)
- leaves an unclean or damaged room - Cleaning fee \$150
- If rooms requires repainting/recarpeting or other, due to damage - fee \$800
- has unpaid rent or fines
- is liable for other unpaid costs incurred by the FHL in relation to their residency

Board, Arrival and Closure details

- Residents are contracted to pay **Board** for the equivalent of
 - **42 continuous weeks** starting Friday, 8th February through inclusive to 12 noon Friday, 29th November 2019. Costs are incurred to stay prior to the contract.
- Flo Harris Lodge closes strictly at 12 noon on Friday 29th November 2019.
- The **Board, while in contract**, is paid by direct debit only.
- The **Board** will be kept two weeks in advance. Should board payments fall into arrears, residency will be suspended (or terminated) until board payments return to being two weeks in advance - These payments are setup with the direct debit form mentioned in "offer" on page 5 of this document.

Amenities Contribution

- This contribution of \$275.00 is for social events, both compulsory and non-compulsory. This also includes the purchasing and upkeep of recreational residential facilities and is to be paid into the Board account. Please use your name as reference for this payment.

ARRIVAL

Moving in - *Prior to your arrival, you will be sent an arrival date and time. These scheduled times will assist with the "move in" for the majority of new arrivals at Flo Harris Lodge. If you wish to move in prior to the contract start date please contact the managers directly.*

Things you should bring

- Bed linen, at least two sets of single sheets. This set should include a fitted sheet, flat sheet and pillow case.
- Towels/face washer /blankets/doona and pillow(s)
- Desk lamp, clock, coat hangers
- Pedestal fan - No heaters of any kind. There are wall heaters in every room.
- Three plastic storage tubs for under the bed - 600mm wide x 430mm high x 900mm deep
- Washing - basket, pegs, fold up drying rack
- Lunch containers clearly labelled with your name (**FHL bowls, plates and containers are not to be used for meals outside of the Dining Room**)
- Your own personal coffee/hot drinks mug
- Prescribed medication, Medicare Card
- Clothes, personal items and study gear.
- No additional furniture to brought with you.
- Bank details (BSB & Account number)

3. THE FACILITIES

- **Rooms**

- Resident accommodation is separated into Men's and Women's wings.
- Allocation (or re-allocation) of a room is at the discretion of the Managers
- **We expect you will always maintain a clean and tidy room and keep all personal belongings in your room**
- Your privacy is important to us, therefore no other resident or visitor can enter your room without your permission
- However, the Managers may, without notice, need to enter your room for the purpose of maintenance or monitoring compliance with matters outlined in this document.
- To assist in keeping your room clean and dry, please close your windows when you are absent from FHL overnight, or away for lengthy periods of time
- To ensure there is enough hot water for all, please **restrict the length of your shower** and for the benefit of other residents, refrain from taking a shower between midnight and 5am.
- To avoid having creepy crawlies visit, food from the dining room is not permitted in your room or in communal areas
- For your own health we encourage you to vacuum and dust your room weekly
- Mattress protectors are provided and must always be on your bed. They must be returned in perfect condition at the end of contract. Cost of \$40 for non-compliance.
- A mesh laundry bag is provided for linen washing services. The bag is FHL property and must be left in the room at the end of your contract. Cost of \$20 for non-compliance
- A room copy of the "Code of Conduct". This must be left in the room at the exit of contract. Fee \$10 for non-compliance.
- If your mattress is soiled or stained in any way at the end of contract inspection, the cost of new mattress will be taken from your bond. \$300 fee
- At the end of contract, you are required to clean your room according to a checklist provided by FHL Management. A \$150 cleaning fee applies if your room is inadequately cleaned. Note - \$800 fee is charged for repainting if damaged by the resident. This will be deducted from your bond

Keys

- Residents are given a bedroom key and a security key to the external doors.
- Bedroom doors must be locked when you are absent.
- Do not leave your keys in your room door or the security doors to FHL. Keys found in doors will be removed by Management.
- Please do not compromise security by giving your keys to others. You should immediately report any lost or stolen keys directly to Management. You will need to pay for replacement keys (room key, security key, locks and locksmith)
- You cannot pass your keys to non residents to enter FHL and access your room or the facility on your behalf. Call the manager to assist in such a circumstance. 0423039723

Furniture & Fittings

- Rooms are equipped with a bed, mattress, mattress protector, chair, desk, wardrobe, shelving, wall heater, bin, drawers and a window blind.
- Please do not move, remove or add furniture to your room without the permission of the Managers.
- You are able to use power boards with a surge switch, but **not double adapters**. These are considered a fire hazard
- **No heaters of any kind other than what is provided.**
- No electric blankets
- Hair straighteners only to be used in bathrooms.
- Hair dryers **MUST NOT** be used after 9:30pm or before 7am. This is due to noise complaints.
- Please **only use Blu-Tak or 3M products** to attach pictures or posters. Any damage to walls may result in a fine at end of year room inspection.
- No personal clothing irons to be used in rooms or common areas. All irons are supplied by FHL and used only in communal areas.
- While we cannot permit you to have a bar fridge in your room, we do allow the use of the Morton house kitchen fridge. Please use labelled containers in the fridge.
Any food stored on FHL plates or bowls will be removed.
- *We expect you to take care when using the property of FHL and assist us by immediately reporting all breakages and breakdowns. Please use the "FLO FIX IT" book located in the foyer drawers to*

report any issues.

- In some cases, reimbursement may be sought

NB: Please do not carry out any repairs yourself.

- Candles, Incense, Wheat Packs and Decorative Lighting, are not permitted for safety reasons anywhere in FHL.

Common Areas

- The 'Common Areas' are defined as
 - The lounge rooms in the women's and men's wings (to be vacated by members of the opposite sex and day visitors by 9.30pm)
 - to allow for residents who need to sleep early, the *fitness room, pool room, the grassed areas in front and back of Morton House, the pergola, and roof tops* close at 9.30pm
 - With consideration to others:
 - Cinema A** in Morton House closes
12midnight – 8am Sunday to Thursday nights,
1am - 8am Friday and Saturday nights.
 - Cinema B** Closes at 10:30pm every night.
- Television, DVD/Bluray players are provided
 - Courtesy, care and consideration towards others must be shown when using these facilities. Please keep noise to a minimum.
- The Dining room closes for weekday cleaning from 10am-12noon. During this time, residents must not enter for any purpose.
- We need to show respect to each other in the way we dress
 - With this in mind, it is not appropriate to wear clothes that are too revealing, or to wear pyjamas in common areas.
 - Please refrain from bringing or wearing bath towels into the dining room. This includes the wearing of towels on your head.
 - For health and safety reasons do not walk around in bare feet in the dining room and kitchen.
 - For safety reasons when performing clean up duty in the kitchen, enclosed shoes should be worn – *no thongs*.
- Please be considerate towards others and DO NOT leave personal items in common areas or hallways. Any items left there, will be removed.
- Use of the equipment in the fitness room is at the residents own risk. The gym is open from 8am to 9:30pm - 7 days a week.

- Non residents may not use the laundry or fitness facilities.
 - NB.** *With consideration to others, electronic games must not to be used after 10.30pm and should be played quietly. **It is expected** that you leave these areas neat and tidy. Please take with you all personal belongings. **No meals or hot snacks/food to be eaten in Lounge Rooms.** Please do not move the couches around as they are modular and can be damaged.*

Communication

- Mail
 - Postal Address:
40 Hunter Street, Lewisham, 2049
 - Please redirect your mail on leaving FHL at the end of the contract period.
 - Internet (See, *Acceptable Use Policy*)
 - We expect each resident to take full responsibility for their use of the internet. Internet of 20gb per month is included in your board payments.
 - New hardware attachments may only be installed with permission from the Managers.

Laundry

- The washing machines and dryers NEW and are pay pass, swipe or card operated. The fee per wash - washer \$4.50 - dryer \$3.00.
- With consideration to others, these machines are not to be in use before 8am or after 9.30pm.
- The laundry is for resident use only.
- FHL includes a complimentary linen washing facility. Linen is limited to a flat sheet, fitted sheet and pillow case only. Please place the linen bag provided, on the outside of your door. Each floor has a set day for washing. Please keep to this schedule. The bag and its contents, is washed and dried and returned on the same day. If any additional items are found in the laundry bag, your complimentary linen service may be stopped.

Musical Instruments

- With respect to other residents, please do not practice in your room or in the common areas (unless it is not audible from outside room)
- Residents are privileged to be able to play in the church building between the hours of 8:00am and 9.00pm Monday to Saturday (if not being used for Church programs)

- A key is available from the Manager's pigeon hole. The key must be signed in and out and returned promptly.
- Petersham Baptist Church (PBC) graciously allows FHL residents to use its buildings. It is a privilege not a right.
- If the church is being used by another group or person who is outside of FHL, they take priority. This is our agreement with PBC.
- The church furniture must not be moved or rearranged when in use. Lights, fans and heaters must be switched off when exiting. Failure to comply will result in loss of privilege.

Parking

- Resident parking is limited and at the discretion of the Managers
- Park only in marked spaces not on the grass
- The speed limit for the driveway is 5 kph and all stop signs must be obeyed or parking privileges may be revoked.
- No visitor parking available, please ask them to park on the street.
- DO NOT park in managers/reserved spots. These are always in use by managers, staff or for deliveries.
- Bicycles need to be placed in the bike racks provided. If your bike is not used regularly, you will be asked to remove it from FHL. There are limited spots and they are in constant demand.
- Parking and storing your bike at FHL, is at the Residents own risk. Flo Harris Lodge assumes no responsibility for damage or theft.

Midyear and exit interviews

- Each resident will have a midyear interview with the manager to see how they are going with life at FHL, study and or work. This provides a chance to give feedback from both parties to support a better community.
- A exit online survey or interview will also be compulsory.

4. BEING A COMMUNITY

We want everyone to feel safe and welcome.

Flo Harris Lodge operates as a community. It is more than just a place to stay in Sydney. All communities need a structure/framework to operate in, and we want our community to show care, courtesy and consideration to each other.

The following framework is laid out to help achieve this.

Orientation week

- Commences on our “moving in” day, Friday, 8th February and Saturday 9th. Residents will be emailed this schedule.
- The commencement service on Sunday 10th February is on at 5.30pm. This is held at Petersham Baptist Church next door. It is a compulsory event.
- Monday to Saturday of the following week is "O week". Events are running everyday, 1 event in the morning and 1 event in the afternoon/evening. These events are strongly encouraged and will help you build relationships at FHL. The "Amazing Race" on Saturday and the harbour cruise on Saturday night are both compulsory and are a great way to see Sydney and start to build relationships with fellow residents.

Noise

- With consideration to other residents, noise should be kept to a minimum before 8am and after 9:30pm
 - This means that the PA, laundry equipment, the fitness area, snooker table and all musical instruments (9pm in church) are not to be used/played after these hours
 - Even noise coming from rooms, needs to be avoided during these hours (9:30pm to 8:00am)**
- Of course, TVs and DVDs can be used, but at low volume.

Visitors – resident & non-resident

- Male and female residents are welcome to visit each other's wings within the permitted visiting times (9.30am-9.30pm)
- Do not use the bathroom or toilet facilities in opposite gender wings
- You may only visit another resident's room at their invitation
- Please keep room doors completely open when guests are in your

room and lights are to be on (not optional, failure to do so may result in suspension of residency)

Relationships

- While we realise that caring relationships may develop, sexual relationships are not permitted on the property.

Prohibitions

- To help make Flo a safe environment there are some definite prohibitions;
 - Alcoholic drinks, tobacco and drugs (recreational and prohibited) may not be kept or consumed on the premises
To do so will result in suspension or loss of residency
 - This prohibition includes the footpath outside the Lodge and entering the premises while under the influence of alcohol or other drugs.
 - Weapons are not permitted on-site
 - Tarot readings, fortune telling, séance etc are not permitted on-site
 - Gambling, of any kind, is not permitted
 - Smoking is NOT permitted anywhere within the grounds of Flo Harris Lodge or adjacent footpath.
- There is 'zero tolerance' of any form of sexual harassment, criminal conduct or physical violence. This will result in immediate suspension or loss of residency. In every case the police will be notified and the Managers will impose disciplinary measures.
- Abusive language or behaviour is unacceptable and may result in immediate suspension or loss of residency.
- Bullying of any kind will not be accepted. If proven to be the case, the offending resident will be either disciplined or evicted depending on severity.

Meals

- FHL operates as a community and meal times are a very important part of life at Flo, and residents are expected to attend weekday evening meals. By sharing in these meals you will strengthen relationships with other residents.
 - Where possible, medically required diets may be available, however, we are not a nut or wheat free facility
 - Each resident is allowed one visitor meal per week without

charge.

- Please ensure that you use the hand sanitizers before eating or preparing meals, and when dishwashing.
- Please indicate if you will be **in**, **out** or **late** for your meal on the meal list

‘√’ you are requesting a meal

‘Late’ you are requesting a meal be kept for later that evening. These meals are kept until 9:30am the following day.

‘X’ you will not be having dinner at Flo

‘+1’ you have a guest (all guest requests must be approved by the Manager)

Late Meals:

-There are 3 Late meals available for those **attending class or work only**. These late meals are to be approved by the Manager on a weekly basis.

- If you require more, please discuss with the Managers to seek approval. No +1 meals available with late meals.

- Late meals are to be eaten in the Dining Room.

- If you require a late meal due to unforeseen circumstances during the day, the FLO phone (0423 039 723) must be rung or text, politely requesting a late meal. This must be received before 6pm sharp.

DO NOT post your late request on facebook.

- Please do not abuse this system as it may lead to loss of Late Meal privileges.

MEAL TIMES

Monday to Sunday

Breakfast: 5am to 10am

Lunch: 12pm – 2pm

Dinner: 6.30pm (Sunday dinner - 5pm til late)

Supper: 9.30pm

NB: SUNDAY DINNER

- Sunday dinner is a serve yourself arrangement. A varying array of cold cuts, salads, pasta bakes and rice/meat trays will be available from the dining room glass door fridge.

- Sunday dinner food is provided to be eaten at Sunday dinner. Do not put lunch for the next day aside from this food. It is not fair for residents eating later to see their Sunday night dinner in your lunch container.

-Between meal times FHL provides residents with fruit, salads, bread, toast and spreads (NB. Times may change at Managers' discretion)

-Breakfast or lunch food eaten outside of posted hours incurs a \$20 penalty for each incident.

Understanding Meal times

- Normally, the types of meals provided are;
 - Breakfast - 5am to 10am daily
 - self-serve (continental - cereal, toast, yoghurt, etc)
 - provisions are only to be used during breakfast hours
 - Lunch - 12noon to 2pm daily
 - self-serve lunch (cold cuts, sandwiches, wraps)
 - provisions provided
 - Dinner - 6:30pm daily Mon to Sat
 - chef catered meal of two courses
 - (Sun dinner 5pm til late - Self serve from provisions)

Some examples of the types of dinner meals we provide here at FHL are mentioned below:

Roast beef, winter veg	Thai beef red curry	Schnitzel, salad & chips
Paella	Lemon Chicken	Spaghetti bolognese/salad
Lamb vegetable curry	Creamy bacon Carbonara/salad	Shanghai pork mince noodle
Creamy chicken pesto pastas/salad	Mongolian beef	Chorizo & tomato fettuccine/salad
Chicken Parmagiana/salad	Beef goulash	Vegetable Rogan Josh
Beef Masala vegetable	Burgers, salad & fries	Chicken Pad Thai
Chicken Maryland Teriyaki	Sate beef	Grilled pork with veg
Chinese five spice stew	Creamy vegetable curry	Crumbed fish, salad & chips
Lasagne/salad	Honey black pepper beef	Indonesian Beef Rendang
Tandoori Chicken	Bangers & Mash	Grilled honey soy fish & veg

- Please eat all meals in the Dining room, pergola or courtyard, no hot food is to be eaten in the Lounge Rooms, and **we ask you not to remove cutlery and crockery from the dining room or kitchen areas.**

- We expect the residents to be responsible for;
 - wiping the bench, table or any other space used and leaving it tidy after preparing food
 - rinsing and cleaning their own utensil/plates and placing them in the racks ready for the final wash by the dishwasher
- **NB: Please help each other by being diligent about these responsibilities**

FOOD STORAGE & PACKING LUNCHES

- Morton House has a specially installed kitchen for those residents who wish to cook or bake on occasion. There is a fridge/freezer available for resident's use.
- All items must be fully labelled with residents name, otherwise items will be discarded and thrown out.
- Please acknowledge that this fridge is for all residents to use and should not be monopolised with large quantities stored.
- Please keep the kitchen clean and tidy, making sure to clean up after yourself after each use. This includes wiping down bench tops, stove tops, wiping out oven and washing, drying and putting away clean kitchen items. By using this kitchen respectfully, all residents are able to have the benefit of it. Opening and closing times for the MH kitchen is dependent on resident behaviour and use, and with Management's discretion.
- The glass door dining room refrigerator is not for resident's personal use. Except when storing the following days packed lunch on the designated shelf, in containers, fully labelled. Any personal items or unlabelled items found in this fridge after 10am each morning will be thrown out. This includes containers. Please understand that this rule is subject to change, at the manager's discretion. Unfortunately, in the past, residents have stored a multitude of items up there and it can be very problematic.

- On occasion, there are surplus leftovers from the dinner menu and this may be put aside by individuals for lunch the next day. This packed lunch (mentioned above), may not, however, be taken and stored directly from bain-marie dinner trays at dinner time. Residents who wish to put lunch aside from dinner left overs must wait until supper time at 9.30pm to do so. Failure to do so may result in leftovers being put aside for other purposes and not available for resident consumption.

WASHUP

- All residents are expected to take their turn to help wash-up and will be rostered onto the Weekly Duty Roster.
 - If you are unable to perform a duty, please find a 'swap' and indicate the change on the Roster sheet.
 - Most residents are usually caring and considerate about their duties, but when necessary there is a penalty (\$20) for each time a duty is missed. Remember, by simply not turning up, you are letting down your fellow residents and friends.
- If you are away for 7 days or more you do not have to arrange a swap, however, you should let management know.
- To help maintain a healthy, clean environment, the Dining Room is closed (Mon-Fri) for cleaning between 10.00am– 12.00pm. Please use the other exit door and DO NOT walk through dining room during these times. Please use Morton House kitchen if need be.

Kitchen & Pantry

- For health and safety reasons these areas are **off limits** (except for duties, when enclosed shoes are to be worn)
- Access to pantry\kitchen refrigerator is limited to Managers, Residential Chaplains and Senior Residents ONLY.

***If food or drink is needed from the kitchen or pantry,
please ask the person on duty.***

Absence from FHL

- If you are planning to be absent from FHL overnight or longer
 - record this on the Emergency Contact Sheet
 - mark off [X] meal and arrange duty roster swap

Accidents, illness and injury

- If you are not feeling well please notify the Managers 0423 039 723 with a text or call.
- Any accident, injury or sickness must be reported to the Managers. Managers are here to help and support you.
- In the case of injury or emergency, the Managers have the right to take appropriate action, including calling an ambulance. Any costs (including ambulance usage) will be paid in full by the resident. We recommend you have insurances for this.

5. ENTERTAINING GUESTS

General

- Your **pre-approved guests/visitors** (friends/family) are very welcome - However, for security reasons, **there is a strict protocol to be followed** (if this is not followed your guest / visitor will be asked to leave) *Do not embarrass yourself by allowing this to occur*
- On arrival, your guest/visitor is to sign in, using the Guest book. This is important for FHL as we don't know your visitor and in the event an emergency evacuation is needed, we know that they are on the premises.
- If they are coming on their own they must text/call you and wait for you in the Pergola area.
- You are responsible, at all times, for your guest/visitor and they must always be in your company.
- Guests/visitors are not permitted to wander in the buildings alone.
- You are responsible to see that your guest/visitor complies with appropriate parts of this Code of Conduct
- Guests/Visitors can visit
 - in your room from 9.30am-9.30pm,
 - in the common areas from 9.00am-10:30pm
- Resident/guest/visitor may not:
 - enter a resident's room without permission
 - use a resident's belongings without permission
 - use the bathroom/toilet facilities in the opposite gender wing
 - stay in a room overnight without the prior permission of the Managers and payment made prior
 - park on FHL property

Meals for visitors

- You are able to have visitors join you for a meal, provided that prior permission (24hours) is sought from the Managers. After approval, the visitor is marked ('+1') with your name. Your visitor must sign in.
- You are able to have one visitor per week at an evening meal without charge. Any additional (+1) are to **pay \$5.00 per meal per person in advance**. No day visitors are permitted to eat FHL food apart from the evening meal
- If you wish to have a day visitor for a weekend meal, you must request this by Thursday, no later than 6.00pm. The inclusion of unexpected visitors is at the Managers discretion.

Overnight Stay

- We realise occasionally it is nice to have friends and family visit. To assist with this, you may have a guest stay for two nights in a one week period in your room. Longer stays may be requested, but are at the manager's discretion.
- *The process for entertaining a guest overnight is as follows:*
 - At least 24 hours before hand, complete a Guest Request form along with electronic payments as indicated on the form.
 - The inflatable bed must be returned by 12 noon the following day to the office. A Manager or SR must sign the bed off as returned to avoid fines of \$50 for late return.
 - DO NOT leave the bed outside the manager's office door.
 - On arrival the Managers or person on duty must be notified (text message is fine) and you must mark this in the Guest Book. (located at foyer desk)
 - Please remember to mark the guest ('+1') on the meal list for all meals. Meals are included in the \$40 tariff per night.
- Guests of the same sex can share your room with the provided portable bed.
- Resident is to provide guest linen.
- In cases, where the guest is of the opposite gender, prior arrangement must be made with a resident from the opposite wing.

6. IN AN EMERGENCY

Fire Escapes and Fire Fighting Equipment

- Residents must familiarise themselves with the evacuation plans for the building
 - A laminated evacuation procedure plan is located behind or next to your bedroom door
 - A copy of the fire escape plan is in each room
 - Additional copies are available from the Managers
 - There are at least two compulsory fire drills conducted each year.
 - Evacuation drills are not complete until all individuals are accounted for
 - Drills are random and all residents must comply with directions.
 - Failure to comply will mean that the resident needs to show good cause why he/she should not be given notice to vacate FHL (with loss of Bond)
- ***Residents must not use men's fire escape unless it is an evacuation. Female wing fire escape may be used to access the roof, but not dorms.
- Any resident improperly using or tampering with the fire fighting equipment or emergency exit doors (which are to remain closed at all times) may be subject to criminal charges and a \$2,000 fine.
 - Fire exit doors are not to be propped open for any purpose
 - **NB.** There is a monthly test of alarms that rings for 10 seconds

7. DISCIPLINARY MEASURES

Introduction

- It is expected that residents behave on-site and off-site, so as not to bring the name of Flo Harris Lodge into disrepute.
- Failure to comply with the Contract or Expectations and Responsibilities outlined in this document will carry consequences. Anti-social behaviour, is not acceptable and may lead to suspension or cancellation of residency.
- You are expected to abide by the discipline of the Managers and the Management Committee of Flo Harris Lodge.
- Non attendance at compulsory events will be taken into consideration for future residency.

Warnings

- If a resident is consistently breaking rules and or showing disrespect to Managers, Residential Chaplains or Senior Residents, a 3-step warning/discipline system will be actioned. The 3rd & final warning means your residency will be terminated.
- There will be no refund of bond and your FHL contract is still to be paid out in full.
- If the resident's rent/funding is from the parents, the parents will be notified/consulted when the official warnings are handed down. Self funded resident's parents will only be contacted in exceptional circumstances.
- Residents must realise that as they are 18 yrs+ they are legally adults and will be treated as such. Parents will only be involved as stated above.

Minor Incidents

- This includes unacceptable behaviour and failure to carry out duties. A \$20 fine applies to all missed duties and is invoiced. This is to be paid on a weekly basis.
- In the first incident, the Managers may impose a fine. It is at the Manager's discretion.

Major Incidents

- This includes incidents in relation to Prohibitions or severe break of Code of Conduct.
- At any time should the Managers deem your behaviour to be unacceptable, you will be given 24-96hours to move out of the Lodge and your Bond will be forfeited

8. ALTERATION TO THIS DOCUMENT

- From time-to-time the Managers may vary this document, provided that,
 - all residents be notified as soon as practical.
 - the changes be noted in this document and it is circulated to all residents.
- A constituted meeting of the Flo Harris Lodge Management Committee will ratify the arrangement as soon as possible.

9. FOR YOUR INFORMATION

Flo Harris Lodge and Morton House

Flo Harris Lodge is a Christian-run off site residential college associated with Petersham Baptist Church.

Morton House was first opened as a Hostel for young men in 1954, with most residents, coming from country areas.

In 1971, the Church began a project to build a residence for young women on the ground occupied by the Church tennis courts. The first stage of Flo Harris Lodge was opened in 1972.

It was named after Florence Harris, who was a member of Petersham Baptist Church and a missionary for many years in Bangladesh. It is her picture that hangs in the Foyer opposite the resident pigeon holes.

A decision was soon made to add an extension to provide more accommodation for young men. These extensions were opened in 1974. A Flo Harris Plaque of memorial is in the garden beside the pergola area.

The Church, through a Management Committee, guides the operations of Flo Harris Lodge. The committee is responsible for the administrative functioning of the lodge. This work includes setting tariff levels, staffing, maintenance and repairs, etc. The members of the committee are also concerned with the quality of life in the Lodge and with being of help to residents. Many members of the committee are past residents of FHL.

Petersham Baptist Church

Residents of Flo Harris Lodge are warmly invited to attend the Sunday services at 9:30am and 5:30pm.

The church celebrated its centenary in 1982. When PBC was founded in 1882, Petersham and Lewisham were the gentrified suburbs of Sydney.

The Church grew very large and was one of the leading Churches in the city. However, during and after the Second World War, the membership fell as people moved out of the district.

During the past fifteen years the church has experienced a gradual re-growth. Most FHL residents that attend, mostly choose the Sunday evening service.

The Church is very much concerned with Christian service and outreach. It is focused on presenting the good news of Jesus by being a loving and caring community of God's people.

The ministries of the Church include:

- Flo Harris Lodge
- Various Youth Ministries
- Kids Church
- Playtime for infants to preschool aged children (+ parents/carers)
- Mothers group

If you would like to find out more about Petersham Baptist Church and its various activities, call the Associate Pastor and Flo Harris Lodge Chairman, David Pym - 95180629.

We warmly invite you to join in our fellowship and bring your own unique contribution to the community here.

10. USEFUL CONTACTS

_____	Police	
Big Air	1300 739 822	Marrickville Assistance	95689299 131444
_____	_____
_____	_____
Dentist	Transport Info	131500.com.au
Doctor	_____
_____	_____
_____	_____
Lifeline	131114	_____
_____	_____
_____	_____
Best Western	0291979411	_____
_____	_____
_____	_____
Headspace	0416477535 0291144100	_____
Manager/On Duty Phone	0423039723	_____
Petersham Family Medical Centre	0295608207		