



Student Accommodation Information Pack

Your home away from home.

The YMCA Christchurch is a multi-functional building in the central city that has been providing accommodation to tertiary students (18y+) and travellers from around the world for over 150 years.

The rooms available are ideal for students, studying in Christchurch for 20 weeks or more, who are looking for a home away from home with comfortable

beds, warm rooms equipped with study desks and a city location that is second to none.

This student friendly environment is a one stop-shop as we boast an impressive list of onsite facilities including a fully equipped fitness centre, as well as squash courts.

Don't hesitate, enquire about this exciting prospect today and secure your home away from home during your upcoming semester/term!



We have limited rooms so we will allocate them on a “first in first served” basis.



Single Standard Student \$220.00/week

- A single bed with inbuilt drawers, desk & chair, mirror, notice board, heater, power points, wireless internet and a spacious wardrobe.
- Bathroom facilities are in close proximity.
- All linen & duvet provided but not towels.



Level 2 Lounge

- Couches
- TV
- Laundry

Level 1 Lounge

- Kitchen
- Dining table

Guidelines

In order to avoid potential misunderstanding later, please read the following information carefully. If there is any need to clarify any areas then please don't hesitate to ask a staff member.

Finances/Accounts

- It is your responsibility to ensure your account is **always in credit**.
- Payments can be made by cash, eftpos or direct debit (find attached form).

Reservation Changes

If you make any changes to your reservation date you will need to advise us in writing to ensure that the appropriate changes are made to your reservation. We cannot guarantee to be able to extend your reservation past the dates you initially gave us as the room may have already been booked. So please think carefully about your reservation dates.

On occasion management may request that you move rooms. This is to maximise the space that we have, this is especially important at busy times.

Your Room

Clean is best

- We expect you to keep your room clean and tidy at all times.
- We expect to be reimbursed for any damage caused in your room during your stay, and may keep your reservation bond for this purpose. This includes carpet stains and drawing pin holes in walls, stickers on walls or doors.
- Upon departure your room should be clean of all rubbish, posters, etc. A vacuum cleaner is available for students to borrow at Reception.

Chattels & Appliances

- Your room's furniture and that of other areas must stay where it is, i.e. lounge chairs, spare mattresses, etc.
- Due to past problems electrical kitchen appliances are definitely NOT allowed in your room. This includes electric jugs, toasters, toasted sandwich makers, microwaves, heaters etc.
- There is a communal kitchen on the first floor, with minimal facilities for your use. Please tidy up after yourself. There are also hot water taps on each floor.

Housekeeping

This is a **compulsory** service!!!!

Dirty linen will be exchanged for clean linen on the following days.

Wednesdays

Please strip your beds and leave the linen inside your door for the housekeeping team to replace. Ensure this is completed prior to 9.00am. Please do not attempt to wash duvet covers yourself – see the housekeeping staff about this.

Pictures/Posters

Please use blu-tack, NOT pins, to affix posters, etc to your walls. Do NOT put stickers on doors or walls this way accidental damage can be minimised. Do NOT hang things from the sprinklers, as it is a fire hazard.

Keys/Security

Our policy is that lost keys need to be paid for - \$20.00 each

You are strongly advised to keep your room locked at all times. Balconies and windows can present an opportunity for those looking for one. Door locks are deadlocked and can only be locked on the outside by key.

Laundry

We have token operated cold water washing machines and dryers on the 2nd floor - tokens for each load are available from reception, as is washing powder.

Tokens = \$2 Washing Powder = \$1

The laundry will be locked between 10.00pm-8.00am, to allow others to sleep.

DO NOT hang laundry from your windows or balconies, clothes rack on balconies are not permitted.

Personal Belongings

The YMCA does not take responsibility for your personal belongings, including any food that is stored in the fridge in the Kitchen.



Fire Evacuation

In the event of a fire, an alarm will sound. Exit your room and close the door behind you. Make your way down the stairwell to the front of the building. Don't use the elevator. Gather outside the building on Rolleston Ave. Evacuation instructions can be found on the back of your room door.

Please note: Fire doors are for emergency use only. OFFENDERS MAY BE ASKED TO LEAVE.

Eftpos

We have EFTPOS at reception for payments and withdrawing cash. However, we do not always have enough cash to advance and rarely have large amounts of coins or small notes, especially in the morning and on weekends. The closest ATM is in the hospital, a five minute walk.

Guests

You are responsible for your guest's behaviour at all times. You must be on site at all times with your guest/s and you are responsible for any damage caused by them. Anyone staying over must be checked in at reception and pay a \$5 charge. This is important for security and also in case of fire or earthquake. Any guests not staying the night must leave the premises before 10pm. Guests are only permitted to stay a maximum of 2 nights per week, and a penalty fee of \$60 is payable if guests are found onsite without having checked in.

Mail/Messages

Mail arrives at the YMCA after 2pm on weekdays only and is held behind reception for you. Our receptionists are very busy so choose a quiet time to ask for recent mail - note we will not deliver to your room.

Photocopying

For photocopying services please ask at reception. This can be carried out during regular reception hours for a small charge.

Pets

Pets are not allowed.

Meals

Breakfast options are available on request through the Robert Harris Café

Dinner options are available on request through Duo Restaurant situated in the YMCA building.

Communal Kitchen

There is a guest kitchen located on the 1st Floor, which has appliances and space for all your food and cooking requirements. It is open between the hours of 6am & 10pm. Please clean up after using the kitchen. Wash, dry and put things away. Please use extractor fans when cooking.

Vehicles

Those guests who have been granted permission to use the car park please abide by the following rules:

One car (or bicycle only) per room.

Your vehicle must be removed completely while you are on holiday (unless by prior arrangement).

Abuse of the car park may result in a \$65 parking ticket or your vehicle being towed. All vehicles left in the car park will be done so at the owners' risk. The YMCA accepts no responsibility for damage or theft.

Night Porters

A night porter is on duty from 10pm to 7am covering reception, security and general cleaning duties. They have full authority to enforce YMCA policies. Co-operation with them is appreciated. Do not hesitate to speak to a night porter or receptionist if you are unsure or uncomfortable of someone on the premises.

Reception

If you have any queries regarding bus stops, libraries or supermarkets don't hesitate to ask us.



General Behaviour

We expect that you will consider all the other people who also share the YMCA as their home. Other people's rights are important. Be aware too, that all guests expect reasonable standards and we need to maintain our good reputation.

Drugs/Alcohol

Policy PROHIBITS alcohol, illegal drugs or firearms on the YMCA premises. Alcohol will be confiscated. Drugs on the premises warrant instant expulsion from the YMCA.

Noise

Loud noise is restricted at all times in consideration to fellow residents. A written warning will be given if a valid noise complaint is received. If a third complaint is received, an eviction notice will be given.

Smoking

Is not allowed anywhere inside the building, including the rooms, balconies and common areas. If you wish to smoke, please do so on the footpath. No bond will be refunded if a guest has been smoking in the room. Do not throw cigarette butts in the garden or around the building.

Behavioural Offences

Will be dealt with by written warning, final warning then eviction. Serious offences may incur instant eviction.

Management, at their discretion, may also ask a resident to leave if they are considered unsuitable to continue residency.

If you have problems with another resident/guest/visitor's behaviour please come and see the staff and let us help sort it out. Of course we would rather everyone was considerate and sensible so we can avoid resorting to such action, however, we will not hesitate to act if necessary

Terms and Conditions

Please read carefully the following key areas to ensure you qualify and understand the terms and conditions of our student accommodation scheme.

Bonds

A bond of \$300 must be paid by direct credit immediately upon room confirmation.

The bond is held during the length of your stay and will be returned in full after departure, providing you have not been subject to:

- Damaging your room, or YMCA facilities.
- Behavioral problems.
- Late rent, early departures and cancellations.

Rent

Rent is \$220 a week to be paid weekly via direct credit into our bank account:

12 3191 0042820 00 **YMCA Christchurch** **ASB, Cashel Street**

Four weeks accommodation (\$880) must be paid in advance upon arrival.

Accounts must be kept in credit at all times.

Cancellation fees attached to bond refunds

Cancellation fees will be levied for early departures according to the following scales:

For cancellations 28 days or more prior to arrival	10% of bond fee
For cancellations within 28 days prior to arrival	100% of bond fee
For departure within the first 20 weeks of arrival	100% of bond fee
For departures after the first 20 weeks and with 2 weeks written notice	Full refund of bond

We require 2 weeks written notice for all departures.

Course Confirmation

A course confirmation is required from your education provider showing the confirmed dates of your study.

Behaviour

We hope that our student residents will not only enjoy their stay, but will come to regard the YMCA as their home.

YMCA is a smoke-free building and site, therefore smoking is not permitted on YMCA property including courtyards and car park area.

Under student guidelines alcohol and illegal drugs are also prohibited on the premises.

Holiday

You must notify the YMCA if you are away for more than three days.

Room keys must be left at Reception.

Student Resident Application Form

Please return to PO Box 2004, Christchurch

P: (03) 3650 502 F: (03) 3651 386 E: accom@ymcachch.org.nz

Please attached two passport sized student photos

Last Name: _____ First Name: _____

Home Address: _____

Phone: _____ E mail: _____

Date of Birth: _____ Age in Years: _____ MALE / FEMALE

Emergency Contact Person: _____ Phone: _____

Education Provider: _____

Education Provider Phone: _____ Email: _____

How did you find out about us? _____

Do you intend to bring a car YES / NO Registration Number _____

Have you had any convictions in the last 5 years? YES / NO

YOUR RESERVATION: **Single Standard Student Room**

Arrival Date: _____ Departure Date: _____

Guarantor Name: _____ Phone: _____

Address: _____

I have read the attached terms & conditions and I am prepared to act as guarantor for the above named resident in regard to their behaviour and account payment.

Signed: _____

RESIDENT DECLARATION I have read the attached terms and conditions and agree to abide by these during my stay at the YMCA.

Signed: _____ Date: _____

Office use only

Bond received: _____ Amount: _____ Receipt: _____