

# Guide to Single Residential Housing 2023



## PREFACE

Moore College exists to enable men and women, through higher education in the field of theology, to deepen their knowledge of God so that they might faithfully and effectively live exemplary Christian lives, proclaim and teach the Word of God, and care for others in the name of Jesus Christ in all the world, to the glory of God.

The College firmly believes that theology is best studied in the context of community, and so courses are generally full time and residential.

John Chapman House (JCH) is the main residence for single male and female students. There are a number of other housing alternatives for single students upon application. These Houses form communities within the overall context of the Moore College community.

The fact that so many people are living together in close proximity provides many opportunities for students to participate in, and benefit from, the possibilities that such a situation creates.

It also brings its share of challenges and frustrations. Please feel free to make any suggestions for improvement to Lissa Allen, or the Male or Female Residential Warden.

Those who enjoy College the most are the students who participate and involve themselves in the life of the College and engage with those around them. We encourage you to make the most of your time at College and especially in the time you are a resident of college accommodation and community.

Community is built on a shared worldview and mutual love reflected in care and concern for others. The close nature of living in the Houses makes a commitment to the maintenance of community from every resident along these lines paramount.

This Guide is for all students living in John Chapman House and other designated single accommodation whether theological student or a university student. **Please read it carefully as it gives you details of what the College offers and lays out the framework for the kind of community we want to create.** For theological students, it should be read with the Student Handbook.

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In accordance with the ESOS Act 2000, Moore College is a registered provider on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS), Provider Code 00682B

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# 1. WELCOME TO MOORE COLLEGE

We at Moore College are delighted to welcome you among our students in John Chapman House. Our prayer is that your time living with us will be exciting, stimulating and rewarding. We want you to know how important you are to the life of our community.

## 1.1 Our Story

The College has a long history. It opened at Liverpool, NSW in 1856 and moved to its present site in 1891 in order to be closer to Sydney University. That makes it one of the oldest tertiary institutions in the country! During its long history the College has had eleven Principals and over 3000 graduates.

Moore College exists to serve the Lord Jesus Christ by providing a theological education for men and women. This theological education is not an end in itself and must never be separated from godliness of life, but it remains vital for the ministry of the Word of God in today's world. Although a large number of the College's graduates serve within the Anglican Diocese of Sydney, many serve in other places and in other Protestant denominations.

Moore College is not standing still. The major growth in building, library, and faculty which began under Principal Broughton Knox (1959-1985) continues.

## 1.2 Our Students

As recently as 1968 the Moore College student body consisted mainly of single men. They were all housed either in John Chapman House or the College property at Croydon Park, But-Har-Gra. In recent years this has changed considerably: most students are married, and there are many more women students. Single women students reside at John Chapman House and other Moore College housing. The number of theological students enrolled full time at the College is approximately 300.

An exciting part of the life of the College is the presence of a number students studying a variety of courses at one of Sydney's universities. They are full members of the College community, contributing to and benefiting from College life.

## 1.3 Our Principal

The College Principal is Mark Thompson. He and his wife, Kathryn, with their four daughters live at 7 Carillon Avenue, Newtown.

## 1.4 Our Resource People

General responsibility for the welfare of students lies with the **Dean of Students**, Paul Grimmond. He is vitally interested in life in John Chapman House and other allocated Moore College Single Accommodation locations.

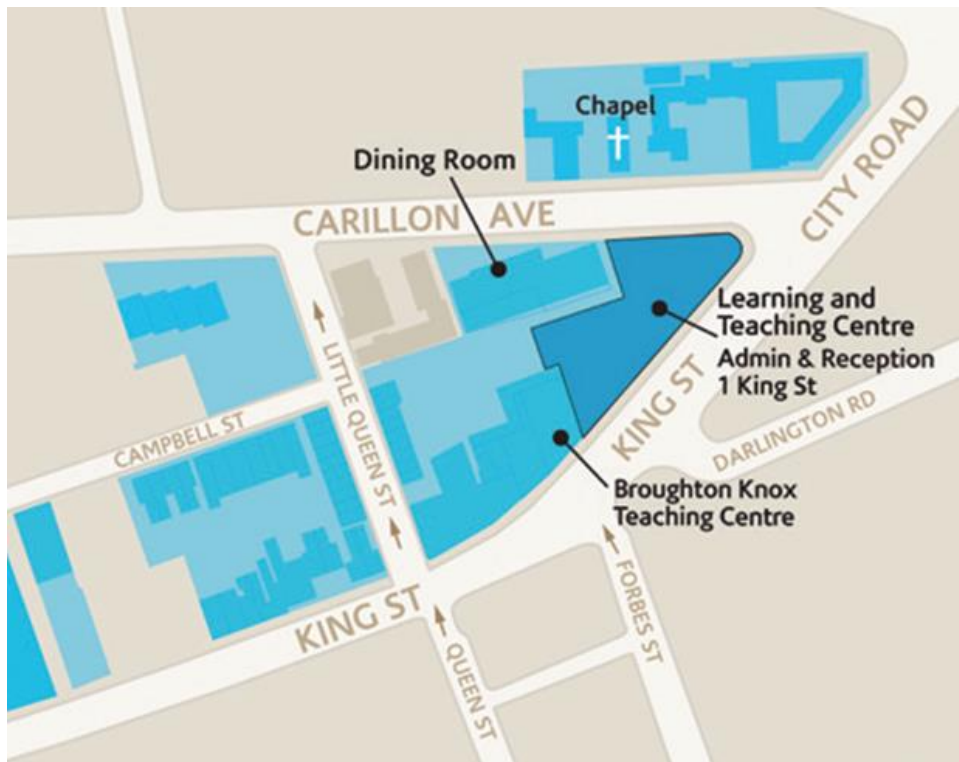
Men and Women single residents have a faculty/staff member who is particularly responsible for the their needs. For the male residents in John Chapman House the responsibility belongs to the **Warden**, Peter Orr. The Warden for the women is Isobel Lin. Both Isobel and Peter have offices on the first floor of 1 King Street, Newtown.

In addition, there are four **Senior Students** living in Single Accommodation, Ash Braithwaite, Hosea Luy, Brooke Hazelgrove and Steph Adams who are responsible for the welfare of theological students on a day to day basis. If you have any matters of a personal or pastoral concern, then please don't hesitate to speak with them. The **Single Accommodation Co-ordinator**, Lissa Allen (Ext 958), is concerned with the comfort and appearance of all College

properties. Please contact her via email ([accommodation@moore.edu.au](mailto:accommodation@moore.edu.au)) or the Concierge Desk (1 King St, Ground Floor ) if you have any concerns in these areas. The College cleaning staff: Rowena Razon is also available to help you.

## 2. THE CAMPUS

The following plan shows the location of the major facilities



### 3. LIFE IN SINGLE RESIDENTIAL HOUSING

Life in an institution as large as ours needs some structure in order to benefit everyone. What follows is an outline of the daily routine and some of the basic expectations and requirements that are designed to make life congenial for us all. This information booklet covers all students living in JCH and other single accommodation provided.

#### 3.1 Charges & Payments for Residence

##### 3.1.1 Accommodation charges for term time residence and due payment dates

- The charge for accommodation during term time is set for the whole year (including pre-term weeks, research weeks, mission week, stuvac and exams). That annual cost is divided by the number of weeks of term time to arrive at a weekly charge. Students' accounts are charged weekly even if you are not on site during that time. Please note that charges do go up slightly each year.
- Residents are charged rent from the first day of term or the day they take up residence, whichever is the earliest, until the last day of term or the day they leave residence, whichever is the latest.
- A direct debit arrangement is in place for the payment of rent which is debited during term time only. **There is a direct debit form that should be completed and signed annually with the option of nominating a bank account or a credit card.** Debits will be processed at the end of each 2 weekly interval on a Friday which will be equivalent to 2 weeks of rent. There is a provision to opt out of this arrangement, but only by special arrangement and for particular reasons, e.g. where there is supporter funding. Please contact the Finance Department to make arrangements (see p. 30 for contact details).

##### 3.1.2 Accommodation charges for vacation residence and due payment dates

- Residents are provided with accommodation options of full board, accommodation without meals, day use only and storage only for vacation periods. Different charges will apply to each option.
- Prior to each vacation residents are required to complete on **my.moore.edu.au** an electronic form indicating which accommodation option they require.
- **Should no form be submitted on my.moore.edu.au by the due date the rate for accommodation without meals will be charged.**
- Residents will be charged for their vacation options where applicable. Statements are sent out by the Finance team at the start of each month.
- Payment for the vacation option is due by the end of the calendar month in which the statement was received.

##### 3.1.3 Bond and key deposits- charges and due payment

- A bond of \$250 for Moore College students, or \$1400 for university boarders, and a key deposit of \$40 for room keys will be charged to a resident's account as at the date the student takes up residence of a particular room.
- Payment for these charges is to be made before the end of the calendar month in which the charge is made.
- The bond is refundable on satisfactory inspection of the room when exiting and the key deposit is refunded on return of keys. Additional charges will be made to cover any damage to property.

### 3.1.4 Statements

- College will email a statement, showing all amounts charged and payments made, to each resident at the start of each month. Students can request account updates at other times by emailing a request to the College Accountant. [finance@moore.edu.au](mailto:finance@moore.edu.au)
- Accounts are only available in a resident's own name although they are free to pass on accommodation statements to supporters.

### 3.1.5 Payment of accounts

- The direct debit option referred to in 3.1.1 is the preferred method of payment
  - BPAY payment option will remain in place for any catch up payments due for accommodation and vacation charges.
  - Students are issued with a series of BPay reference numbers, one of which is for residence payments, and can be accessed at their individual my.moore account at <http://my.moore.edu.au>
  - If BPAY is not feasible then payments can be made by:
    - Cheque by mail. The cheque should be made out to Moore Theological College and the student's BPay accommodation number must be written on the back of the cheque or noted on a remittance advice with the cheque. It should be addressed to *College Finance*. This payment method may suit supporters.
    - EFT direct to the College's bank account. The relevant details are at the mymoore site. It is crucial that the bank reference number to appear on the College's bank statement as is the student's BPay accommodation number. Please contact the Finance Department for particulars.
- At the time of publication of this handbook the College is investigating the possibility of students being able to pay for accommodation by credit card via the PayPal system. College will promptly advise students the outcome.

### 3.1.6 Difficulty with accounts payments

- If for any reason a resident thinks they may not be able to make their accommodation payments on time they are encouraged to meet with the Warden to discuss their particular circumstances. The Warden may then refer them to the College's Chief Financial Officer to discuss and agree their payment plan.
- At the end of the academic year all students are required to have paid off any amounts due to College. Further details on this matter are contained in the *Student Handbook* – Section 9.26

## 3.2 Early Departure from College Residency

It is expected that all residents will stay in residence for the complete academic year (20<sup>th</sup> February – 24<sup>th</sup> November 2023). For first years it is expected that they will also be in residence during the Orientation weeks at the beginning of the year.

If you are a Moore College student please remember that residence is a requirement of your course and if you wish to leave residence temporarily for an extended period during term time or permanently for any reason during the year you will need to apply to the relevant Warden. If granted a leave of residence for an extended period of time, remember you will still be charged. For those given permission to move out permanently you will need to give at least one month's notice in writing to the Single Accommodation Co-ordinator (Lissa Allen) [accommodation@moore.edu.au](mailto:accommodation@moore.edu.au) or pay four weeks' accommodation charges in lieu.



University boarders accept accommodation on the condition that they stay the full Moore College academic year. If there is a pastoral reason for you to move out the Warden is able to give permission but there is a penalty of four weeks' accommodation charges for doing so.

College reserves the right to terminate a student's residence with reasonable notice.

### 3.3 Room Allocations

Rooms are usually allocated at the end of each year by the Single Accommodation Co-ordinator and the Wardens.

On occasion during the year there may be rooms vacated and students may be able to transfer rooms. Students wishing to transfer rooms must ask the permission of the Single Accommodation Co-ordinator. If you are given permission to change rooms you should leave your existing room clean and arrange to have the room inspected by the Cleaning Supervisor so that your bond can be transferred to your new room. The keys to your existing room also need to be returned to the College Reception within 36 hours of changing rooms or you will be charged for the use of two rooms.

### 3.4 Meal Times

Breakfast : Monday 7.00 am - 9.00 am

Tuesday – Friday : 7.00 am – 8.30 am

Lunch : Monday – Friday 12.10 pm - 12.45 pm & 1.05 pm – 1.45 pm

Dinner : Monday – Friday 6.00 pm

**NB There are no meals served on public holidays, Saturday and Sunday lunch & dinner.**

### 3.5 Special Dietary Requirements

The College kitchen is happy to supply vegetarian meals and students who are vegetarians should notify Lissa or our Head Chef via email ([accommodation@moore.edu.au](mailto:accommodation@moore.edu.au)) or in person. If a student requires special meals/diet due to a medical condition they will need to let Lissa or Gaurav know in writing with a medical certificate.

### 3.6 Dress

College life requires sensitivity to one another. This is particularly the case when it comes to dress. All students are asked to dress appropriately for each occasion. This includes a requirement to wear footwear in the kitchen or dining room.

### 3.7 Use of Pianos

The grand piano in the Dining Room and the piano in the Frederick Barker Room are both available for practice, after obtaining the approval of the Dean of Students. Use of these pianos depends on the availability of the rooms and due consideration for the kitchen staff who should be consulted before the grand piano is played. If there is a meeting in the T C Hammond Room, the grand piano should not be used.

Please also be aware that according to the "Protection of the Environment (Noise Control) Regulations 2008" which covers residential areas, music should not be heard inside a neighbour's residence at the following times:

Midnight to 8.00 am on Friday, Saturday or any night preceding a public holiday  
10.00 pm – 8.00 am on any other day.

Students are asked to follow these legal guidelines.

### **3.8 Mail**

Mail for theological students and university boarders is delivered to the student boxes in the Mail Room at the middle room of the ground floor of 19 King Street.

The postal address for Australia Post deliveries is: 1 King Street, Newtown NSW 2042, since John Chapman House does not have a mailbox. For all other courier services the delivery address should also be 1 King Street, Newtown NSW 2042.

### **3.9 Internet and E-mail**

#### **3.9.1 E-mail**

All theological students are provided with a college email account, which is used for all official email correspondence from the College. Students must either monitor this account, or redirect messages to another account. Details of the service offered are set out in the *Student Handbook*.

#### **3.9.2 Moore College Network (Internet)**

All Students and boarders living in John Chapman House may use the College wireless network, which also provides internet access. Students and Boarders living in John Chapman House may also use a direct connection to the network (including internet) via the Ethernet ports in each room.

To access the WIFI network, choose the Moore Wi-Fi network. You will then need to enter your StudentID and Universal Password to connect the first time. More details about how to connect different types of devices will be available later.

All incoming students should already have their Student number and password – it is what you use to access the Online Greek Intensive and the Learning Support System (LSS). Boarders will be told their Universal ID and Password when they move in and collect their keys. Usage of the College Network implies that you agree to the Conditions of Use, found at [http://policy.moore.edu.au/student\\_network.pdf](http://policy.moore.edu.au/student_network.pdf) or [http://policy.moore.edu.au/boarders\\_network.pdf](http://policy.moore.edu.au/boarders_network.pdf).

### **3.10 Common Rooms, Television and Video**

#### *John Chapman House*

There are three common rooms equipped with a TV, DVD player for student use. They are located on the ground level, 1<sup>st</sup> level and rooftop level.

*These areas are for common use and should not be used to store or keep personal belongings. Please be considerate of other residents by leaving the sitting rooms neat & tidy.*

*Furniture, heaters, electrical items etc. should also not be moved out or into these rooms without speaking to the Senior Student(s) and Accommodation Co-Ordinator.*

### 3.11 Washing and Ironing

#### *John Chapman House*

We provide coin operated (\$1) washing machines and dryers and a wash tub is provided for your use in the laundry of John Chapman House (Room 5). Students need to provide their own washing liquid and pegs. Clothes lines have been provided on the roof which is accessed through the Eagles Nest (Rm. 88). Due to fire regulations, washing must not be hung to dry in the laundry, neither should it be hung in rooms, corridors or even the Triangle. For hygiene reasons no washing should be done in bathroom sinks or dishes washed in the laundry sinks.

Irons and ironing boards are located in Rooms 36 and 65.

Due to fire regulations, washing should not be hung in rooms or corridors.

Residents are asked to use washing liquid only and not powder. Do not overload the washer – load the wash bowl to the top of the holes without pushing down. Clean the dryer lint before and after use. See further instructions on the wall of the laundry. **If there are any problems please call the maintenance number provided on the machines and notify the Cleaning Supervisor.**

*Please be considerate of other residents when choosing a time to do your washing as others may find the noise of the machines disturbing. If possible washing should not be done between 10 pm – 8 am.*

### 3.12 First Aid Kit

A first aid kit is available in the Room 36 Kitchenette (John Chapman House). Please contact the Concierge Desk, for replacement items.

An incident report should also be filled out for any incidents that occur. Forms are available from the Concierge Desk.

### 3.13 Linen & Supplies

All residents are required to supply and clean your own linen for your bed.

Please ask cleaners or the senior student if you need light bulbs, toilet paper, liquid cleaner for sinks, pillows, blankets or bedspreads.

*As of 2022, Pillows and towels will no longer be provided by college.*

### 3.14 College Kitchen & Late Meals

For safety reasons, entry to the College kitchen is not permitted for students. Students requiring a takeaway dinner should ask a fellow resident to collect a meal for them. Missed meals are not transferrable to another person (family or friends) or another time so it is always in a resident's interest to arrange for a fellow resident to pick up a late meal for them.

Crockery and cutlery is provided for residents' use in the Houses' kitchenettes. ***Under no circumstances should crockery or cutlery be removed from the College dining room.*** The meal should then be stored in the refrigerator in one of the kitchenettes for reheating later. Meals must be eaten on the designated night only.

Due to health regulations any kitchen takeaway containers as well as any unnamed and/or undated food in either the fridge or freezer must be discarded by the cleaning staff after 1.30

pm each weekday. Food that has been kept in a freezer for more than three months will also be discarded. For this reason we ask residents to please always label any food with their name and the date stored that they store in the College fridges or freezers.

***Please note there are no takeaway meals at breakfast or lunch. If you require a takeaway lunch please arrange to have a cut lunch made for you at breakfast (see 3.16 Cut Lunches).***

*Your board is calculated to cover only the meals provided and under no circumstances should extra food apart from two pieces of fruit at breakfast be taken away from the College dining room. Nor should any kitchen takeaway containers be used to take an extra meal if one has already been eaten in the dining room.*

*Missed meals are not transferrable to another person or another time. If you are not able to or fail to come to a meal and you cannot have another person eat in your place.*

### **3.15 Kitchenettes**

In John Chapman House there are 3 kitchenettes in Rooms 36, 56 and 65. Each is equipped with a microwave, refrigerator and instant boiling water. Room 36 is equipped with an oven and cooktop.

The kitchenettes are generally used for making coffee, tea and toast and for reheating meals.

***N.B. Please remember, it is your responsibility to clean up these areas after you have used them.*** Crockery and cutlery should be washed and returned to the kitchenette cupboards as soon as possible remembering that dirty dishes & food scraps attract cockroaches, ants and rodents. The cleaners will be unable to do the cleaning they need to do if crockery & cutlery is left out on the benches or sink racks. *Garbage bins should emptied and garbage disposed of in the outside bins on weekends (Friday night to Sunday night).*

*For reasons of hygiene, **refrigerators and freezers have to be emptied and cleaned regularly** - please write your name on items you wish to keep and throw out any food that has expired (see above).*

### **3.16 Cut Lunches**

Since there are no takeaway lunches at lunchtime, cut lunches are mainly supplied for our university boarders but are available for others. If you require a cut lunch please let one of the kitchen staff know at breakfast time and they will ensure it is ready for you.

### **3.17 Cleaners**

College cleaners are responsible for the cleanliness of public and common areas. To assist the cleaners in maintaining the residences please do not leave personal items in common areas or bathrooms unless you have spoken with them to ensure it will not cause a problem for them. Please remember that they are not there to pick up after you but have particular duties to perform that keep the residences clean & tidy making them a pleasant place to live.

It is important that residents not interfere with the cleaners and their duties. If an issue arises regarding the cleaning staff please make a time to see Lissa Allen (Single Accommodation Coordinator) or the relevant Warden rather than take up the issue with the staff member concerned.

### 3.18 Sport and Recreation

A pool table and dartboard are available in JCH Room 25 . Volley ball may be played in the JCH Triangle, but not in the Quadrangle. Cricket equipment and rugby and soccer balls are also available for student use.

### 3.19 Work Health Safety (WHS)

If you have any issues related to WHS please contact either the Senior Students or the Concierge Desk. If you observe / suffer from a WHS related incident or injury an incident /injury report should be completed and handed to the Concierge to pass on to the WHS Officer. These forms are available at the Concierge Desk. If you notice something that you consider a hazard, please go to the Concierge and complete a Hazard Report.

WHS covers not only the threat of accidents, but issues to do with hygiene and general cleanliness such as not sitting on tables/ benches used for serving food & drink, washing clothes in bathroom, and kitchens, or even cleaning your teeth in a kitchen sink. Please be mindful of these things.

It is important that nothing is placed in the corridors. They need to be kept clear for use in any fire evacuation.

For safety reasons we ask residents not to enter bathrooms or laundries when cleaning is in progress.

### 3.20 Harassment Policy

Behaviour such as sexual harassment and sexual abuse is totally unacceptable. If you wish to speak to someone about sexual harassment or sexual abuse that may happen within the College community please contact the Anglican Abuse Report Line on 1800 774 945 or email [reportabuse@sydney.anglican.asn.au](mailto:reportabuse@sydney.anglican.asn.au) which will put you in touch with a Contact Person who is a professional counsellor.

The decision to speak to someone about sexual harassment or sexual abuse by a member of the College community may not be easy. It may involve speaking about matters that are difficult to disclose.

You may be concerned for others and for yourself. The Contact Person will take time to talk to you about any concerns you may have.

An inquiry can be anonymous and does not commit you to anything. Further information about these matters is available at the Diocesan Professional Standards website at <http://www.psu.anglican.asn.au/>

## **4. RESPONSIBILITIES OF RESIDENTS**

The primary responsibility of those who live in John Chapman House is towards one another. Please remember that the residences are for students who are serious about studying for their various courses and that courtesy and respect for one another's needs ought to be shown at all times. Residents are also responsible for the respect of property.

The residences are also places of community and all students whether theological or university, are expected to join in community life by attending meals, house meetings etc.

The following are guidelines for responsible behaviour in both of these areas. Please make sure you read the details. You will be held accountable for keeping to these guidelines. If you have any questions, concerns or suggestions for improvement please speak to Lissa Allen, the Wardens or Senior Students. Communication is crucial in our community.

### **4.1 Care of Rooms**

We expect you to take due care of your room, as well as all College furnishings and fittings. The regular cleaning of your room and emptying of your own rubbish bin is your responsibility. Cleaning equipment is available in each corridor, and garbage and recycling bins are available near the main entrance door on the external wall of the Room 25 Common room for John Chapman House.

Under no circumstances is personal garbage to be left in or around kitchen and common room bins.

There is little space for extra furniture in rooms. Please do not remove furniture from your room. Permission from either one of the Wardens or the Single Accommodation Co-ordinator should be sought before bringing in any additional furniture.

Any food kept in your room must be in a sealed container for reasons of hygiene. Refrigerators are available for storing perishables. Please label anything you put in a refrigerator, as unnamed/undated items will be discarded during daily cleaning (see 3.14 College Kitchen & Late Meals and 3.15 Kitchenettes).

### **4.2 Affixing of Posters**

Posters, pictures or other wall decorations may be hung in corridors with the agreement of other residents in the corridor. Please only use the existing hooks etc. in the corridor and do not put additional hooks up. If you wish to hang something in one of the common rooms please check with the Single Accommodation Coordinator or the Wardens.

You may temporarily affix such items to the wall in your room but no permanent adhesive or blutak that will damage paintwork is to be used. It is suggested that residents use removable Command Hooks or similar. Please do not cover Emergency signs or door numbers.

### **4.3 Noise**

Please remember that you live in close proximity with others and that you need to be considerate of how your noise affects others. If you like music loud you should consider using headphones.

#### 4.4 Alcohol, Tobacco and Drugs

Alcoholic beverages may not be consumed on the premises (but may be stored to drink elsewhere).

Use and storage of all drugs, other than prescription and other medical usage drugs, is prohibited.

For reasons of safety no smoking is permitted in the College buildings or grounds.

#### 4.5 Dangerous Items

Guns, firearms, or weapons of any sort are not permitted in the College. The Wardens & Single Accommodation Co-ordinator retain the right to decide what is a dangerous item.

#### 4.6 Common Sense with Electricity

Please be sensible about the use of electricity in your room. Please switch off your lights, radiators and fans when they are not required.

Please do not remove light globes from the public areas of College. Replacement globes for the ceiling fixture in your room are available free of charge from the cleaning staff or in assigned storage cupboards.

The electric power points in your room may be used with approved power boards but **not double adaptors**. To avoid overheating circuits you should not use any other heavy current device at the same time as a heater.

In order to minimise risk of fire and to comply with WHS regulations, electrical appliances/equipment should be tested and tagged before being brought into College. The College reserves the right to audit electrical appliances/equipment for tagging.

**Any maintenance issues should be brought to the attention of the Maintenance Department by filling out a maintenance form at the College Concierge Desk (see 4.14 p. 16).**

#### 4.7 Heaters & Desk Lights

John Chapman House residents will need to provide their own heater. It is recommended residents bring in oil column heaters and not radiators or bar heaters.

Residents of all single accommodation need to provide their own desk lamp.

Please ensure that you switch off the heater whenever you leave your room.

#### 4.8 Room Keys

You will be issued with two (2) keys to your room and a security swipecard which is used to gain access to all external doors to John Chapman House, and the Dining Room Building. A key deposit of \$40 for your college keys, which is fully refundable when you leave College, is required for these keys. Copies of room keys will only be given to the occupant or to another with the occupant's direct authorisation. Please do not lend your keys, especially your security swipecard, to anyone, particularly to those who are not residents.

It is advisable that you store your spare keys elsewhere than in your room in case you are locked out.

Please do not have extra copies of your key cut yourself, as these duplicate keys can cause door locks to jam.

If you lock your keys in your room during business hours please see the Concierge Desk. If it is out of business hours please contact the Senior Student in the first instance and if she/he cannot be reached, then Paul Williamson (JCH) for access. If you lose your keys, a replacement key is available through the Concierge Desk at a cost of \$20.

Residents transferring from one room to another should not hold the keys to both rooms for more than 36 hours. If they do a resident will be charged for both rooms.

Room keys should also not be handed from one student to another. Residents will not receive their key money back if they cannot hand in both keys to Reception.

Lost or stolen swipecards should be reported to the College office immediately so that the card can be cancelled and someone cannot gain access to the residences or other College buildings.

## **4.9 Security**

Newtown is not a crime free zone. Every year students lose property due to theft. This can be minimised by taking some security precautions. *You are strongly advised to keep your room locked when unoccupied.* If your room is on the ground floor you should also ensure that your windows are locked when you are away from the premises. Each of us should take particular care to lock the outer doors of the College buildings (especially at meal times, during Chapel, weekends and College vacations). If you find a stranger on the premises, please ask them (courteously) what their business is. You are encouraged to make private arrangements for the insurance of your own property.

When vacating any of the ground floor common areas of either House you are asked to ensure that you shut all windows and turn off any lights.

Since the College has got so large and it is getting harder and harder to recognise fellow students, it would help with security if students visiting John Chapman House use their swipe card rather than knock or ring the bell to be let in. As stated above please do not lend your keys to anyone, particularly a non-resident, and report lost or stolen keys as soon as possible.

## **4.10 Insurance**

The College does not accept responsibility for any loss or damage to your personal property. Therefore you are advised to take out private insurance on your possessions.

## **4.11 Parking**

As College only has a limited amount of parking it is not possible to provide parking spaces for residents.

## **4.12 Interference with Property**

We are concerned that all in John Chapman House and other accommodation (where applicable) enjoy their time together, yet we are just as concerned that all can study effectively. This means not only looking after the buildings but taking some care for one another's interests as well. Please refrain from games that may cause damage to property or interfere with student's studies. Students are liable for the cost of repair to damaged property.



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**Please also remember that signs have been put up for a purpose and should not be removed.**

#### **4.13 Bikes & Motorbikes**

There are bike racks in the Main Car Park at 30 Carillon Ave and next to the Youthworks building for the use of JCH residents and for day visitors to college. Both of these are not secure and so again, we recommend using a secure lock in addition to being in the bike shed.

To store your bike in one of these sheds, please request a key via the concierge desk.

Motor Bikes can be parked in the Main Car Park at 30 Carillon Ave if there is room. Please apply via [accommodation@moore.edu.au](mailto:accommodation@moore.edu.au).

Due to the need to maintain clear & safe fire exits, under no circumstances may bicycles & motor bikes be stored in corridors, stairwells or bedrooms and must never be parked in any area (including the grounds of JCH) other than those specified above.

#### **4.14 Repairs and Maintenance**

Damage to or defects in College buildings for furniture should be reported as soon as possible. Please use the online repair request forms. We do not want you to be unnecessarily inconvenienced so we encourage you to request repairs as needed throughout the year.

<https://moorecollege.atlassian.net/servicedesk/customer/portal/8>

Broken windows are a major waste of funds and cause for concern. A charge of \$75 for a single pane window and \$150 for a double glazed window, or the equivalent in time spent on some form of College maintenance, will be made for each breakage that has been caused by a student(s).

Our maintenance team does try to respect students' privacy and where possible notice is given when access is needed for repairs or for the annual pest inspection. However to ensure that repairs are taken care of as soon as possible especially in the case of emergency repairs our staff or an external contractor may need to enter the premises or your room when you are not present.

Since the majority of our property staff and contractors are male they will try to only enter JCH in the section where women live between the hours of 9.00 am – 4.00 pm Monday to Friday, unless there is a repair that requires immediate attention (e.g. no hot water).

#### **4.15 Pests**

John Chapman House is regularly inspected for termites and borers and treated when necessary. If rodents or possums become a problem in any area or if there are cockroaches in the common areas, please notify the Property Team via the Maintenance Forms. To help prevent such infestations we ask residents to not leave food or food scraps out in the kitchens or common rooms.

#### **4.16 Pets**

For reasons of hygiene and to help prevent allergic reactions, no animals, birds, reptiles etc. are permitted in the residences. Students may ask permission to have a small fish tank in their room but would need to ensure that the tank is kept clean and does not leak.

#### 4.17 Fire Safety

Fire safety is an ongoing concern in any College. An extensive fire detection and sprinkler system has been installed throughout John Chapman House, designed for student safety.

**We have to remind you that under NSW State law it is an offence to store any material in fire exits, exit routes, block fire exits, or prop open fire doors. Please note that all corridors must now be kept completely clear. Any furniture or personal items found in the corridors will be disposed of by the college cleaning staff.** If you have excess furniture please arrange to store it outside of college.

Firefighting **appliances must never be interfered with** apart from their designated use. This is necessary so that the protection the system offers may operate at maximum efficiency at all times. Therefore, these rules will be strictly enforced. You need to remember this is not just a College matter, but involves criminal and civil penalties. Any incident should be reported to the College WHS Officer immediately via the Student Services.

For reasons of fire safety we also ask students not to cook in their rooms, use double adaptors, burn candles, incense or use oil burners.

We remind you that for reasons of fire safety, **SMOKING IS NOT PERMITTED in the College buildings** (neither public nor private areas).

#### 4.18 Fire Evacuation Procedure

JCH has a fire evacuation alarm which automatically summons Fire Emergency Services. If the alarm is activated then you need to follow RACE: :

R remove yourself from the building: walk out calmly. There are fire evacuation diagrams in place around JCH. There is one on the back of each room door particular to the room. Do not remove these diagrams. Proceed to the evacuation point which is the College car park at 32 Carillon Ave as shown on the evacuation diagrams.

A alert those who are around you: knock on the room doors next to yours as you leave

C confine any fire or possible fire: close all doors and windows

E extinguish the fire, but only if you believe you can use the correct fire extinguisher correctly. Do not attempt this if the flames are higher than say 500mm.

One person should contact Paul Williamson or Mark Thompson by phone or in person.

#### 4.19 Notification of Illness

In a College of our size it is possible for some things to go unnoticed. If you do not arrive for a meal or lectures there is no guarantee that anyone will assume you are sick and offer to help. We do not want you to be without some kind of help and assistance (even if it is just a late meal). For this reason if you are confined to your room due to illness, please let someone know (a peer, senior student, warden or chaplain).

With regards to COVID – 19 , please follow directions from the relevant staff and Wardens of JCH and single accommodation as required. If you are required to isolate due to testing positive to COVID – 19 or are a close contact and need to isolate, please notify the relevant Warden ASAP to be given appropriate directions and assistance.

We are located close to some very well equipped medical and dental facilities, e.g. Royal Prince Alfred Hospital in Missenden Road and Broadway Medical Centre. You should make yourself familiar with these facilities.

## 4.20 Next of Kin

All residents are required to provide the College with the name and contact details of their next of kin who will be contacted in case of emergency. These details should also be entered in MyMoore by each resident.

## 4.21 Visitors

Your guests are welcome in John Chapman House and other single accommodation, but care must be exercised so as not to inconvenience others with regard to excessive noise. You are responsible for your guests, eg arrange to let them in yourself, rather than get them to ring on the door bell. Your guests should not be unaccompanied. You should ensure that guests have left by midnight.

You may invite visitors to meals. Arrangements and payment should be made via the Concierge Desk at least one day in advance.

Breakfast :	\$7.00
Lunch :	\$10.00
Dinner :	\$13.00

Students may have a guest stay overnight in one of the available allocated rooms for guests. To arrange this please email [accommodation@moore.edu.au](mailto:accommodation@moore.edu.au) or contact the Concierge Desk. These costs apply during Moore College Academic Year.

Over the summer period, casual rates apply. 2023 Rate is \$40 per night.

A guest may stay in:

Resident's room / apartment	\$0 – residents to obtain mattress from cleaning staff & provide all linen for their guest. This arrangement is for a one or two night stay only and for a guest of the same gender.
Spare room in JCH	<p>\$10 – residents to provide all linen for their guest &amp; clean room ready for another occupant. (Only if the room is available)</p> <p>Men can stay in male allocated rooms / women can stay in women allocated rooms.</p> <p>An extra \$15 may be paid for College to provide linen ( sheets, pillowcase, blanket and towel)</p>

### JCH Guest Flat ( available in 2023)

**JCH / Single Residents:** \$10 per night per person for guests of JCH Residents when own linen is provided.

- The flat can be occupied by a married couple, or 2 single women or 2 single men. Children under 16 are not permitted to stay in the flat.

**Other Guests:** \$60 per night per person with a \$10 linen charge or \$75 for 2 people with a \$10 linen fee per person (bookable via [accommodation@moore.edu.au](mailto:accommodation@moore.edu.au)).

- Meals are extra.
- The flat has 2 single beds, a sitting room, a mini kitchenette (toaster/kettle/fridge/microwave) and an ensuite bathroom.

- The flat can be occupied by a married couple, or 2 single women or 2 single men. Children under 16 are not permitted to stay in the flat.

At all times you are responsible for the behaviour of your guests and any fees or costs incurred.

#### **4.22 Visitors of the Opposite Sex**

Several public areas are provided where students may entertain guests between 9.30 am and midnight.

In residential areas (including bedrooms and corridors) members of the opposite sex are restricted to 9.30 am to 10.00 pm.

#### **4.23 Transferring Rooms**

If a resident transfers from one room to another during the year they must do so within a 36 hour period or be charged for both rooms. They must also arrange to have their existing room inspected by the Cleaning Supervisor so their full bond can be transferred to their new room.

#### **4.24 Vacations**

Prior to each College vacation you will receive a memo providing the relevant dates and information for that particular vacation period as well as a form with the following options:

##### Easter, Mid Year and Spring Breaks:

1. Full use of room with all meals (normal rate)
2. Full use of room with no meals.
3. Day access to your room and JCH ( does not include dropping things off or picking things up or moving items in at the start of the tenancy:

No sleeping or meals

4. Store belongings in your room:

No access to your room over the vacation period except by prior arrangement with the office.

Any goods stored in your room should be neatly stored away as much as possible in the cupboard, desk & bookshelves.

Replace all relevant College furniture & curtaining

Leave your room clean (ie basin, floor, shelving etc) with no garbage in the rubbish bin.

##### End of Year Vacation

1. Full use of room with all meals (NB The college kitchen is closed for part of December and all of January)
2. Full use of room with no meals.
3. Day access to your room and JCH ( does not include dropping things off or picking things up or moving items in at the start of the tenancy::

No sleeping or meals

Arrange to have your room inspected by cleaning staff and have the Room Inspection form filled in & signed (see 4.24 Room Inspections).

Residents are also required to fill in & sign the key register form that is attached to the Room Vacating form before leaving for the vacation.

#### 4. Store belongings in your room:

No access to your room over the vacation period

Remove all posters & command adhesive hooks (unless you are returning to this room the following year)

Any goods stored in your room should be in the cupboard, bookshelf or on the desk (not on or under the bed) since maintenance staff may need to enter your room and by doing this your belongings are protected if furniture etc. needs to be moved.

Replace all relevant College furniture & curtaining.

Leave your room clean (ie basin, floor, shelving etc). *There is a fee of \$50 for rooms that are unsatisfactory.*

Remove all personal belongings from any communal areas such as kitchenette, bathrooms, laundries etc.

Arrange to have your room inspected by the cleaning staff (appointments made via email) and have the Room Vacating form filled in by them (see 4.24 Room Inspections).

Residents are also required to fill in & sign the key register form that is attached to the Room Vacating form before leaving for the vacation.

#### 5. Vacate your room

If you are leaving College we ask that you be completely vacated by Friday 8<sup>th</sup> December 2023. If this creates a problem for you please speak to the Single Accommodation Coordinator about an extension of time. You will need to:

Remove all personal effects, posters & Command adhesive hooks

Leave your room clean (ie basin, floor, shelving etc). *There is a fee of \$100 for rooms that are unsatisfactory.*

Remove all personal belongings from any communal areas such as kitchenette, bathrooms, laundries etc.

Before leaving you must arrange to have your room inspection with cleaning staff and your Room Inspection form filled in with both you and the staff member signing it or your bond will not be refunded. Residents should be in attendance when their room is inspected so that any problems can be dealt with without loss of bond.

Return your room keys & security swipe card to the Reception with the Key Register form. *Please note that if keys are not returned you will be charged "day access" for the room.*

At this time a resident must settle their College account for amounts charged to the date of exiting.

The refund to each resident of bonds and key deposits will be made by College by EFT as soon as all charges have been finalised.

Please note: no excess furniture or belongings should be left in your room or in any other room/corridor. A resident's belongings are their responsibility. These should be stored and labelled in the allocated storage room for the vacation period or disposed of by the resident.

As of 2019, we will make a special arrangement at the end of the academic year for a garbage skip for any large items that students would like to dispose of. This will be available when requested and a fee is paid. Access will be given by staff when payment is confirmed. College does not take or accept responsibility for unwanted gear. It is also important to note that if things are stored in the allocated room they must be labelled with a name and date for removal. If they aren't removed by the assigned date in January, College will dispose of them and a charge will be allocated to the persons account.

Loss of bond will be incurred if:

- A student's room is not left in a satisfactorily clean condition.
- There is any damage to walls, furniture or property.
- There are any outstanding debts to the College - the bond will be transferred to the student's account.
- Unwanted belongings/furniture left behind.

#### 4.25 Room Inspections

Room inspections are held once a year when the academic year has finished and student's studies are finished. A Room Inspection form is given to each student either via their pigeon hole or under their door. Each resident must **make an appointment a couple of days or more ahead of leaving within the working hours to have their room inspected by one of the cleaning staff**. If they are not available please contact [accommodation@moore.edu.au](mailto:accommodation@moore.edu.au) to make a time to inspect your room. The final date for all room inspection for those continuing on to the following year is the final Friday of the Office being open.

All rooms are inspected whether a student is vacating, transferring from room to room or continuing on in their present room. It is important that residents are present at their room inspection as the form needs to be signed by both the resident and the college staff member. Also if there some problem it can be sorted hopefully without any loss of bond.

- Transferring Rooms:  
If a resident is transferring from room to room either mid-year or at the end of the year the transfer must take place in no more than 36 hours from when the new room keys were picked up. If a resident holds the keys of two rooms for more than that period of time they will be charged for both rooms. The keys to their previous room should be returned to reception with the signed room inspection form. Residents should be aware that until the inspection form and keys for their previous room is returned to the Concierge Desk they are responsible for the condition of the room. For this reason residents should not hand their room keys on to another student even if that student is moving into their previous room.
- Vacating Room:  
Residents leaving College accommodation should follow the instructions above for vacating rooms. As with all inspections it is important for the resident to be present and not hand their keys on to the next resident if they wish to receive their bond and key money back. Residents should also note that until they have checked out at the Concierge Desk the room is their responsibility and they will be charged for the room until they have checked out appropriately.

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Room inspections are a time when any maintenance that has not been noted or reported during the year can be picked up on.

For students it is also important. When a student leaves college and seeks to lease a property the real estate agent will ask for a rental reference. College uses the room inspection forms and a student's account to give a verbal or written reference that estate agents accept.

#### **4.26 Vacation Rates**

1. Full use of room with all meals – normal rate
2. Full use of room with no meals – reduction on normal rate
3. Day access to your room – \$42 per week
4. Store belongings or vacating your room – no charge

## 5. IF YOU ARE A UNIVERSITY STUDENT....

We are glad you are part of our community. Here are some additional things you might like to know.

### 5.1 Residency in College

Naturally, all the College resources are available for your use. Residence within the College is on an annual basis and is held conditionally. As such, application for continued residence must be made each year and a contract must be signed each year to agree to terms and conditions of residency.

You should remember that the College reserves the right to terminate a student's residence at any time.

Please feel free to make any suggestions for improvement to the Single Accommodation Coordinator, the JCH Warden or the Female Residential Student Warden.

An important part of our life together is regularly gathering to pray and hear God's Word expounded. All theological students are expected to attend chapel. University students are always very welcome and are warmly encouraged to attend at least one chapel service per week. The chapel services are always open to visitors wishing to attend. Chapel is held Tuesday to Friday at 9.05 am – 9.55 am in term time.

Moore College has extensive library facilities and borrowing privileges which are available to both Moore College theological and university students who live in John Chapman House. This enables you to borrow up to 20 items for use in your room. All items borrowed must be returned to the library within ONE week but can be renewed twice. A fine system operates for overdue books and borrowing rights may be withdrawn if books are not returned on time. Information detailing the library facilities is available at [www.library.moore.edu.au](http://www.library.moore.edu.au).

Mail for university students should be collected from the Student Mail Room. The postal address for both residences is: 1 King Street, Newtown NSW 2042, since John Chapman House doesn't have mailboxes.

There are no takeaway breakfasts or lunch times - cut lunches are provided as needed. If you require a cut lunch please let one of the kitchen staff know at breakfast time and they will ensure it is ready for you. For more information about meals see 3.4 & 3.5; 3.14, 3.15 and 3.16.

*Your board is calculated to cover only the meals provided and under no circumstances should extra food apart from two pieces of fruit be taken away from the College dining room. Nor should any kitchen takeaway containers be used to take an extra meal if one has already been eaten in the dining room.*

### 5.2 Term Dates

Please note that charging is done according to the Moore College term dates and not university semester dates. For academic year & term dates see the last page of this booklet.

### 5.3 Fees

Please refer to 3.1.1 – 3.1.6 & p30 of this handbook.



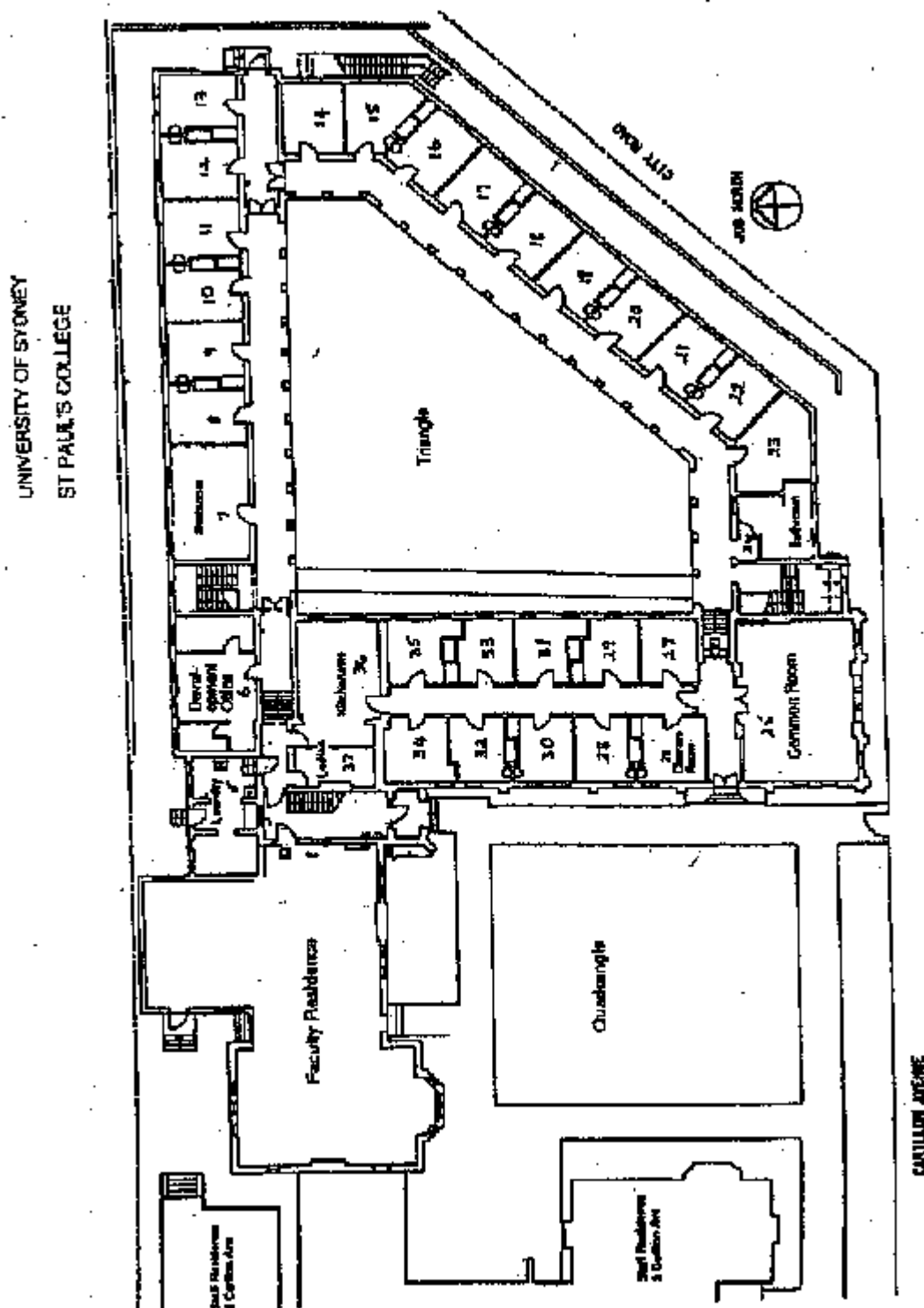
The College Council has resolved that any student whose fees for a previous term are still outstanding at the beginning of the each Moore College term (see term dates p. 30) will not be allowed to remain a resident of the College unless a satisfactory explanation has been offered to Leanne Veitch, the Finance Manager (Ext 865 ). If you are in arrears please make an appointment to see Leanne before the term vacation.

## 6. HOUSE PLANS

(Postal Address: 1 King St, Newtown NSW 2042)

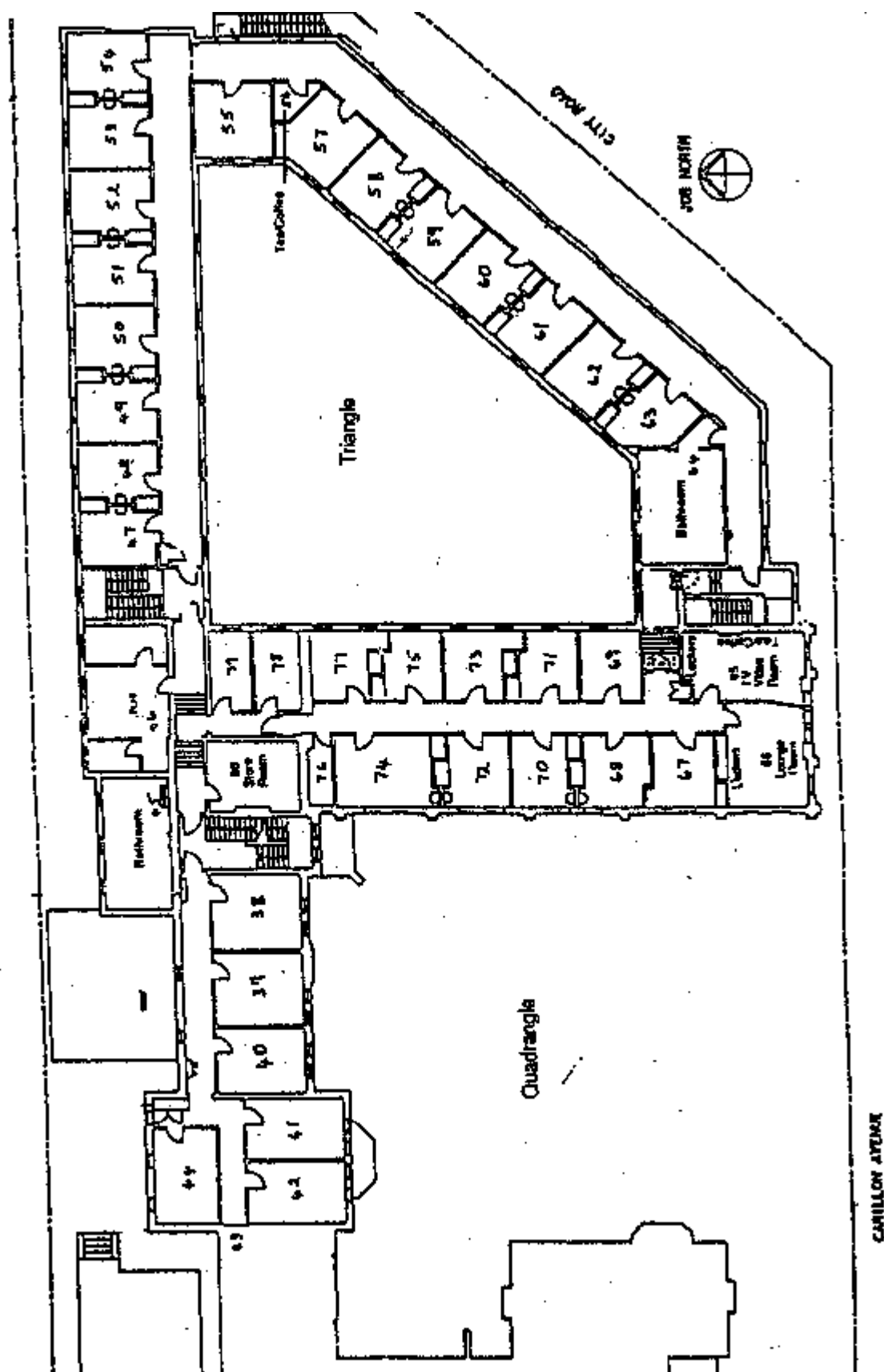
**John Chapman House**(1 Carillon Ave, Newtown. Postal Address: 1 King St, Newtown NSW 2042)

Ground Floor



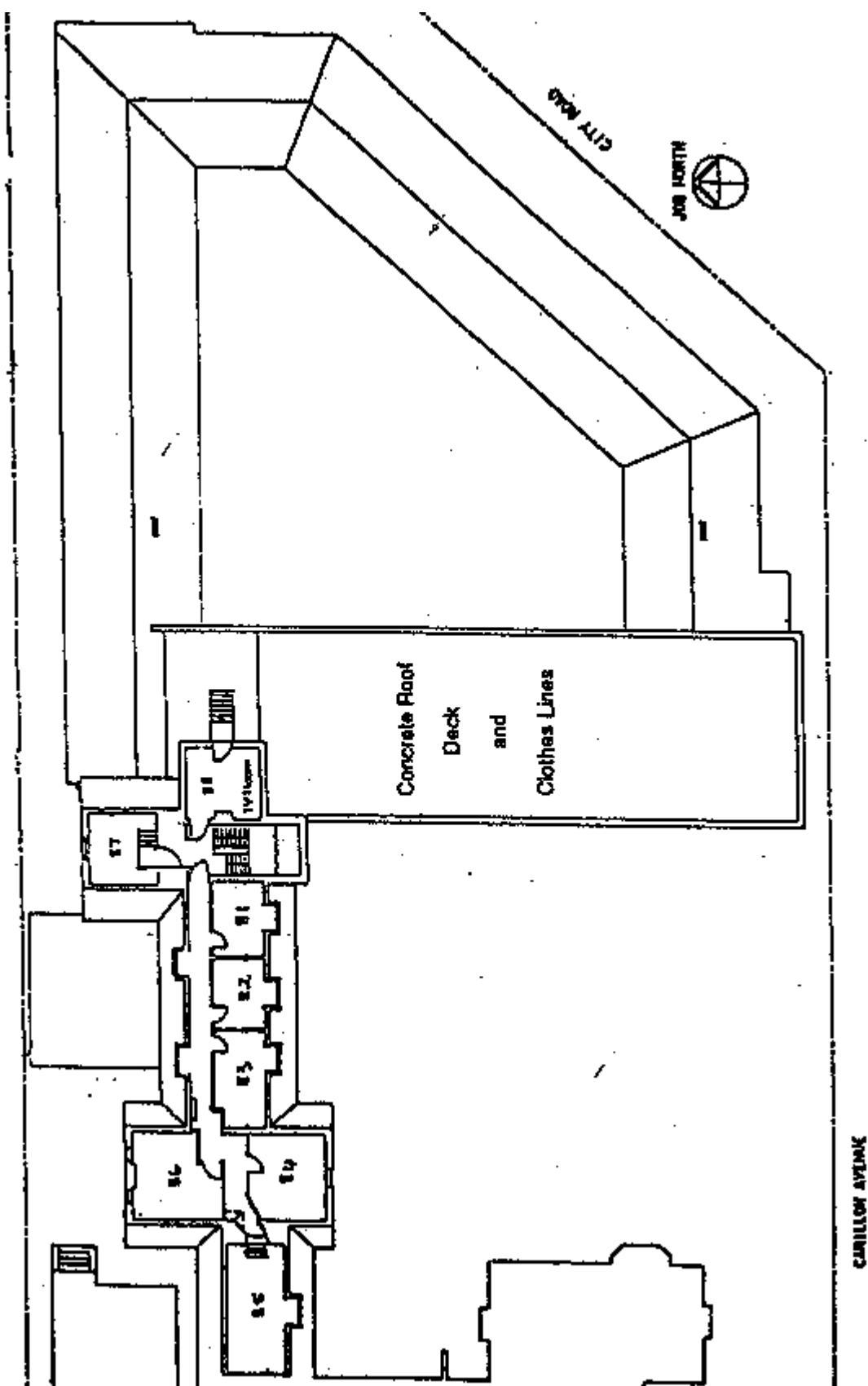
## First Floor Plan

UNIVERSITY OF SYDNEY  
ST PAUL'S COLLEGE



## Second Floor Plan

UNIVERSITY OF SYDNEY  
ST PAUL'S COLLEGE



## 7. 2023 CHARGES

Weekly accommodation for each week of term time

Theological Students	\$341
University Boarders	\$365

Other accommodation options are available during vacations (p.16 4.19)

Key Deposit	\$40
Bond for Moore College Students	\$250
Bond for University Students	\$1400

## 8. USEFUL CONTACTS FOR RESIDENTS

Single Accommodation Coordinator	Lissa Allen	958
Finance Manager	Leanne Veitch	865
Cleaning Supervisor	Rowena Razon	780
Warden – Male	Peter Orr	814
Warden – Female	Isobel Lin	MOBILE
Head Chef	Gaurav Taneja	844
Risk Manager	John Downward	935
Network Issues	IT Department	<a href="mailto:help@moore.edu.au">help@moore.edu.au</a>
<a href="https://www.facebook.com/MooreCollegeOutages/">Also see https://www.facebook.com/MooreCollegeOutages/</a>		

Other helpful contacts :

Room Bookings (during business hours)	<a href="mailto:concierge@moore.edu.au">concierge@moore.edu.au</a>
Accommodation Enquiries	<a href="mailto:accommodation@moore.edu.au">accommodation@moore.edu.au</a>
Private Events	<a href="mailto:lissa.allen@moore.edu.au">lissa.allen@moore.edu.au</a>
Finance Enquiries	<a href="mailto:finance@moore.edu.au">finance@moore.edu.au</a>

All staff emails are as follows: [christianname.surname@moore.edu.au](mailto:christianname.surname@moore.edu.au)

All student emails are as follows [christianname.surname@student.moore.edu.au](mailto:christianname.surname@student.moore.edu.au)

## 9. 2023 TERM DATES

Pre Term Weeks	7 - 17 February
Term 1	20 February – 2 April
Autumn Break	3 – 10 April
Term 2	1 May – 23 June
Winter Break	24 June – 16 July
Term 3	17 July – 8 September
Spring Break	2 – 6 October
Term 4	11 September – 24 November