

## SHORT TERM ACCOMMODATION TERMS & CONDITIONS 2008

1. All bookings must be made by completing a Short Term Accommodation Booking Request Form available on the website [www.mrs.monash.edu.au/staff/applications-staff.html](http://www.mrs.monash.edu.au/staff/applications-staff.html) and mailed or faxed to the Admissions Officer.
2. Every attempt will be made to accommodate your request. However, offers of accommodation are dependant on availability of the unit/house for the period requested.
3. Only staff or official visitors to Monash University are eligible for Short Term Accommodation.
4. The maximum length of Short Term Accommodation bookings is 4 months. Depending on demand and bookings, the Admissions Officer may consider a stay longer than 4 months.
5. Check-out time is 10am and check-in time is 3pm. Prior arrangements need to be made with the Admissions Officer for late check-out or early check-in. Charges will apply.
6. Prior to arrival, visitors are issued with an invoice for the first 4 weeks of accommodation. The invoice will be e-mailed/faxed to you and must be paid, in full, within 7 days of receipt. If the invoice is not paid in full by the due date, the booking will be forfeited and MRS will offer the accommodation to another visitor.
7. If you wish to cancel your booking, the Admissions Officer must be notified 4 weeks in advance. Failure to do so will result in you being liable for up to 4 weeks rental, should another visitor not take over your booking.
8. Those wishing to terminate their occupancy earlier than the dates mentioned in their Residency Agreement must inform the Admissions Officer, in writing, 4 weeks prior to the date of departure. Failure to do so will result in the occupant being liable for payment until the termination of their agreement or until a replacement is found, which ever comes first.  
**Example:** A visitor with a two month residency i.e. 1 September until 30 October decides to depart on 15<sup>th</sup> October. In order not to incur any charges, the visitor must advise the Admissions Officer on or before 5<sup>th</sup> September of the revised departure date.
9. For reasons of health and safety the following items are absolutely forbidden at Short Term Accommodation properties:
  - double adaptors and non-Australian power plugs for any electrical devices;
  - personal heaters of any kind e.g. bar radiators, fan heaters, oil heaters etc.
  - candles, incense or anything that generates a naked flame;
  - missiles, fireworks and firearms;
  - pets or animals.
10. Visitors are responsible for behaviour of their guests.
11. Visitors must in their conduct always show consideration for other residents and for the furniture, property and buildings of Monash Residential Services.
12. Visitors must keep the Short Term Accommodation units/house occupied by them in good condition. Visitors will be charged for damage that exceeds reasonable wear and tear.
13. Visitors must not assign or sub-let or otherwise part with possession of the Short Term Accommodation occupied by them without written consent of Monash Residential Services.
14. Visitors are required to pay any legal costs and fees incurred by Monash Residential Services for any legal proceedings that may be required arising out of any breach on the part of the visitor of the Terms & Conditions and Fee Regulations of Short Term Accommodation.
15. Monash Residential Services reserves the right to remove/dispose of unregistered motor vehicles and their contents from Short Term Accommodation properties; accepts no liability for the removal/disposal of unregistered motor vehicles and their contents from Short Term Accommodation properties.
16. Monash Residential Services are not responsible in any way for the safekeeping of visitors' belongings. Belongings left by departing visitors will, if their owners cannot be contacted and if no prior arrangements have been made, be disposed of immediately.
17. MRS reserves the right of entry to resident rooms by approved staff in approved situations (e.g. health and safety, smoke detector tests, maintenance or in the case of emergency, actual or suspected).
18. Short Term Accommodation is a completely smoke free environment. In addition to the no smoking policy within MRS buildings, smoking is prohibited outside building entrances, windows and air intakes where there is the likelihood of side stream smoke being drawn into the building.
19. Visitors must take out personal property insurance. The University cannot be held liable for damage or theft to visitor's belongings.