



## BFCSA Accommodation Residential Regulations

The following regulations apply to Guests occupying accommodation at the Brush Farm Corrective Services Academy:

- 1) **Accommodation** – is provided subject to approval based on an eligibility criteria, availability and operational requirements determined by the Director. Guests may be required to vacate rooms at short notice.
- 2) **After hours call outs** – a fee will be incurred for after-hours call outs to access rooms if you lock yourself out.
- 3) **Alcohol** – is not permitted on site without the written permission from the Director.
- 4) **Behaviour** – Guests should be courteous and considerate to others. Disorderly behaviour may result in a request to vacate the premises; further action may be taken by Director.
- 5) **Cleaning Staff** – vacuuming and general cleaning is performed in the common areas only. Cleaning Staff do not perform individual cleaning for guests.
- 6) **Doors** – Guests must ensure that all accommodation doors are locked when exiting, some doors are self-closing so take keys at all times.
- 7) **Emergency Evacuation Procedures** – are posted in all rooms. Guests are to familiarise themselves with these procedures.
- 8) **Feedback Forms** – are available on the BFCSA internet site and located with the feedback form boxes in the Bistro, Education block and Reception.
- 9) **Gymnasium** – facility available only on completion of the Gym Membership Form available at Induction or from Reception. Email advice will be provided when your key fob access has been activated.
- 10) **Housekeeping** – Rooms and common areas are to be maintained at a high standard of cleanliness at all times. Inspections of rooms may be undertaken without notice.
- 11) **Keys** – Guests will be emailed a code to obtain their key/fob from the *KeyWatcher*. The code and key/fob are to be kept secure at all times and will only be provided to the assigned guest. Key/fob must be returned to the *KeyWatcher*. A charge will be incurred for lost, damaged or unreturned Keys/fobs. Ensure you take your keys when exiting your room at all times.
- 12) **Loss/Damage to Furniture** – A charge may be incurred for loss or damage to rooms, furniture and equipment. Feet are to be kept off the furniture and furniture is not to be moved.
- 13) **Lost Property** – is held at Reception in the Admin Building.
- 14) **Maintenance Issues** – are to be reported as soon as possible to 9804 5444 or via email to [accommodation-bfcsa@justice.nsw.gov.au](mailto:accommodation-bfcsa@justice.nsw.gov.au)
- 15) **Noise Levels** – are to be kept to a lawful & reasonable level for the comfort of other guests.
- 16) **Personal Possessions** – There are no facilities for safe-keeping valuables/money in any accommodation. Guests are responsible for the safe keeping of their personal possessions. When vacating, all food and personal belongings are to be removed.
- 17) **Pets** – are not permitted on the premises.
- 18) **Room Availability** – Rooms are available from 2pm on arrival day and are to be vacated by 9am on exiting day. Rooms are only to be occupied by the assigned guest at all times.
- 19) **Room Changing** – is not permitted without the approval of the BFCSA Admin & Finance Manager.
- 20) **Smoking** – is not permitted on site, except in the designated smoking area between Wentworth and Lawson blocks, from 1800 hrs – 0600 hrs only.
- 21) **Visitors** – are not permitted in accommodation areas, including children and family members.

**Please abide by these regulations, be considerate of others and enjoy your stay.**

**Warning – Uncontrolled when printed! The current version of this document is held on CIMS-TRIM.**