

Administration and Contact Details

Contact details for the UNSW Student Accommodation Office are as follows:

Office hours: Monday to Friday 8:30AM – 4:30PM

Office Location	Contacts
UNSW Kensington Campus UNSW Student Accommodation Lower Ground Floor, Goldstein College Gate 5, High Street Kensington, NSW, 2052 After hours contact: Security enquiries - 9385 6000 Lockout in Goldstein College after hours please call – 9385 9786.	Telephone: (61 2) 9385 4346 Fax: (61 2) 9385 4557 Email: accommodation@unsw.edu.au Web: https://www.accommodation.unsw.edu.au/

Campus Map –

- B17 – Gate 5 - Goldstein College – Ground Floor and UNSW RC office – Lower Ground
- B10 - Gate 2, High Street – UNSW Security office 24/7
- D16 – Goldstein Hall - Breakfast served from 7.30 am – 09.00 am
- B17 – Goldstein College (IGNSS 2016 Accommodation College)

Check-in

Monday to Friday from 2 pm – 6:00 pm only: please check-in at the UNSW Student Accommodation Office, Gate 5, High St, Kensington, UNSW Australia.

If you arrive after 6PM please call the Duty Tutor on 9385 9786. If you are arriving after business hours can you please email us. The staff member will come and find you at Gate 5 and provide you with your accommodation pack which includes your room card. The staff member will then walk you to your accommodation facility and show you to the room.

Check-out

Please vacate your room by 10 am – please drop off your key in the letter box in front of UNSW Residential office if you are checking out before 8.30 am or Saturday.

Lockouts

If you lock yourself out of your room during Business Hours (8.30am-4.30pm), please visit the UNSW Residential Communities front desk, entrance at Gate 5 on High St. You will be provided with a temporary card to access your room, which you must then return immediately to the office.

If you lock yourself out of your room after 6pm, you should contact the Resident Staff member on Duty, by calling **9385 9786**. The Resident Staff member will come to allow access to your room. YOU will need to provide the Resident Staff member with photo identification, as they will have a rooming list in their possession with your name and room number included. If you have misplaced your key, the Duty Tutor will provide you with a spare key, which must be returned to UNSW Residential Communities office the following morning. **Please note:** you may only have the room assigned to you unlocked, you MAY NOT have another colleagues room opened on their behalf.

If for some reason the Resident Staff member does not answer the phone (try a few times), you can call UNSW Security to unlock the door - 9385 6000. This will take a longer period of time to complete.

Please note that your room is permanently unlocked when you walk in your room:

- Hold your card up to the reader once to unlock the door.
The light will turn green and the door is now unlocked
- To lock the door, hold your card up to the reader again.
The light will turn red and the door is now locked.

Laundry

Coin operated washers and dryers are provided in the laundry, located on the ground floor. **Please note:** washing lines or clothes hangers may not be put up on balconies; you must not hang washing, towels, bedding, clothing or other articles on any part of the premises (e.g. on the balcony) so that it may be seen from outside the Building. Clothing not collected from the laundry will be given to charity after you depart.

Food on Campus

Breakfast is included in your Accommodation package. Breakfast is served from 7am to 10am in the Goldstein Dining Hall.

UNSW Gate 2 - includes retail services such as an IGA supermarket, restaurants including Mamak Village, Guzman Y Gomez, Max Brenner, Yumba and Coco Cubano, plus Sharetea and Stellini Pasta Bar.

For more food and retail options on campus please visit this website
<http://www.facilities.unsw.edu.au/food-retail/food-and-retail-campus>

Vehicles and Parking

UNSW Colleges do not provide parking to residents or guests, however, parking on and around campus is available. Parking on campus is managed by FM Assist. Further details including how to get a permit is available via their website <http://www.facilities.unsw.edu.au/fm-assist> or contact FM Assist, located on Level 2, Matthews Building.

Parking between 7.30pm to 7.30am on UNSW campus is free and unrestricted in specific location, as is weekend parking. **Please read parking signs carefully.** Additionally, there is limited motorbike parking and bike racks that you can also access – FREE OF CHARGE.

Caution: High Street, Randwick/Kensington is occasionally targeted by car thieves. If you park on High Street please ensure that you to take every precaution to secure your vehicle (steering lock; alarm etc). Do not leave valuables in your car.

You must not park or stand a vehicle on Common Property without the written permission of UNSW. That permission can be later cancelled. Permission does not give you a permanent right over that part or any part of Common Property.

Emergency Procedures

In the event of an emergency on UNSW campus, please call Security Services on 9385 6666

For all **other** security enquiries call 9385 6000 or visit www.facilities.unsw.edu.au

During the standard office hours of Monday to Friday from 8.30 am – 4.30 pm, you can contact the UNSW Residential Communities front office on 9385 4346 to ask any questions regarding accommodation and maintenance.

In the Event of a Fire Alarm - the safety of all residents is paramount. Please respond to the fire alarm with responsibly and care. In the event of a fire alarm sounding you are to:

- Report all fire incidents immediately to the UNSW RC office during Office hours and to a Residential Staff member or Security staff member out of office hours.
- If the fire alarm sounds, please evacuate the building – following the evacuation plan located at the lifts on each floor.
- Do not take any personal risks, by trying to put out a fire that may be out of control. Please depart the building ASAP.
- Fire blankets; small extinguishers and fire hoses are available to assist in situations where a small fire can be put out without risk.

General Information

Noise

You must not make any noise that is likely to disturb the peaceful enjoyment of another resident within the premises or on the common property. Additionally, there is to be **no noise or disruption** between the hours of 11pm to 7am. This is designated as complete QUIET TIME. Disturbances within the residences will be attended by UNSW Security. UNSW reserves the right to impose quiet hours from 10pm for periods of study vacation and exams. Noise and disturbances from outside the building will be attended to by UNSW Security.

Your behaviour

You must be adequately clothed when on the common property and balconies. You must not use language or behave in a way which might offend or embarrass others using the premises or on common property.

Accessing Your Room - Maintenance

The UNSW Residential office may require access to your room for simple maintenance during the course of your stay. Residents are responsible for securing their room and possessions and must organise any personal or travel insurance in that regard. UNSW is not responsible for lost, stolen or damaged property.

Alcohol Policy

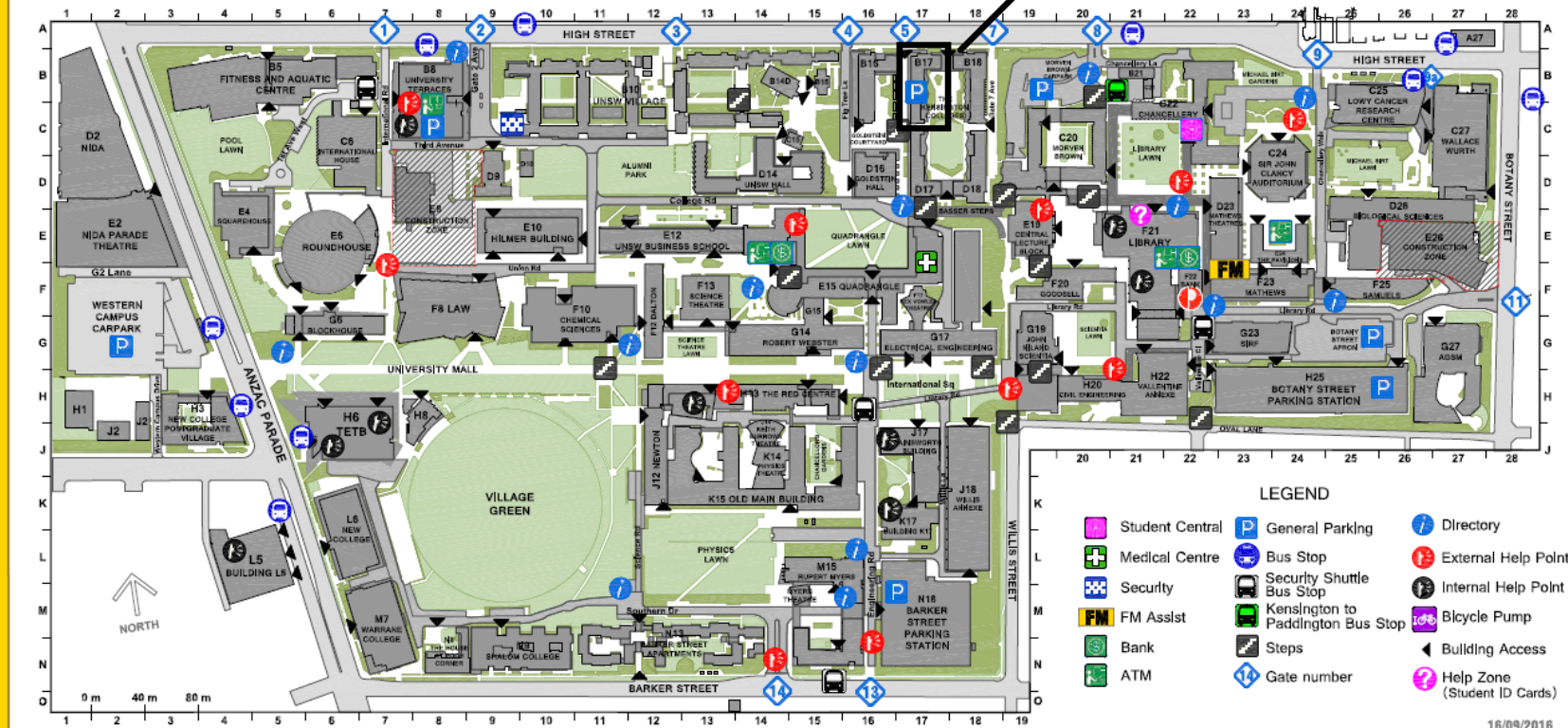
Alcohol consumption must be seen in the wider context of a community, with recognition and concern regarding the harmful physical, behavioral and social effects of excessive alcohol intake. While UNSW Residential Communities recognizes the social and legal responsibility to the consumption of alcohol by adults, this policy has been developed with the residents responsible to ensure all is done to adhere and enforce this Alcohol Policy. There are designated alcohol free zones in the premises, building and common areas. Alcohol storage and consumption is not allowed in these designated areas. Penalties will apply to residents breaching this condition.

Smoking

UNSW is a completely smoke-free campus and as such, smoking is not allowed in any part of the premises, including the building or common property (including balconies). At no time can you cover smoke detectors in the rooms or tamper with these smoke detectors. To interfere with or obstruct any smoke alarm or any other fire protection equipment within your room or on the premises is a criminal offense.

Drugs

There is zero tolerance of illicit drug use in the premises, building or common property. If you are found to be in possession of, manufacturing and/or distributing illicit drugs in the premises, building or common property, your accommodation will be terminated immediately and the relevant UNSW and legal authorities will be informed.



Buildings		Lowy Cancer		University Regent		Faculty Offices		New South Global Theatre		FM Asslt ID Cards & Parking		Research Services		M15	
AGSM	G27	Research Centre	F23	Mathews	F23	H1	Arts and Social Sciences	C20	Old Main Theatres (Room 112)	G14	Parade Theatres	F23	Security	B10	
Ainsworth Building	J17	Mathews Arcade	E24a	Student Accommodation		E12	Built Environment	H13	Physics Theatre	K15	Future Students Office	F8	Sports Association	H8	
Biological Sciences	D26	Newton	C20	Barker Apartments	N13	N13	Engineering	K17	Red Centre Theatre	H13	Graduate Research School	F20	Squash Courts	B7	
Blockhouse	G6	Old Main	J12	Basser College	D17	D17	Law	F8	Rex Vowels Theatre	C27	Help Zone (Student ID Cards)	M15	Swimming Pool	B4	
Building D10	D10	Quadrangle	D2	Colombo House	B16	B16	Medicine	C27	Ritche Theatre	F12	Human Resources	F21	The Learning Centre	C22	
Building L5, 223 Anzac Parade	G10	Red Centre	K15	Creston College	A25	A25	Science	E12	Rupert Myers Theatre	E12	Institute of Languages	C22	Unisuper	C22	
Chancellery	C22	Robert Webster	B18	Fig Tree Hall	B18	B18	UNSW Business School	G27	Webster Theatres	G15	IT Service Desk	L5	University Health Services	E15	
Chemical Sciences	F10	Roundhouse	B17	Goldstein College	B17	B17	Theatres	F8	Science Theatre	F13	Kingstford Legal Centre	F21	UNSW Admissions	F21	
Civil Engineering	H20	Surf	D16	Goldstein College	D16	D16	Allens Arthur Robinson	Arc @ UNSW	Accommodation Services	C18	Learning & Teaching Unit @UNSW	F21	UNSW Bookshop	E15	
Colombo House	B16	Squarehouse	E4	International House	C6	C6	Central Lecture Block	Cashier	Alumni Association	C22	Library	F21	UNSW International Student Centre	H13	
Computer Science	K17	UNSW Hall	H22	New College	E6	E6	Chemical Sciences Theatres	Chaplains	Careers and Employment Office	E15	Lifestyle Clinic	A27	UNSW Residential Communities	B17	
Dalton	F12	UNSW Village	C27	New College Postgrad. Village	H3	H3	Civil Engineering (Room G1)	Co-op program & Scholarship	Arc @ UNSW	D17	Mail Centre	F23	UNSW Scholarships	F21	
Dangerous Goods Store	F17A	UNSW Villlage	J18	Phillip Baxter College	D18	D18	Claney Auditorium	Counselling Service	Religious Centre	F20	Marketng Development	C22	UNSW Fitness and Aquatic Centre	B5	
Electrical Engineering	G17	Warrane College	E4	Shalom College	N9	N9	Central Lecture Block			F20	New South Innovations	M15	UNSW Student Central	C22	
Golf House, 38 Botany Street	A27	Warrane College	E4	Warrane College	M7	M7	Colombo Theatres			F20	Nura Gill - Bajnavas Place	G17	UNSW International Student Centre	H13	
Hilmer Building	E10	Warrane College	E4	Warrane College	M7	M7	Fig Tree Theatre			E4	Optometry Clinic	M15	UNSW International Student Centre	H13	
John Goodsell	E20	Warrane College	E4	Warrane College	M7	M7	Gonski Levy Theatre			E4	Physiotherapy Clinic	M15	UNSW International Student Centre	H13	
John Niland Scientia	G19	Warrane College	E4	Warrane College	M7	M7	ID Myers Studio			E4	Post Office	F22	UNSW International Student Centre	H13	
Law	F8	Warrane College	E4	Warrane College	M7	M7	Keith Burrows Theatre			E4	Print Centre	F23	UNSW International Student Centre	H13	
Library	F21	Warrane College	E4	Warrane College	M7	M7				E4	Religious Centre	E4	UNSW International Student Centre	H13	