# Leichhardt Accommodation Village (LAV) Village Rules & Code of Conduct

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**Privacy Notice:** CCTV operates in common areas and the gym for safety and security. CCTV footage may be used for these purposes and may be disclosed to your employer/head contractor and to authorities where lawful.

**Purpose:** To provide a clean, safe and respectful environment for all guests and staff. By staying at LAV you agree to follow these Rules and any reasonable directions from LAV staff.

## 1) Definitions & Scope

“Guest” means a registered resident of LAV. “Village” means the LAV site and facilities (rooms, crib hut/dining, gym, laundries, car parks and common areas).

These Rules apply at all times while on site and are in addition to any head contractor/employer policies.

## 2) Guest Rooms

* Keep rooms in a clean and orderly state; do not store large items (e.g. bicycles) in rooms.
* Boots are not permitted inside rooms at any time.
* No smoking, vaping, personal cooking/heating equipment, candles or incense in rooms.
* Pets are not permitted on site.
* Dispose of rubbish in bins provided; do not leave items in walkways or surrounds.
* Furniture, linen and fixtures must remain in the room; no additions/alterations (e.g. extra shelving).
* Guests are responsible for wilful or negligent damage/loss. Costs must be paid within 7 calendar days of invoice.
* Personal effects are the Guest’s responsibility; LAV accepts no liability for loss or damage.
* Electric scooters/e‑bikes and lithium‑ion batteries must not be brought into or charged in rooms due to fire risk.

## 3) Check‑In / Check‑Out

* Check‑in 2:00 pm. Check‑out 10:00 am. Late departures may incur fees.
* Extensions require prior approval via the Bookings Office and may require a room change.
* Keys and meal fobs must be returned on check‑out. Replacement barrel & key charge: $368.50 inc. GST, plus any costs for days the room cannot be rebooked.
* Keep your key/fob safe and your room number private.
* Late departures may be charged the full cost of a missed subsequent booking if the next guest cannot be accommodated.

## 4) Night Shift

* Place the Night‑Shift magnet on the outside of your door when sleeping after night shift.
* Remove the magnet at the end of your night‑shift swing and place inside your door.
* LAV cannot be responsible for disturbances if the magnet is not displayed.

## 5) Fatigue Management & Noise

* Noise curfews support safety and rest. Curfew for day‑shift Guests: 9:00 pm (21:00). Curfew for night‑shift Guests: 9:00 am (09:00).
* No more than two Guests may gather in public spaces within the above curfew windows (except dining room).
* Gazebo: gatherings limited to 20 persons, with an 8:30 (am/pm) reduction to 10 persons until the final curfew time. Final curfew: 9:00 am / 9:00 pm as above.
* A general Village curfew applies at 10:00 (am for night‑shift / pm for day‑shift). After this time you must be in your room or moving directly for a valid reason (e.g. laundry, arriving/departing).
* Amplified music is not permitted at any time.
* Maintenance will be prioritised before 9:00 am and after 3:00 pm to minimise noise impacts. Housekeeping operates throughout the day mindful of night‑shift areas.

## 6) Health, Safety & Security

* Anti‑social or unsafe behaviour (e.g. harassment, swearing, intoxication, theft, vandalism) will not be tolerated and may result in eviction and/or report to your employer and Police.
* Firearms, prohibited weapons and illegal drugs are strictly prohibited and may be referred to Police and your employer.
* Gambling is not permitted.
* Do not tamper with firefighting or safety equipment. Misuse is an offence and places others at risk.
* All buildings have smoke detectors. Smoking/vaping in rooms may trigger alarms; tampering will result in eviction and charges.
* Follow all site signage (parking, speed limits, pedestrian crossings). Park only in designated bays. LAV accepts no liability for vehicles on site.
* A total fire ban applies, other than designated Village BBQs; comply with directions from Queensland Fire and Emergency Services under the Fire and Emergency Services Act 1990 (Qld).
* Key‑switch devices manage air‑conditioning for energy efficiency. Tampering is prohibited. AC must be off when rooms are unoccupied. LAV may enter to turn off AC and retrieve keys for collection from the office.
* CCTV operates in common areas and the gym for safety and security. Do not tamper with CCTV. CCTV footage may be used for safety/security and may be disclosed to your employer/head contractor and to authorities where lawful.

## 7) Vehicles & Parking

* Observe posted speed limits and traffic controls.
* Use designated parking only; do not block access ways or emergency routes.
* Drive cautiously and give way to pedestrians at all marked crossings.

## 8) Crib Hut — Dining Facility

* Boots/dirty clothing/sleeveless or fitness attire after exercise are not permitted in the Crib Hut due to hygiene requirements.
* Guests must present neatly. Minimum dress: t‑shirt, shorts and footwear (no sleeveless attire; no walking in socks).
* The Crib Hut is a smoke‑ and alcohol‑free area.
* Do not remove catering equipment (glasses, cutlery, crockery) or hot food items from the dining room.
* Follow dining service protocols including hygiene directions from staff.

## 9) Alcohol Policy (On‑Site)

* Maximum of four (4) standard drinks per person in any 24‑hour period.
* No stockpiling: at any time you may possess no more than four (4) alcoholic drinks.
* Full‑strength alcohol and shots are prohibited. Only mid‑strength or lower alcoholic beverages are allowed.
* Intoxication is not tolerated. You must conduct yourself responsibly and comply with these Rules.
* No alcohol consumption after 10:00 pm (22:00).

## 10) Smoking & Vaping

* Smoking and vaping are prohibited inside rooms and buildings.
* Use only designated outdoor areas and dispose of butts in provided receptacles.

## 11) Lost Property

* LAV will hold found items for up to four (4) weeks, after which they may be donated or disposed of.

## 12) Breaches & Consequences

* LAV may issue warnings, direction to leave, and/or revoke accommodation. Incidents may be reported to head contractors/employers and Police (if applicable).
* You are liable for costs arising from damage, cleaning, loss or call‑outs caused by you or your visitors.

## 13) Contacts & Hours

* Guest Services Office: 6:30 am – 8:00 pm | Phone: 07 4941 7186
* Dining: 3:30 am – 8:30 am & 3:30 pm – 8:30 pm
* Emergency: Call 000, then notify the Office.