

## **Damage to Residence Hall Furniture**

### **The process to follow if University furniture has been damaged**

At the start of the semester the students residing within the halls pay a \$150.00 bond to the fees department. This bond is to be held in case any damage is caused to the University property.

Passageways, common areas, rooms and its property will be inspected by the Hall Supervisor before the students' arrive. A room booking form will be completed by the students once they check into their room. The 'Damage to Residence Hall Furniture Form' will be completed during the first community meeting.

### **A piece of University property has been reported damaged or missing**

1. The Hall Supervisor needs to inspect the damaged/missing property.
2. If resident/s own up to the missing/damaged property discipline procedures will take place and the resident/s will be charged for the item or repairs.
3. If ownership is not taken the following steps will take place.
  - i. The Hall Supervisor will notify the Manager of the damaged/missing item.
  - ii. The Hall Supervisor will hold a residence hall meeting to discuss the damaged/missing item. Ownership will be asked from the residents. A time frame will be allocated for the residents to own up to the damaged/missing property.
4. If the ownership has not been taken after the Hall Supervisor meeting with the residents the Hall Supervisor will report to the Manager.
  - i. The Manager will hold another meeting to address the damaged/missing property. Another time frame will be allocated for the residents to own up to the damaged/missing property. Warning residents that if no ownership is taken all residents will be charged for the damage.
  - ii. The residing students will be charged collectively for the cost of repairs or replacement.
5. If the ownership has been taken after the Hall Supervisor meeting with the residents, the Hall Supervisor will report all details to the Manager.
  - i. The resident that has taken ownership will be go through the discipline process and charged for the cost of repairs or replacement



## Damage to Residence Hall Furniture

### Acknowledgement

I acknowledge and accept as a residing student on campus I am required to act in a manner that is courteous and respectful and promotes community life.

I understand if University property has been damaged I will be required to meet the cost of replacement or repair such property. I understand we have a collective responsibility for communal areas within our hall, if passageways or common areas are damaged, the responsible parties and/or the entire group will be charged for the repairs.

If ownership is not taken by the responsible parties the entire residence hall group will be charged for the repairs.

At the start of the semester a bond of \$150.00 was paid. This bond will be refunded back to the student at the end of the semester in full or partially based upon any fees incurred.

**Signed by Resident:**

**Date:**

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**Signed by the Hall Supervisor of Student Residences:**

**Date:**

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