



***Welcome to the Sports Super Centre, we hope you enjoy your stay.***

## **House Rules**

1. The Sport Super Centre is an **alcohol** and **smoke-free** complex
2. There is a noise curfew at 21:00 – 07:00. We ask all guests to keep noise levels down during this time.
3. **No food or drink** in the bedrooms. Please consume and store in the common areas only.
4. **Out-of-Bound Areas** are the
  - Member's Change Rooms (near reception)
  - Behind and inside other group's lodges
5. All furniture **must not be moved from its location in lodge.**
6. **Any damaged equipment whether your own fault** or not must be reported.
7. For all meals booked on-site please make sure group **clean** their designated area, **wipe down tables and push chairs back into place** when finished.
8. Please ensure any damaged equipment, **whether your own fault or not**, is reported to an Accommodation staff member immediately.

## **Important Information**

- **Assistance is available 24 hours a day.** Dial 2 to reach reception from the phone in the lodge (under the stairs). Or alternatively, to reach security/duty manager directly, dial:

**0416 009 985**

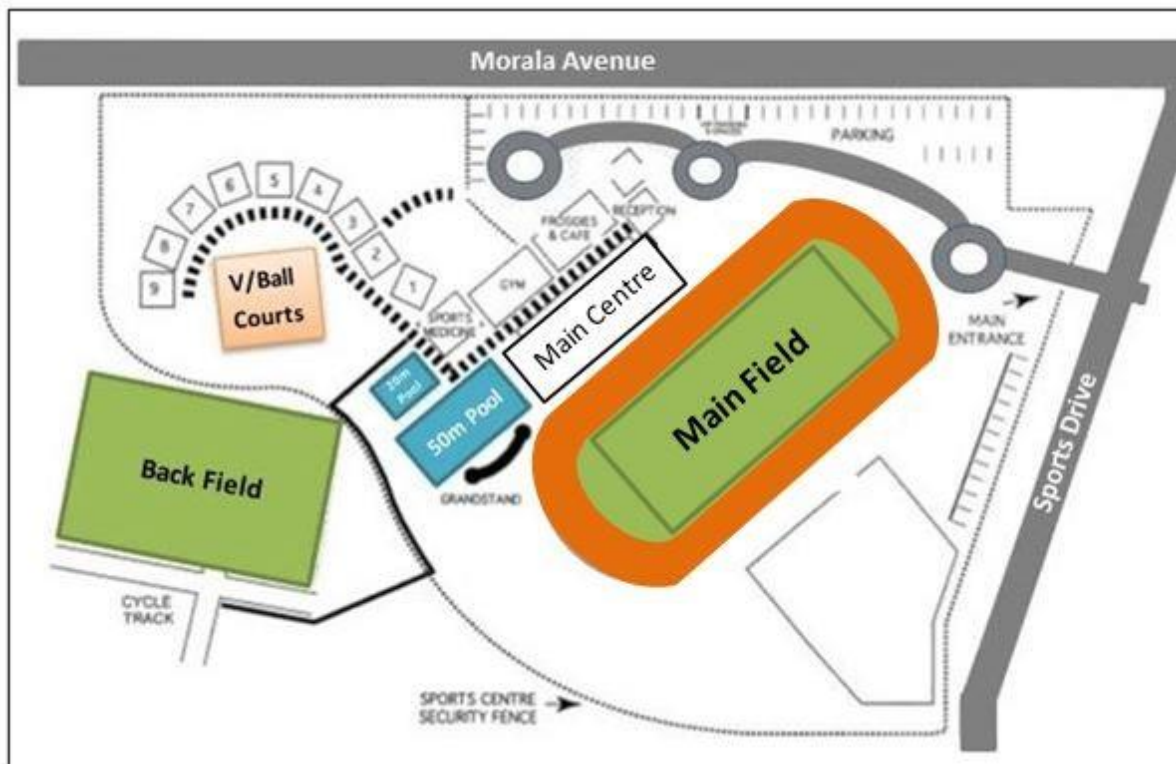
- **To avoid a charge on your account:** leave all borrowed towels and linen in your lodge rooms and return keys to accommodation office.
- A safe to lock valuables is available in rooms 9 & 10 in each lodge. Follow instructions on the safe door – If safe is locked, please contact Duty Manager for assistance.
- Gym or pool use requires prior permission from accommodation staff.

<b>SPORTS SUPER CENTRE GENERAL OPERATING HOURS</b> <i>(*Extended Pool hours during Summer, please see reception.)</i>	
<b>Reception &amp; Gym</b>	<b>Mon – Thurs:</b> 5:30am – 9pm <b>Fri:</b> 5:30am – 7:30pm <b>Sat:</b> 6am – 5pm <b>Sun:</b> 6am – 2pm
<b>50m &amp; 20m Indoor Pool</b>	<b>Mon – Fri:</b> 5:30am – 6:30pm <b>Sat:</b> 7am – 5pm <b>Sun:</b> 7am – 12pm *Please note, a surcharge applies when booking lanes outside of normal hours
<b>Sports Medicine Clinic</b>	<b>Mon – Thurs:</b> 7:30am – 6pm <b>Fri:</b> 8am – 6pm <b>Sat:</b> 8am – 1pm

***Please turn page over to view Venue Map and Evacuation Procedures!***



## Venue Map



## Evacuation Procedures

### Discovering a Fire or Emergency Situation?

#### During & After Office Hours

On discovery of fire/emergency situation, please advise the exact location to RBSLEC Admin/Duty Manager/Security by contacting 0416 009 985 immediately.

#### Evacuation Alarm

If safe and to do so and information is accessible, all RBSLEC guests are to bring camp information (rooming list, event brief, camp information) to emergency assembly point and confirm all students present – advise RBSLEC staff on arrival.

All RBSLEC guests are to check their cabin block and escort students to the Grass/Back Field via safest possible route where they will:

- 1) Sit students in activity groups in cabin lines.
- 2) Inform cabin members to count their numbers and be seated when all present.
- 3) Check numbers against official school records/rooming lists/camp list

#### LOCKDOWN

- Communication made to cabins and dining hall via RBSLEC staff or mobile phone.
- External groups informed via mobile phone by admin.
- Students and staff are requested to remain / assemble at the nearest lockable building eg their cabin, building or dining room.
- Doors and windows are to be locked and numbers are collated.
- Information passed to RBSLEC staff who will coordinate this process.
- RBSLEC staff will be in close contact with groups and inform when all is clear