

Short Term Accommodation Policy

Hostel Code of Conduct

The hostel's Code of Conduct will be displayed at reception in a prominent position within the premises at all times. Guests are encouraged to review and adhere to the Code of Conduct throughout their stay. Guests who breach the hostel code of conduct may face consequences, including warnings, or eviction from the premises.

At Spin-Off Hostel we aim to create a safe, enjoyable, and respectful experience for all guests during their stay. To achieve this, we kindly ask that you read and adhere to our code of conduct:

1. Respect Others:

Treat your fellow guests, the Spin-Off staff, and neighbours of the property with respect and kindness.

Help promote an inclusive and positive atmosphere within the hostel.

Keep noise levels to a minimum, especially during quiet hours from 9:30 PM to 7:00 AM.

2. House rules:

The back door is an emergency exit only.

All doors lock at **9:30 PM**

- Use of the courtyard is permitted at all hours but the doors must remain closed at night

Quiet hours start at **9:30 PM**

- No music outside
- Music and tv inside are permitted but must be kept on low volume after **9:30 PM**

Pool table shuts down at **11:00 PM**

Towels are available at reception for **\$6.00**

Kitchen

You are responsible for washing, drying and putting away all of your dishes.

All food must be kept in your food box or in a marked bag in the fridge.

- Fridge bags should be labeled with your name and departure date
- All food left out will be put in the free food boxes
- Only plastic storage boxes should be used as food containers in the fridge and anything else will be removed
- All leftovers must be transferred to plastic food containers and kept in your labeled bags

Kitchen is closed from **10:00 PM to 5:00 AM**

- Use of boiling water tap, toaster and microwave are still permitted after hours.

Checkout

Checkout is at **11:00 AM**

- Please strip your sheets and leave them on top of your bed
- Please empty your food box before **11:00 AM**
- Any food left in your food box after **2:00 PM** will be moved to the free food boxes
- **Only** freezer storage will be provided for guests checking out for up to 2 weeks, any other food left will be placed in the free boxes
- Late checkouts until **1:00 PM** are available for **\$5.00**

- Late checkouts must be organised at least one night prior to departure
- Checkouts after **1:00 PM** will be charged for an additional night of accommodation
- Guests who are switching bed numbers or room numbers must still checkout by **11:00 AM**
 - Your old key must be returned to reception and your new key will be issued at **2:00 PM**
 - If you will be outside of the hostel for the day, we will hold your key until you return
 - Please move your food to your new food box between **11:00 AM** and **2:00 PM**
 - If you are leaving for the day before checkout ends at **11:00 AM** and your new food box is not yet available, we are happy to hold your food in the office until you return
 - Any food left in your old food box after **2:00 PM** will be moved to the free food boxes

Guests who want to move to a new bed in their room **must notify** a manager before doing so.

Long-term (7 days) guests

- May request new bed sheets - we ask that you strip your sheets, leave them on your bed and speak to the manager on duty.

Storage

- Short/medium term storage is available for a few of \$20 per week per item
- Any bags left and not checked into storage will cost \$10 per day

3. Cleanliness:

Clean up after yourself in shared spaces such as the kitchen, bathrooms and other common areas to contribute towards a clean environment for all to enjoy.

Dispose of rubbish in the relevant, designated bins and support our efforts to recycle where possible.

4. Personal Belongings:

Store personal belongings in designated areas and lockers provided.

Do not touch or move others' belongings without permission. If you are concerned about a fellow guest's belongings, please raise the issue with a staff member to assist you.

5. Security:

Ensure that external doors are locked when entering or leaving the hostel premises.

Do not allow entry to anyone who does not have a key or proof of booking.

Any visitors must be signed in by guests at reception and vacate the premises by 9:30pm.

Report any suspicious activity from the surrounding streetscape to hostel staff immediately.

6. Noice and antisocial behaviour:

Consume alcohol responsibly and in designated areas.

The use of illegal substances is strictly prohibited on hostel premises.

Smoking and use of e-cigarettes is only permitted in designated outdoor areas. Please dispose of cigarette butts responsibly.

Abide by local laws and regulations during your stay.

Your stay may be terminated immediately if you breach any of the above points.

Report any disturbances or noise policy breaches to hostel staff promptly.

7. Check-in and Check-out:

Contact reception to arrange a check-in or check-out if it is outside of regular operating hours (7am-12pm).

Please provide accurate and up-to-date information during check-in for registration purposes. Valid international passport or photo identification must be physically present at time of check-in.

8. Wi-Fi Usage:

Use the hostel Wi-Fi responsibly, avoiding illegal or inappropriate content.

9. Parking Rules:

Follow all local parking rules and regulations. Be aware of local street parking restrictions and comply accordingly.

If you are travelling by personal vehicle, you are required to sign your vehicle in upon check-in, providing the registration number and your contact information.

If you would like to book a parking bay, please do so through the Spin-Off parking booking form located at reception or online.

Please ask reception for any parking solutions and alternative modes of transportation.

Any guests' vehicles parked in adjoining businesses parking lots at any hour of the day will result in the immediate termination of your stay.

By choosing to stay at Spin-Off hostel, you agree to abide by this code of conduct. If you have any questions or concerns, please don't hesitate to contact management at:

Phone: TBA once phone account is established

Email: TBA once email addresses are established

We hope you enjoy your stay!