

# Rascal

*Incorporated*

**7 Banjo Paterson Crescent, Jindabyne, NSW, 2627**



**RASCAL Incorporated**

By-Laws as at 7 October 2017



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By-Laws as at 7 October 2017

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The RASCAL Constitution (Section 11 Powers of committee) states:

*The committee, subject to the Act, the regulation, these rules, and to any resolution passed by the association in general meeting -*

*(c) has power to perform all acts and do all things that appear to the committee to be necessary or desirable for the proper management of the affairs of the association.*

The Committee of RASCAL Inc has endorsed the following By-Laws to apply from 7 October 2017, until further notice.

## **1 Membership**

1.1 In considering applications for membership, the Committee shall take account of:

1.1.1 Parental or spousal relationship of applicant to proposer.

1.1.2 The order of receipt of the application by the Committee

1.1.3 Participation by the applicant in Club activities.

1.1.4 The potential of the applicant to contribute positively to the Club.

## **2 Categories of membership**

2.1 There are the following categories of membership:

2.1.1 Full Membership

2.1.2 Fellow Membership

2.1.3 Summer Membership

2.1.4 Junior Full Membership

2.1.5 Junior Summer Membership

2.1.6 2.1.6 Honorary Membership

2.1.7 2.1.7 Guest Membership

2.2 Full Membership

2.2.1 Members with Full Membership (hereafter called Full members) have membership rights, privileges and responsibilities for the full twelve months of the year. Full Members must be 18 years or over.

2.3 Summer Membership

2.3.1 Members with Summer Membership (hereafter called Summer members) have the same rights, privileges and responsibilities as Full Members except they do not have the right to make a booking for accommodation at the Lodge for July or August nor to stay at the Lodge at member rates in July and August. Summer members must be 18 years or over.

2.3.2 Summer Members may upgrade to Full Membership upon application in writing to the committee, receiving an offer of Full Membership and payment of the appropriate fee.

Full members and Summer members are hereafter collectively called Adult members.

2.4 Junior Membership

2.4.1 Members with Junior Membership (hereafter called Junior members) shall be sponsored by an Adult member (hereafter called the sponsor). Junior members must be under 18 years of age when proposed for Junior membership.

2.4.2 Junior Membership shall cease when the membership of the sponsoring Member ceases (or lapses or is deferred) or at the end of the calendar year when the Junior attains the age of 24 years.

- 2.4.3 A Junior member aged 18 years can apply for an upgrade to full or summer membership.
  - 2.4.4 Junior Members are not entitled to vote at an election, nor hold a position on the Committee, nor make a Lodge booking.
  - 2.4.5 Responsibility for Junior member behaviour and compliance with Club rules is ultimately taken by the sponsoring Adult member. In relation to behaviour at the Lodge, responsibility for the Junior member is taken by the member making the booking if the sponsoring member is not staying at the Lodge at that time.
  - 2.4.6 A Junior Member aged 16 years or more is entitled to stay unaccompanied at the Lodge.
- 2.5 Honorary Membership
- 2.5.1 Honorary Membership is conferred for up to a twelve month period by Committee decision where a non-member individual has provided significant service to Rascal.
  - 2.5.2 There shall not be more than five (5) Honorary Memberships extant in any Financial Year.
  - 2.5.3 Honorary Membership ceases on 31 December in the same year as the Committee decision to confer the Honorary Membership unless otherwise determined by the Committee.
  - 2.5.4 Honorary Members have the same Lodge booking rights as Full Members for their period as an Honorary Member
- 2.6 Fellow Membership
- 2.6.1 Members with Fellow Membership (hereafter called Fellow members) have membership rights, privileges and responsibilities for the full twelve months of the year. Fellow Members must be 25 years or over and elevated to this membership level (from either Full or Summer Membership) by Committee decision.
  - 2.6.2 The Committee will decide whether a Full or Summer Adult member meets the following criteria:
    - 2.6.2.1 Must have occupied the position of President and/or Treasurer and/or Lodge Manager for three consecutive years
    - 2.6.2.2 Must be a current, financial Full or Summer adult member
    - 2.6.2.3 Must not have resigned from Rascal between the time when by-law 2.6.2.1 was met and the Committee meeting at which elevation to Fellow is considered
    - 2.6.2.4 Must be over 25 years of age.
  - 2.6.3 A Member retains Fellow Membership only whilst financially viable.
  - 2.6.4 Fellow membership cannot be awarded more than once for the same period of service as determined by by-law 2.6.2.1.
  - 2.6.5 The Fellow member annual subscription is 50% of the annual subscription set out in the ANNUAL SUBSCRIPTIONS table (in the SCHEDULE 1. to the Rascal Inc By-Laws) for the Membership Grade of Full Member.
- 2.7 Guest Membership
- 2.7.1 Guest Membership is conferred for the period in which an individual is booked into the Lodge by a Full, Fellow or Summer Member and exists only for the period of stay by that individual at the Lodge.
  - 2.7.2 The Guest member has no other membership rights.
- 2.8 A person whose membership is deferred
- 2.8.1 An Adult member may request in writing to the committee to defer their membership together with the membership of all their sponsored Junior members. Deferral of membership is only considered in exceptional circumstances when the member will be unable to use the Lodge for at least one full calendar year. Exceptional

circumstances include the member being overseas or interstate (that is, not resident in the ACT or in NSW) or suffering significant personal hardship.

- 2.8.2 To restore their original class of membership the person must make a written request to the committee, and if approved, pay the current annual membership fee for the class of membership the member is restoring to. The member may request to restore junior memberships and pay the relevant annual subscription.
- 2.8.3 Junior members associated with a restored member and who are over the age of 18 may upgrade to full or summer membership provided the upgrade occurs at the same time as the Adult member restores and the appropriate upgrade fee is paid.

### **3 Lapsing of membership**

- 3.1 A person whose membership ceased due to unpaid membership fees for the current calendar year can reinstate their membership by paying the outstanding membership fee for the current year.
- 3.2 The Office Manager will attempt to contact (by email where possible, or else by a single phone call attempt) those referred to in Clause 3.1 to confirm that he/she did not omit to pay the annual subscription.
- 3.3 Ex-members may re-join Rascal by application to the Committee, compliance with any conditions the Committee may require and full payment of the current Re-joining Fee (Refer Schedule 1 "Other Fees").

### **4 Debenture**

- 4.1 Membership with debentures ceased on 25 March 1986.
- 4.2 Debenture certificates are not transferable.
- 4.3 Debentures shall not accrue any interest.
- 4.4 No further debentures shall be approved.
- 4.5 The Committee may approve refunding of a debenture when a person ceases to be a member and has no outstanding financial liability with Rascal. Where a financial liability exists, the Committee shall deduct the amount of that liability from the debenture, for payment of the outstanding liability and then, may approve refunding of the remainder of the debenture.

### **5 Lodge Rules**

- 5.1 The rules of the Lodge will be defined from time to time by the Committee and will be notified in the RASCAL website and displayed at the Lodge.
- 5.2 All users of the Lodge are required to abide by the Lodge Rules. Adult members are responsible for ensuring that all Junior members and all guests in their booking abide by the Rules.
- 5.3 Smoking: Rascal Lodge is a fully NO SMOKING environment.
- 5.4 This no-smoking policy includes the area adjacent to each entrance to the Lodge and also the entire deck area on the top floor.
- 5.5 Smoking is ONLY permitted in the "apricot tree" area adjacent to the rubbish bins – and this area has been signed to indicate the sole Smoking Area. Smokers should fully extinguish butts and dispose of them appropriately and safely without littering the Rascal property or adjacent area.
- 5.6 External Fires: The lighting of fires on the Rascal Lodge property and surrounds is forbidden under Snowy River Shire Council regulations. Rascal adheres to Council regulation and does not permit the lighting of fires by members or their guests on its property.
- 5.7 Pets: Are not permitted either in the Lodge or on the property.

- 5.8 Lodge Rules Document: The “Rascal Lodge Rules” shown at Schedule 2 is that adopted by the Committee for distribution to members, and displayed in the Lodge, as a summary of the expectations for the behaviour of members and their sponsored guests whilst staying or visiting the Lodge.
- 5.9 All members and their guests are required to fully comply with the detail and the expectations outlined in the “Rascal Lodge Rules”.

## 6 Lodge Bookings - General

- 6.1 The following booking rules are designed to be flexible and responsive to Members’ needs. The Committee is mindful that the Lodge is there primarily for Members and that the rules should distinctly favour members. The Committee is also mindful that the quality of some Members’ stays is considerably enhanced by having guests stay with them. The Committee also considers it highly undesirable to allow the Lodge to stand idle when it could be used by guests particularly in non-peak periods in winter when the overhead costs of heating the Lodge are very high.
- 6.2 The Office Manager, in consultation with one member of the RASCAL Committee, has discretion to accommodate particular member needs and the following booking arrangements are designed primarily to provide a predictable and transparent basis for resolving competing bids for accommodation during periods of heavy usage.
- 6.3 A “booking” is deemed to have been made when the booking has been confirmed by the Rascal web site.
- 6.4 Seasons
- 6.4.1 “High Season” means:
- 6.4.1.1 Friday and Saturday nights in July and August inclusive.
- 6.4.2 “Medium Season” means:
- 6.4.2.1 Friday and Saturday nights in June and September;
- 6.4.2.2 Easter Public Holiday;
- 6.4.2.3 24 December to 15 January inclusive;
- 6.4.2.4 Mid-week July and August.
- 6.4.3 “Low Season” means all other times.
- 6.4.4 “Winter Season” means:
- 6.4.4.1 the period from 1 July to 31 August inclusive.
- 6.5 Adult Members may make a booking or may request the Office Manager make the booking on the Member’s behalf. Full payment is required to be received by the Office Manager within seven calendar days of the booking being confirmed by the web site.
- 6.6 The number of guests on any night of a booking (excluding in cots) permitted in a casual booking (i.e. not a block booking) shall not be more than twice the number of Adult member nights in that booking for that night.
- 6.6.1 During low season a booking may include a larger number of guest nights as is deemed reasonable by the Office Manager in consultation with the Rascal President.
- 6.6.2 If the Office Manager and President together decide that a Member’s booking request is not reasonable in the circumstances, the Member requesting the booking may ask the Office Manager to refer the booking request to the Committee for reconsideration at its next meeting.
- 6.7 Multiple Single Room Occupancy
- 6.7.1 In High and Medium seasons, a booking may not have more than one room occupied by one person per room. Any room which has only 1 bed in it (Room 3 for example) is excluded from this restriction.
- 6.7.2 In Medium season, a booking may include two rooms, each occupied by one member if such arrangement is deemed reasonable by the Office Manager in consultation with

the Rascal President. Any room which has only 1 bed in it (Room 3 for example) is not counted as one of these two rooms. A right of appeal, as set out in Clause 6.6.2, shall also apply to this clause.

- 6.8 A Member may make a casual booking at the Lodge for January and February prior to having renewed their membership for the year of the booking provided the booking is made prior to the date on which membership renewal commences. For example, if renewal for 2013 commences on 1 November 2012, then a booking can be made in July 2012 for February 2013.
- 6.8.1 A Member may make a block booking at the Lodge prior to having renewed their membership for the year of the booking provided the booking is made prior to the date on which membership renewal commences. For example, if renewal for 2015 commences on 1 November 2014, then a block booking can be made in July 2014 for April 2015.
- 6.9 Lodge Booking Payments: A booking made within 7 full days of the start of the booking must be paid for at the time of the booking being made. Payment for the booking is to be made using the online Credit Card facility before concluding the booking process.
- 6.10 Payment Time: for all bookings, other than those covered by Cl 6.9, a booking is not valid, and the member and his/her party may not occupy the Lodge, until full payment has been received and banked by Rascal (such payment to be made either via EFT transfer, online credit card payment or payment sent to the Office Manager).
- 6.11 Bookings which remain unpaid 7 days after being made are subject to being immediately nullified by the Office Manager without further notice to, or contact with, the booking member. It is the responsibility of the booking member to ensure payment is made within the seven day period.
- 6.12 Responsibility for Guest and Junior Members: The booking member is responsible for each and every Guest member on his/her booking and also for every Junior member on the booking.
- 6.13 Responsibility for Top Bunk Safety:
- 6.13.1 The member making the booking shall indicate, during the booking process, for each person in their party, whether that person can safely occupy a top bunk, OR NOT.
- 6.13.2 The online booking system will decline a booking if sufficient lower beds/bunks cannot be allocated for all members of a party indicated as not safe in a top bunk.
- 6.13.3 After a booking has been confirmed, where a room allocated to the party has one or more top bunks, it is the sole responsibility of the booking member to ensure that no person in his/her party occupies a top bunk unless that person can safely do so.

## **7 Winter and Block Bookings**

- 7.1 Winter Bookings
- 7.1.1 Before 1 March a member may have a maximum of one winter booking. The booking shall be for:
- 7.1.1.1 no more than Seven (7) nights in total, and
- 7.1.1.2 Include no more than one weekend (either or both the Friday and Saturday nights)
- 7.1.2 Between 1 March and 1 June a member may have a maximum of two winter bookings. In combination, the bookings shall be for:
- 7.1.2.1 no more than fourteen (14) nights in total
- 7.1.2.2 Include no more than two weekends (either or both the Friday and Saturday nights)
- 7.1.3 After 1 June a member may have a maximum of two upcoming weekends booked. Midweek bookings are unrestricted.

## 7.2 Block Bookings

- 7.2.1 "Block Booking" means a booking for the entire Lodge for up to seven consecutive nights, to the exclusion of all other bookings.
- 7.2.2 "Casual Booking" means any booking other than a "Block Booking"
- 7.2.3 The dates on which Block Bookings are allowed are displayed in the booking pages of the Rascal web site. Dates indicated as 'Block only' will change to 'Block or Casual' four weeks prior to that date.
- 7.2.4 Block Bookings will not be scheduled:
  - 7.2.4.1 From the Queen's Birthday weekend to end September inclusive,
  - 7.2.4.2 on Canberra public holidays (Christmas Day, Boxing Day, New Year's Day, Australia Day, Canberra Day, Easter Friday, Easter Monday, Anzac Day, Queen's Birthday and Labour Day),
  - 7.2.4.3 on Canberra public holiday weekends
  - 7.2.4.4 from the Friday night before Christmas Day to 15 January inclusive
  - 7.2.4.5 During the NSW and ACT April and October school holidays.
- 7.3 The above rules notwithstanding, the Committee will consider written applications from Members to Block Book the Lodge for any 'Low Season' period of the year except for the period between the Queen's Birthday weekend and the end of September inclusive.
- 7.4 Block Bookings must be accompanied by at least one Adult Member.

## 8 Schedule of Charges

- 8.1 Fees and charges are as set out in the Schedule to these By-Laws and will be displayed on the Rascal web site.
- 8.2 Changes to bookings will attract a cancellation fee based on the Notification Received and the cost of the accommodation cancelled for each day of the original booking.
  - 8.2.1 Notification Received is the number of days between the notification date and the first day of the booking.
  - 8.2.2 Cancellation fees will not be applied if the cancellation is made within 24 hours of the booking initially being made.
  - 8.2.3 For Casual Bookings
    - 8.2.3.1 In High and Medium season

Notification Received	Amount of Fee
14-20 days' notice	25% of the cost of the accommodation cancelled
3-13 days' notice	50% of the cost of the accommodation cancelled
2 days. one day and the first day of the booking	80% of the cost of the accommodation cancelled

- 8.2.3.2 In Low season

Cancellation fees do not apply for Casual bookings in Low season

- 8.2.4 For Block Bookings
  - 8.2.4.1 A block booking that includes any weekend nights is considered as a weekend block booking in relation to cancellation fees.
  - 8.2.4.2 For Weekend Block Bookings



<b>Notification Received</b>	<b>Amount of Fee</b>
Less than 4 months' notice	25% of the cost of the accommodation cancelled
Less than 2 months' notice	50% of the cost of the accommodation cancelled
Less than 3 days' notice	80% of the cost of the accommodation cancelled

#### 8.2.4.3 For Midweek Block Bookings

<b>Notification Received</b>	<b>Amount of Fee</b>
14-20 days' notice	25% of the cost of the accommodation cancelled
3-13 days' notice	50% of the cost of the accommodation cancelled
2 days, one day and the first day of the booking	80% of the cost of the accommodation cancelled

- 8.2.5 A fee imposed under this Rule may be waived by the Committee following written application to it.
- 8.2.6 Refunds will normally be provided in the form of accommodation vouchers that expire at the end of the next calendar year.
- 8.2.7 A monetary refund may be provided by the Committee following written application to it.

## 9 Accommodation Vouchers

- 9.1 The Committee may issue Accommodation Vouchers to members for services rendered to the Club and at the rate set out in the schedule to these By-Laws, as amended by the Committee from time to time.
- 9.2 Accommodation Vouchers may be used to offset the cost of a booking where the first night of the booking is on or before the voucher expiry date.
- 9.3 Accommodation Vouchers expire on 31 December of the year indicated on the voucher.

## 10 Membership Joining Fee

- 10.1 The Full Adult membership joining fee shall be as shown in the Other Fees Schedule for the Full Member (first adult) Joining Fee. This fee shall apply to the first adult at a particular address to become a Full Member of Rascal.
- 10.2 For any adults at the same address, applying to join Rascal either concurrently with the person in C10.1 or afterwards whilst the person in C10.1 remains a financial Full Member, the joining fee shall be 50% of the fee in C10.1 for the first adult and 25% of the fee in C10.1 for subsequent adults, all applying to join concurrently.
- 10.3 Committee approval of an Application for Membership will lapse if the payment for the application is not received within two weeks of the application's approval date.
- 10.4 A person who, at some time, was a financial Full Member of Rascal, may apply to re-join Rascal with a Joining Fee of 25% of the rate in C10.1.
- 10.5 A person who, at some time, was the Junior Member of a Full Adult Member, may apply to re-join Rascal with a Joining Fee of 50% of the rate in C10.1.
- 10.6 All joining fees referred to under this Clause 10 are inclusive of the annual membership fee for a Full Member for the year in which the Application for Membership was approved by the Committee.

## 11 Junior Annual Membership Fee

- 11.1 The Annual Membership Fee for a Junior Member shall be determined as a percentage of the Annual Membership Fee applicable to the category of FULL membership, as follows:

11.1.1	1st Junior Member	50%
11.1.2	2nd Junior Member	25%
11.1.3	3rd and subsequent Junior Member	10% each

## 12 Committee Reimbursement Claims

- 12.1 The President will approve, in writing, signed reimbursement claims for miscellaneous cash expenditure from a Committee member (with the exception of the President) prior to that reimbursement claim being included in the Treasurer's list of cheque payments for approval by the Committee.
- 12.2 The Treasurer (or, in the absence of the Treasurer, the Secretary) will approve, in writing, signed reimbursement claims for miscellaneous cash expenditure from the President prior to that reimbursement claim being included in the Treasurer's list of cheque payments for approval by the Committee."

## 13 Expenditure Authorisation

- 13.1 All payments from Rascal Accounts, including credit card terminal refunds, are to be authorised by two signatories to the Rascal CBA "Clerks Account".
- 13.2 Signatories are determined by the Committee from time to time. Currently (March 2016), signatories approved by the Committee are the Office Bearers (namely the President, the Treasurer, the Vice President and the Secretary) and the Public Officer.
- 13.3 Where a refund to a credit card account is sought by the Office Manager, he/she will email the four signatories (two to approve the refund).
- 13.4 The Webmaster, on receipt of an email requesting a refund to a credit card and email evidence of approval by two bank signatories, shall process the refund using Administrator Access to the CBA online credit-card payment system.
- 13.5 Expenditure occurred at a working bee must be approved by the convenor of the working bee. The Lodge Manager should be consulted regarding expenditure for the lodge at other times. A form to claim reimbursement for expenditure is available from the Office Manager or a Committee member.

# SCHEDULE 1.

## ACCOMMODATION FEES

These accommodation fees apply to all bookings with Lodge stay dates on or after 1 January 2018.

### **Room Charges**

	<b>High Season</b>	<b>Medium Season</b>	<b>Low Season</b>
Family Room (Room 1)	143	107	82
Queen Room (Room 2)	120	93	66
Single Room (Room 3)	46	36	29
Four Bunks (4,9,10)	107	77	61
Twin Bed Room (Room 5)	97	72	56
Two Bunks (6,7,8)	67	46	36
Guest Adults add per guest	30	15	10
Guest Juniors add per guest	10	5	5

Accommodation is normally booked per night at the rates set out above.

However, the following special arrangements apply:

- **Weekend Block Booking** - \$800.00 for the Friday and Saturday night (commencing 5.00 PM Friday and ending at 5.00 PM Sunday). A Weekend Block Booking can be combined with a Midweek Block Booking up to a maximum of seven nights.
- **Midweek Block Booking** - \$250.00 for each midweek night (Sunday to Thursday night) (commencing 5.00 PM day one and ending at 5.00 PM on last day). A Midweek Block Booking can be combined with a Weekend Block Booking up to a maximum of seven nights.

## **ACCOMMODATION VOUCHERS**

Club funded accommodation voucher amounts, shown below, take effect from 1 January 2018 except early renewal vouchers which take effect from the opening of membership renewals.

<b>Activity</b>	<b>Vouchers Issued</b>	<b>Comment</b>
Renewal prior to 1 January of the renewing year	\$50, expiring at the end of the renewing calendar year	Vouchers are provided for Adult Members. Junior members do not earn vouchers for early renewal.
Working bee attendance	\$80 expiring at the end of the next calendar year	Vouchers are provided for Adult Members and their Adult Guests.  Junior Members and Junior Guests are welcome to participate in working bees and receive accommodation and catering for lunch and dinner, similar to adult members, but are not provided vouchers.
Annual committee lodge meeting	As per working bee attendance	As per working bee attendance
Lodge work (per half day, being three hours, of non-Working Bee work performed in the Lodge)	\$40 expiring at the end of the next calendar year	For work performed at the Lodge (not as part of a Working Bee) in the refurbishment (or as otherwise determined by the Committee). Each allocation of vouchers must be approved at a Committee Meeting subsequent to the work being performed.

## **ANNUAL SUBSCRIPTIONS**

<b>Membership Grade</b>	<b>Amount of Fee</b>
Full Member	\$128.00
Fellow Member	\$64.00
Summer Member	\$118.00
Junior Full Members	
First	\$64.00
Second	\$32.00
Third and each subsequent	\$12.80
Junior Summer Members	
First	\$59.00
Second	\$29.50
Third and each subsequent	\$14.75

**Note:** The Annual Subscription for all membership grades in the year of joining or upgrade from Junior Membership is zero dollars.

**OTHER FEES**

<b>Membership Grade</b>	<b>Type of Fee</b>	<b>Amount of Fee</b>
Full Member (first applicant)	Joining Fee	\$960.00*
Summer Member	Joining Fee	\$750.00
Summer Member wishing to upgrade to Full membership	Upgrade Fee	\$480.00
Junior Member (Full & Summer)	Joining Fee	Nil
Junior Member @ age 18 wishing to upgrade to Full membership	Upgrade Fee	\$240.00
Junior Member age greater than 18 wishing to upgrade to Full membership (By-Law 2.4.2 applies also)	Upgrade Fee	\$480.00
Junior Summer Member @ age 18 wishing to upgrade to Full Summer membership	Upgrade Fee	\$205.00
Junior Summer Member age greater than 18 wishing to upgrade to Full Summer membership	Upgrade Fee	\$330.00
Ex Full Adult member applying for re-admission to Rascal as a Full Member	Re-Joining Fee	\$240.00
Ex-Junior member applying for re-admission to Rascal as a Full Member	Re-Joining and Upgrade Fee	\$480.00

\* This fee reduces to \$480.00 for the second and all other applicants for membership living at the same residential address.

All fees in the above "Other Fees" table include the Annual Subscription for the year in which the fee is applied but there is no allocation of Accommodation Vouchers associated with payment of these fees.

## SCHEDULE 2

### RASCAL Lodge Rules

RASCAL is much more than an affordable, conveniently located and comfortable lodge with the best views in Jindabyne. RASCAL is first and foremost a collection of people with diverse interests and backgrounds who share a common love of the Snowy Mountains. Together, we as members of the club enjoy a range of obvious benefits—the lodge is a perfect base from which to venture out on the snow, to seek that elusive prize trout, to pedal that mountain bike across the high country, to explore new walking tracks or to relish time to relax on the deck with a glass of wine in the company of new and old friends. But with those benefits come a set of responsibilities for protecting and maintaining the lodge and ensuring the safety of ourselves and other members. Those responsibilities are summarised here as rules with simple common sense guidelines that we as club members agree to abide by.

#### **1. Observe the check in/out time and your room allocation**

- Rooms are allocated a few days prior to your arrival and emailed as a Room Allocation Table. When you arrive please take only the room(s) allocated to you and your guests. There is a fridge shelf and kitchen draw associated with your room.
- Check in time is 5pm, though you are welcome to use the lodge facilities during the day that you check in. If your assigned room is unoccupied, feel free to move in!
- Check out time is no later than 5pm.

#### **2. Ensure the safety and security of everyone staying at the lodge**

- Ensure the foyer door is closed and locked at all times.
- The door lock code is only for the use of members and guests booked into the lodge.
- If you are the last to leave, check that all external doors are locked and windows closed.
- Be aware of the location of fire exits and fire extinguishers.
- Be aware that the fire alarms may be set off by burning toast or sprays of deodorant or hairspray can and a visit by the fire brigade may incur a cost to the club.
- Keep halls and exit doorways free of clutter.
- Smoking is only permitted in the designated outside smoking area (near the apricot tree).
- Ensure no fires are lit for cooking or entertainment on RASCAL property.
- Do not use unauthorised heaters or other unsafe appliances.
- Pets are not permitted either in the Lodge or on the property.
- When using or leaving items in the shed members are asked to be considerate of others equipment and the safety of other shed users. The shed must be kept locked at all times. Members must remove any personal items from the shed at the end of their stay.

#### **3. Assist with the cleaning and maintenance of the lodge**

The lodge belongs to all of us so please keep the communal areas clean and tidy:

- Take care that your shoes and belongings do not track dirt into the lodge.
- Leave the communal areas clean and accessible for other guests. Wash, dry and place in the cupboards all kitchen items you and your guests use. Clean the BBQ after you use it. Wipe down the washroom basins.
- Leave your room clean and neat when you vacate the lodge: vacuum, ensure the ladders and bunk-bed roll out bars are in place, fold up doonas and stack pillows. Ensure the windows and curtains are closed.

- Leave the lodge clean and tidy for arriving guests. The lodge is commercially cleaned weekly in winter and monthly at other times. Your contribution to maintaining a clean lodge is essential. Share the tasks with other lodge users:
  - Give the kitchen or foyer floors a sweep.
  - Top up the paper towels.
  - Vacuum the lounge
  - Wash and dry the tea towels.
  - Empty a bin.
  - Re-stock toilet paper rolls.
  - Clean a toilet.
  - Do any little job that will keep our lodge tidy.

#### **4. Assist the club to conserve energy.**

Energy costs are an increasingly large burden for the club so where you can, save energy:

- The building heating is simple and efficient, with clear instructions to turn it off and on. It works best with the doors and windows closed! Please do not attempt to make adjustments to the temperature setting.
- Similarly, the summer cooling can be turned on an off by following the simple instructions. It works best with doors and windows open!
- Turn off lights when you're not using them.
- Turn off the drying room heaters in the morning. Use the outside clothes line to dry items whenever possible.
- Keep showers as short as possible.

#### **5. Be considerate of others.**

Children, teens and even adults can sometimes forget that we are sharing the lodge with other members and guests and that noise travels:

- Keep internal and external noise to a reasonable level and to a minimum after 10 pm and before 7 am.
- Use head/ear phones for radios, smart-phones, iPads, iPods and the like or check with other guests before you share!
- By long standing agreement of our members, TV is not permitted in the Lodge.
- Cooperate with other lodge users to follow these rules. Refer any issues to committee members staying at the lodge or contact the Rascal office manager or president. Notify the office manager of any false fire alarms, maintenance and safety issues.

#### **6. Car Parking Allocation.**

The lodge allocates one car park per room.

Adopted by resolution at the Committee Meeting 17 March 2014, updated 07 October 2017