

HOUSEKEEPING

ACCOMMODATION & LAKESIDE HALL VACATION TIMES

All groups using the site are requested to vacate –

- Weekday groups - accommodation by 9am on day of departure
- Weekend groups - accommodation by 3pm on day of departure (unless advised otherwise by Elim management)
- All groups - meeting rooms by lunch time on day of departure

PACK UP PROCEDURES - ACCOMMODATION

- Shake blankets, fold and place them neatly on the bed with the pillow on the top or place in the wardrobe if there is one
- Remove all property from the floor, under the mattress, behind doors and curtains (all lost property is donated to charity within one month)
- Remove any rubbish & place in nearest wheelee bin (or recycling bin) located near rooms 3, 6, Lakeside Hall, Lakeside amenities, BBQ area
- Close all windows and return any keys to Elim staff (kitchen or reception)

PACK-UP PROCEDURES - LAKESIDE HALL

- All tables and chairs need to be returned to their original place (use trolley provided)
- Data projector, OHP, microphones, microphone stands and leads need to be placed back in the sound room (room 2)
- Remove any rubbish & place in nearest wheelee bin (or recycling bin) located near rooms 3, 6, Lakeside Hall, Lakeside amenities, BBQ area
- Sweep hall with equipment provided
- If extra equipment has been borrowed, please return to reception. (A fee may be incurred if the above are not adhered to)

LAUNDRY

2 guest laundries are located as follows –

- Surfside amenities – commercial washing machine (free, including the washing powder), dryer (2 x \$1 coin operated)
- Lakeside amenities – 2 household washing machines (free, including the washing powder), dryer (2 x \$1 coin operated), 2 irons and 2 ironing boards

CLIENT BEHAVIOUR

Camp Elim's rules are posted on the

- "Treat others as you would like to be treated" – Jesus
- Leave Camp Elim as tidy and in as good repair as you found it
- Please be considerate to others using Camp Elim
- Basketball and table tennis are NOT to be played before 8am
- Please – NO outside noise after 10.30pm
- No boys in girl's rooms, no girls in boy's rooms. Please respect each other's privacy
- Sand and seaweed to be washed off outside. There are taps and showers down the drive, outside Surfside and Lakeside amenities and at the BBQ
- Please do NOT drag chairs or tables across the floor. Please lift them (tables need 2 people) or use the trolley provided
- Untidy accommodation will attract a surcharge of \$25 per room
- Any damaged or lost Camp Elim property is to be paid for, by you or your group
- Camp Elim promotes a smoke free environment. Smoking is not permitted in any building or designated work area
- No alcohol or drugs are to be brought to, or consumed on Camp Elim property