

### **MBS In-House Accommodation Facilities and Rules:**

Accommodation is available on Level 3 of Melbourne Business School. These are basic single occupancy rooms, with a double bed, desk and ensuite bathroom, but comfortable for our Senior Executive MBA students when they are in residence. **Linen, towels and Wi-Fi access** are included. Please refer to your individual IT logins and Wi-Fi set up procedures in your orientation pack. Meals and cooking facilities are not included, although there are numerous options available within a one-block radius for students to purchase breakfast, lunch and dinner, including the MBS café. Students will have free access to an espresso-style coffee machine in the Student Lounge during class days.

- **Check-in/Check-out times**

Please note our standard check-in time is 2:00pm and checkout time at 9:00 am.

- **MBS Café**

When regular classes are held, the café opens from 8.00am to 8.00pm, Monday to Thursday and Friday, from 8.00am to 2.30pm.

- **Non-Smoking**

Please note that all the rooms and MBS property are non-smoking. There is one designated smoking area in the Courtyard.

- **Hotel Access Card**

For those who have reserved the MBS in-house accommodation, please make sure to carry your Hotel Access Card everywhere because Courtyard doors and front doors are locked at the following times:

- Monday to Friday, 10.00pm to 7.00am
- Saturday to Sunday, 7.00pm to 7.00am

*\*\*If you get locked out, there is a red buzzer at the main front door and a swipe pad at the Courtyard doors for assistance.*

- **Wi-Fi set up/procedure**

Please refer to your designated IT login information and instructions on how to set up Wi-Fi at MBS, enclosed in your Orientation pack.

- **Laundry**

There is in-house laundry on the 3rd floor opposite room 310. Washing machine, dryer and ironing facilities are available. Please, as a courtesy to other residents don not use the laundry prior to 8.00am or after 10.00pm.

Same day Dry Cleaning service can be arranged by requesting at the front reception desk.

- **No Cooking Facility**

There are no cooking facilities available in the bedroom. There is a fridge and microwaves in the café for student usage.

- **Emergency Procedures**

Be sure to read the emergency procedures located on your bedroom door and in the bedroom compendium and in the event of an emergency please respond to warning tones and follow the directions of MBS Fire wardens.

- **Maintenance or OHS issues**

Please report all bedroom maintenance or any OHS issue to reception.

**MBS address:**

**200 Leicester Street, Carlton, VIC 3053, Australia**

**T: +61 3 9349 8400**