

538 Collins Street, Melbourne, VIC. 3000
P: (03) 9614 8632 W: city.cyc.org.au E: citygroups@cyc.org.au

CAMP ORGANISER'S CHECKLIST

<input type="checkbox"/>	<p>ARRANGE TO VISIT CITY CYC If you haven't already done so, come and have a look around City CYC. This will help you understand our location in the city, the venue layout, room allocations, dining room set-up, etc. Please contact us first to arrange a suitable time. If it is not possible to visit, please ring or email our Groups Coordinator who will happily assist you with any queries you may have.</p>
<input type="checkbox"/>	<p>PLAN YOUR PROGRAM Make use of our online resources at www.city.cyc.org.au and/or email citygroups@cyc.org.au to discuss your program options with our Groups Coordinator. Please factor the following times into your program schedule: Arrival Time: after 11.00am (access to accommodation rooms is after 2.00pm to allow for cleaning) Departure Time: before 10.00am If required, luggage storage is available from 9.30am on the day of arrival, and until 3.00pm on the day of departure Meal Times: Breakfast – 7.30am or 8.00am, Dinner – 5.30pm or 6.00pm Packed Lunches will be provided daily (excluding the day of arrival) and will be ready for your group to collect after breakfast.</p>
<input type="checkbox"/>	<p>BOOK YOUR ACTIVITIES Do this as soon as possible. Some attractions are very popular and often need to be booked several months in advance. If you have any queries, or would like some program ideas, please contact our Groups Coordinator.</p>
<input type="checkbox"/>	<p>BOOK YOUR TRANSPORT We recommend travelling to/from City CYC by train where possible. Southern Cross Station is a short three-minute/230 metre walk along Collins Street. If travelling by coach please note that there is no coach drop-off point directly outside the City CYC building. There are some short-term coach parking bays within a short walking distance of City CYC. Please note, City CYC has no on-site car parking.</p>
<input type="checkbox"/>	<p>APPOINT CAMP PERSONNEL Camp Leader to liaise with our Groups Coordinator regarding program, security, final paperwork, etc. Meals Coordinator to liaise with our kitchen staff regarding special diets and meal procedures. This person should not be the Camp Leader, if possible. First Aid Officer with adequate first aid/CPR training. Please ensure your group brings all necessary student medical records and a First Aid Kit to camp.</p>
<input type="checkbox"/>	<p>10 DAYS PRIOR TO CAMP Please send the following documents to City CYC:</p> <ul style="list-style-type: none"> • Dietary Requirements Form* • Meal Schedule* • Transport Arrangements Form* • Room Allocation List* • Camp Program <p>* Our Groups Coordinator will send these documents to you approximately 1 month prior to your stay.</p>
<input type="checkbox"/>	<p>ON ARRIVAL AT CITY CYC Please call the City CYC office when your train/coach arrives in the city. Our Groups Coordinator will meet the Camp Leader in the building lobby and provide building access instructions. Once settled in your function area, a City CYC staff member will conduct a safety briefing with your group and will present the Camp Leader with an information pack, including security access tags.</p>
<input type="checkbox"/>	<p>END OF CAMP Please complete the necessary paperwork and return the information pack and security access tags to the City CYC office prior to your departure at 10am. If you would like to enquire about re-booking please speak with our office staff. An invoice will be prepared for the balance of payment and forwarded to you within a few days. This invoice is required to be paid within 7 days.</p>

ABOUT CITY CYC



City CYC is a 200 bed group accommodation facility situated in a beautiful heritage-listed building in the heart of Melbourne's CBD.

Built in 1910, the building was the headquarters for the New Zealand Loan & Mercantile Agency. The agency was established for the wool growers of Australia, to act as agent for the transport and sale of the wool clip to local and overseas markets.

The building has recently been fully re-furbished, opening to groups in April 2013. The renovation included a high quality fit-out using contemporary fixtures and fittings, whilst retaining many of the striking architectural features of one of Melbourne's most historical buildings.

The venue operates over four levels, including an entrance lobby off Collins Street, a dining room with sweeping views, and accommodation (48 stylish rooms, all with ensuites). Several groups can be accommodated in the venue at one time.

City CYC is operated by Christian Youth Camps Limited who have been providing quality group accommodation and programs in Victoria for over 60 years.

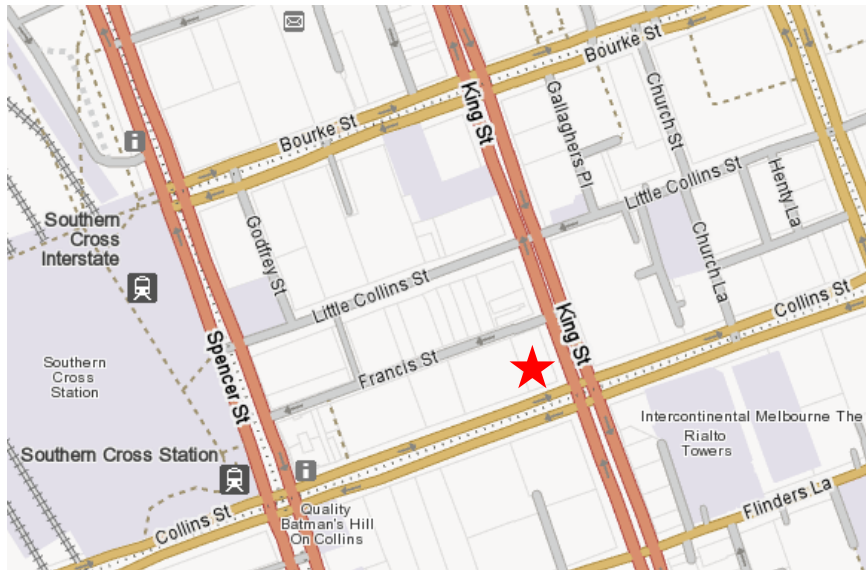
CYC operates four other venues in Victoria – Phillip Island Adventure Resort, The Island, Forest Edge and Adanac – where it runs school holiday camps and youth leadership training events.

More information about CYC Ltd can be found on their website www.cyc.org.au



LOCATION

City CYC is conveniently located at 538 Collins Street, right on the corner of King Street. The Rialto Towers and the Stock Exchange building are on opposite corners.



GETTING AROUND

Walk : City CYC is an easy walk to many of Melbourne’s city landmarks and educational attractions

Tram: City CYC is 160m / 2-minute walk from Tram Stop 1 (cnr Collins St & Spencer St). Trams from this stop move within the “Free Tram Zone” and beyond

Train: City CYC is 230m / 3-minute walk from Southern Cross Station. This is the major railway and transport hub for Melbourne

THINGS TO DO

Some of the most popular places to visit include:

Australian Centre for the Moving Image (ACMI)	www.acmi.net.au
Eureka Skydeck	www.eurekaskydeck.com.au
MCG & National Sports Museum	www.nsm.org.au
Melbourne Museum	www.museumvictoria.com.au/melbournemuseum
Melbourne Sports and Aquatic Centre (MSAC)	www.melbournesportshub.com.au/msac
Old Melbourne Gaol	www.oldmelbournegaol.com.au
Parliament House	www.parliament.vic.gov.au/visit
Queen Victoria Market	www.qvm.com.au
Shrine of Remembrance	www.shrine.org.au
State Library of Victoria	www.slv.vic.gov.au

For a more comprehensive list of all the great things to do in Melbourne, please contact our Groups Coordinator at citygroups@cyc.org.au.

VENUE FACILITIES

Accommodation Rooms

City CYC has 48 stylish accommodation rooms with a maximum capacity of 200 guests.

There are 11 **teacher rooms**. These rooms are twin share (two single beds) and each room has an ensuite attached.

There are 37 **student rooms**. These rooms vary in capacity from 4 to 6 people, all with single beds and/or bunks, and each room has an ensuite attached.

The accommodation rooms are located over four levels, allowing several groups to stay onsite at one time. Please refer to the floor plans detailed later in this guide. Your group will be allocated an accommodation area with teacher and student rooms based on your anticipated final numbers. This area is secured with key tag access. Our Groups Coordinator will send out room allocation lists approximately 1 month prior to your stay.



Bedding

All bedding is supplied (sheets, pillow, pillowslip, quilt and quilt cover, towel).

Dining Room

Located on level one with sweeping Collins Street views through magnificent arched windows, the dining area has been designed to enable groups to enjoy the ambiance of a grand dining room.

Meals are served from a central buffet area. The room is set-up to enable several groups to comfortably dine together at one time.



Function Room

Each group staying at City CYC will be allocated its own dedicated function room secured with key tag access. This area is ideal for day or night time activities, workshop space, study sessions, watching movies, or social events.

Function rooms are air-conditioned, fitted with couches and occasional furniture, and are set-up with a 55" TV, blu-ray/dvd player, Apple TV, and media connections. All areas have access to City CYC's free wi-fi service.

Each function room has a 24-hour tea and coffee area for teachers/adults, including a bar fridge and microwave.



VENUE PROCEDURES (in alphabetical order)

Air Conditioning

All rooms have a reverse-cycle air-conditioning unit. This can be manually controlled (mode, temperature, fan speed) for individual room comfort. All units will automatically switch off during the night.

Alcohol

Alcoholic beverages are not permitted on the premises unless approved by City CYC management.

Arrival Time

Arrival time at City CYC on the first day is after **11.00am** (unless otherwise arranged).

Arrival Procedure

The **arrival procedure** is as follows:

1. Your Camp Leader rings the City CYC office when your train/coach arrives in the city (after 9,30am).
2. City CYC Groups Coordinator will meet your Camp Leader in the Collins St entrance lobby and provide building access instructions.
3. Your school group arrives in the lobby in group sizes no larger than 40 people (5 minutes apart).
4. City CYC staff will pack the luggage onto trolleys and move it up to your allocated function room (or to the luggage storage area if you are arriving prior to 11.00am).
5. As the lobby is a public area, your school group needs to move quickly out of this area and either go onto off-site activities or go up the stairs to your allocated function room (after 11am) for welcome and safety briefing
6. To allow for housekeeping, schools can access their accommodation rooms **after 2pm** on the day of arrival.
7. Schools storing their bags on arrival are asked to come back to City CYC **before 4pm** so City CYC can conduct a safety briefing prior to dinner.

Please note, to allow for housekeeping, toilet facilities are not available at City CYC before 11am. Public toilets are located at Southern Cross Station.

Audio/Visual Equipment

Each function room is set-up with large TV screen/s, blu-ray/dvd player and Apple TV. All media connections are HDMI (you will need to bring your own adaptors, if necessary) and a basic instruction sheet is provided.

Building Access (Stairs & Lifts)

Your school group is to access and move around the building using the main stairwell. This is accessed from the Collins St entrance behind the lifts. The main lift is small and only suitable for use by teachers/adults and students with mobility issues.

Building Security

The building is secured to ensure that several groups can stay onsite at one time. Levels are accessed via the stairs (or lifts) using the security access tags (fobs) given to all teachers/adults in your group. To maintain this security it is essential that the stairwell doors remain closed at all times. Bedroom doors are not locked, but teachers rooms can be locked (accessed using a fob) if required for security of personal items.

Car Parking

City CYC does not have any on-site car parking.

The closest day-time car parking is available at Secure Parking 522 Flinders Lane www.secureparking.com.au/car-parks/australia/vic/melbourne/522-flinders-lane

The closest overnight car parking is available at Harbour Town Docklands www.harbourtownmelbourne.com.au/docklands-parking.html

Caretaker

City CYC has a Caretaker who lives on-site and is available in the event of an emergency to assist with evacuation procedures.

Coach Parking

There are no coach parking bays directly outside the City CYC building. The nearest short-term coach parking bays are located at:

- **Spencer Street** – outside The Great Southern Hotel
- **Flinders Lane** – outside the Holiday Inn
- **Little Collins Street** – outside the Stella Maris Seafarers' Centre

A flyer detailing these coach short-term parking locations will be forwarded to your group by our Groups Coordinator prior to your stay. It is recommended that this flyer be forwarded onto your coach/bus company so they can plan their travel route into the city.

Students and teachers are required to carry their own luggage to/from the coach parking bay to the City CYC entrance lobby, so it is best to keep your luggage to a minimum.

Departure Day

To assist with housekeeping it would be appreciated if your group strips the linen from used beds and places it in the laundry bags provided. The procedure is detailed on the back of the door in each room.

All areas should be left tidy with rubbish placed in bins provided.

Teachers/adults should complete a final inspection of all of your accommodation and function rooms prior to departure, ensuring all personal belongings and equipment have been collected. Please notify City CYC staff of any damage or missing items/property.

Departure Time

Departure time from City CYC on the last day is **before 10.00am** (unless arranged otherwise).

Departure Procedure

The **departure procedure** is as follows:

1. City CYC staff will provide trolleys in the function room for your group to load their luggage onto on the morning departure.
2. If your school is departing the city directly after breakfast then City CYC staff will move the luggage downstairs to the entrance lobby as soon as you are ready to leave.
3. If your school is staying on in the city, City CYC staff will store the luggage until your group returns (no later than 3pm).
4. Your Camp Leader rings the City CYC office when your school group is 10 minutes from returning and City CYC staff will move the luggage down to the entrance lobby.
5. Your school group returns to the lobby in group sizes no larger than 40 people (5 minutes apart) to collect luggage and move out to your transport pick-up spot.
6. Please note that the lobby is a public area and your group needs to move quickly out of this area.

To allow for housekeeping, toilet facilities are not available at City CYC after 10am. Public toilets are located at Southern Cross Station.

Dining Room

The dining room is set-up so that several groups can comfortably dine together at one time. Meals are served from a central buffet area. Groups are required to clear their own tables at the conclusion of each meal onto the trolleys provided. City CYC staff will then wash the dishes, clean the dining area, and re-set the tables ready for the next meal. It is essential that your group provides adequate adult supervision at all meal times for the duration of your stay.

Emergency Phone Numbers

City CYC (diverted to Site Manager after hours)	9614 8632
Fire	000
Police	000
Ambulance	000
Local Doctor – 563 Bourke St, Melbourne	03 9654 6088
Hospital – The Royal Children’s Hospital	03 9356 5522
Poisons Information	131 126

Emergency Procedures

Upon arrival, a City CYC staff member will conduct a short safety briefing with each group explaining the emergency procedures. It is important that all guests familiarise themselves with the location of fire exits and be aware of emergency procedures. Emergency exit procedures and maps are posted throughout the facility.

Emergency Alarm

The building is fully fitted with an interconnecting alarm system covering all levels. In the event of fire, an alarm will automatically be triggered, emergency services called, and evacuation procedures will commence.

Ensuite/Bathroom

Each accommodation room has its own ensuite/bathroom which includes a shower, toilet and vanity basin. Towels and a bathmat are provided.

Toiletries and hair dryers are not supplied and need to be provided by guests.

The ensuite/bathroom has an automatic 24-hour fresh air flow system. There are no manual fans. Some bathrooms also have a sensed light (no manual light switch) which turns on/off when you enter/exit the bathroom. Closing the bathroom door will ensure the light does not come on unnecessarily.

Fire Fighting Equipment

Extinguishers, fire hoses and smoke detectors are essential in a multi-level building and are located throughout the facility. These should not be tampered with or removed. Negligent behaviour, particularly the intentional setting off of a fire alarm or sprinkler, will incur a significant financial cost to you or your group.

First Aid

The supply of first aid equipment and administering first aid is the responsibility of your nominated First Aid Officer. Please report any injuries sustained on-site to City CYC office staff.

Final Paperwork

Your Camp Leader will be provided with an information folder upon arrival at City CYC. This folder includes a costing sheet on which your Camp Leader is to provide the final number of students and teacher/adults who attended the camp. This costing sheet will then be used to prepare your final invoice which will be forwarded to your school within a few days. This invoice is required to be paid within 7 days.

The information folder (with completed costing sheet and evaluation form) and all security access key (fobs) must be returned to the City CYC office prior to your 10am departure. Non-returned fobs will be charged to your final invoice at a cost of \$20 per fob.

Fire/Smoke Doors

The doors throughout the facility (including bedroom doors) are designed to be closed at all times to prevent the spread of fire/smoke in the case of a fire.

Group Responsibilities

Common sense and care should be taken throughout the facility. Running anywhere indoors is strictly prohibited. Groups should be reminded to respect other groups staying on-site, city street pedestrians and Ground Floor building tenants, and all facility equipment and property. Noise levels should be kept to a minimum, particularly after 10pm. All breakages and losses to City CYC equipment or property should be reported to a City CYC staff member. Evidence of negligence will result in the group being invoiced for any damage caused.

Luggage Policy

Due to the location and layout of our venue, when your group arrives in our ground floor lobby City CYC staff will move your luggage onto trolleys and up to your accommodation level, and down again at the end of your stay.

Therefore, for health and safety reasons, City CYC has a **luggage limit of a maximum of 7kg weight/50cm length**. Please note, City CYC staff are not able to handle bags that exceed this size/weight limit. Oversized and heavy bags will need to be moved to/from accommodation areas by students/teachers.

Your group will also need to need to carry the luggage to/from your transport stop, so it's best to keep luggage to a minimum. Our recommendation is that students use their school backpack as the best option for their luggage.



Students/teachers also need to bring a small day pack for carrying their packed lunch, water bottle and other items for daytime activities.

Meals Coordinator

Prior to arriving at City CYC, each group must nominate a “Meals Coordinator”. It is recommended that this person not be the Camp Leader.

The “Meals Coordinator” is required to liaise with our Dining Room Host regarding meal procedures and take responsibility for the distribution of meals to students with special diets. Upon arrival at City CYC, the Meals Coordinator is asked to meet with our Dining Room Host/Kitchen Staff so that all dietary requirements and meal times can be discussed and confirmed.

Menu

City CYC provides a range of delicious and nutritious meals from our in-house kitchen. A menu is set each week for all groups staying on-site. The menu includes:

- **Breakfast:** orange juice, cereals, toast and a hot meal (e.g. bacon and eggs, ham and cheese croissants, spaghetti on toast)
- **Lunch:** pre-ordered packed lunches including fresh rolls with assorted fillings/spreads or fresh scrolls with assorted fillings, fresh fruit, morning tea and afternoon tea snacks and water
- **Dinner:** two-course buffet-style meal. Main courses include roast chicken, pasta bolognese, chicken parmigiana, Mexican tortillas, and are served with vegetables or salad. Desserts include mixed berry cheesecake, chocolate mousse, apple pie.

Unless otherwise arranged, dinner will be the first meal. Groups are required to provide their own packed lunch on the first day.

Meal Times

Meal time options are as follows:

- **Breakfast:** 7.30am or 8.00am
- **Packed Lunch:** will be prepared and ready for your group to take after breakfast (a lunch on-site can be provided, if preferred)
- **Dinner:** 5.30pm or 6.00pm

Our Groups Coordinator will forward a Meal Schedule form to your group approximately 1 month prior to your stay.

Meal Service

Meals are served in the Dining Room from a central buffet. Several groups can comfortably dine together at one time. Tables will be easily identified with each school/group name.

Groups are required to clear their own tables at the conclusion of each meal onto the trolleys provided. CYC City staff will then wash the dishes, clean the dining area, and re-set the tables ready for the next meal. It is essential that your group provides adequate adult supervision at all meal times for the duration of your stay.

Noise

Due to our location, it can be quiet noisy particularly at night. So if you are a light sleeper it might be a good idea to consider bringing ear plugs!

Office/Reception Hours

The City CYC office/reception area is open Monday-Friday from 9.00am until 5.00pm. If this area is unattended, please see our Dining Room/Kitchen staff.

Packed Lunches

A packed lunch will be prepared each morning ready for your group to collect after breakfast. These pre-ordered lunches include fresh rolls with assorted fillings or spreads, fresh fruit, morning and afternoon snacks, and water.

A "School Lunch Order" sheet is provided in the Information Folder on arrival and needs to be handed to our Dining Room Host at dinner on the first night.



Packed lunch with rolls

Personal Belongings

We recommend a policy regarding bringing money, portable music players, mobile phones, computer tablets and other electronic devices to camp be communicated to your students and parents prior to your arrival at City CYC. Where such items are allowed, it must be understood that City CYC takes no responsibility for the loss or damage of personal belongings on site.

Re-Booking

Re-booking arrangements can be made with City CYC's office staff during your stay. Due to our large number of bookings up to three years in advance, it is highly recommended that you indicate your intention to re-book prior to departure so that your preferred dates can be secured.

Special Dietary Requirements

Our kitchen staff are able to cater for dietary requirements provided adequate notice is given. It is essential that your group is very clear about all dietary requirements so that every guest has a happy and healthy stay.

Our Groups Coordinator will forward your group the link to our "Dietary Requirements" online form approximately 1 month prior to your stay.

All students at risk of Anaphylaxis (severe allergic reaction) must provide the City CYC office with a copy of their Anaphylaxis Action Plan prior to their stay. If this is not provided, City CYC is unable to provide that student with any food until permission is granted from the student's parent or guardian.

CYC is strictly a "no nuts" venue. Please do not bring any food items onto the premises that contain peanuts or tree nuts (ie peanut M&M's, Snickers bars, muesli bars, etc.).

Storing Luggage

Secure luggage storage is available for groups from 9.30am on the day of arrival and until 3.00pm on the day of departure. Alternatively, Southern Cross Station provides free luggage storage facilities for groups travelling to/from the city by train (ph. 03 9619 2588).

Unfortunately, to allow for housekeeping, we are unable to offer access to toilet facilities at City CYC prior to your booked arrival time or after your booked departure time. There are public toilets located at Southern Cross Station.

Security

Security is paramount at City CYC. All areas of the building are secured.

Your group will be allocated its own secure accommodation and function area, and each teacher/adult is issued with a security access tag (fob). It is highly recommended to keep your security access tag with you at all times. Students are not issued with security access tags and so will not be able to enter the venue or access your allocated accommodation area/function room without a teacher/adult present.

Students must not be on-site without a teacher/adult present.

Students must be supervised at all times when moving throughout the building. If your group is staying on multiple levels your teachers/adults will need to coordinate students moving between levels to ensure security is maintained.

The building's front door (Collins Street entrance) is locked daily from 7.00pm to 7.00am. The lifts and stairwell doors are locked 24x7 and are only accessible with a security access tag.

A full-time Caretaker lives on-site and the exterior of the building is patrolled regularly by a security firm.

Self-Catering

City CYC does not provide self-catering facilities. For health reasons, food and beverages purchased outside the venue are not permitted to be brought onto the premises.

Smoking

Smoking is strictly prohibited in all areas of the building.

Stripping Beds

At the end of your stay, please assist our housekeeping staff by stripping all used beds as instructed in the Information Folder provided on arrival.

Tea/Coffee

Each function room has a 24-hour tea and coffee area for adults. The kitchenette also has a basic cleaning kit for small spillages/sanitary issues. Please notify our staff of any other cleaning requirements.

What to bring

- A small bag for luggage (see "Luggage Policy")
- Clothing and toiletries, including comfortable shoes for city walking
- Day Pack for carrying lunch and other items for day activities – REMEMBER to have your lunch on the first day in this pack, not in your luggage
- Water Bottle

Please remember to clearly label all personal belongings.

All bedding is provided by City CYC (sheets, pillow, pillowcase, quilt and towel). Your group is not required to bring sleeping bags or pillows.

Visitors

For security reasons, all visitors/parents must contact your Camp Leader directly to arrange access to the venue. City CYC staff are not able to arrange access. Please advise visitors/parents of your Camp Leaders mobile contact number prior to their arrival at City CYC.

Costs for day visitors do apply, please contact our Bookings Administrator for further details at cityadmin@cyc.org.au.

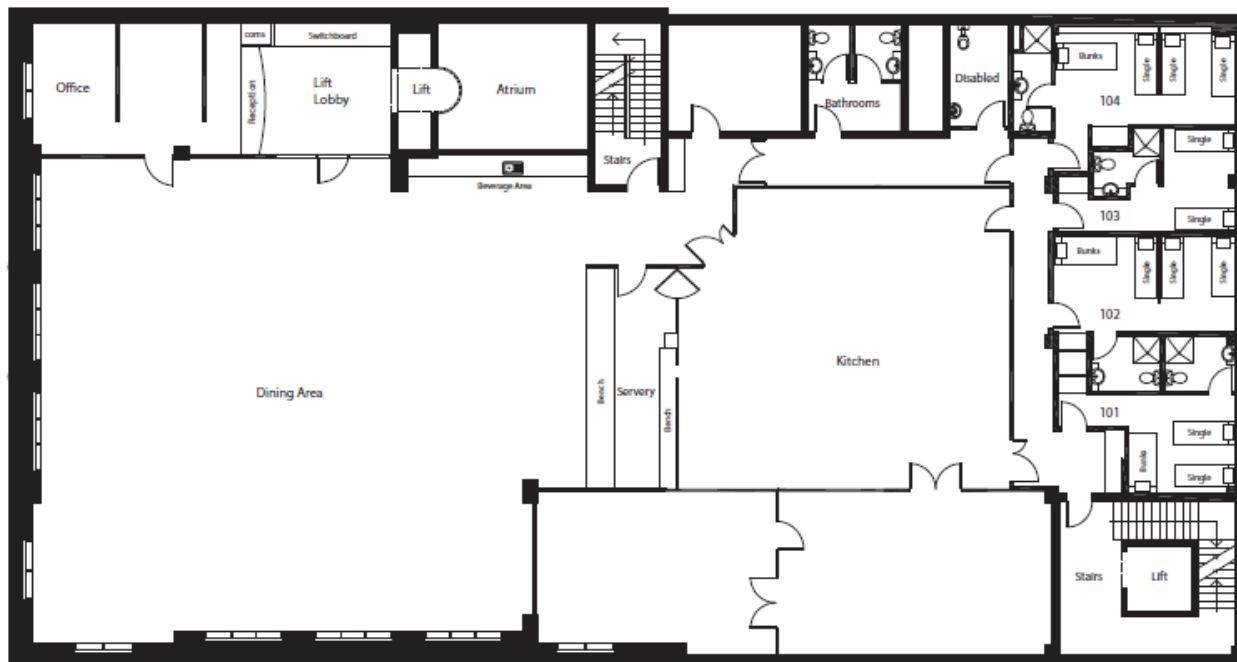
Wi-Fi/Internet access

All areas have access to City CYC's free wi-fi service.

ACCOMMODATION LAYOUT

City CYC operates over four levels. Each level can be secured allowing for several groups to use the facility at one time. The floor plans are indicative of the layout of each level and room capacity. All beds are single beds (including bunks). City CYC's Groups Coordinator will forward a room allocation sheet to your group approximately 1 month prior to your stay.

LEVEL 1



Room 101	4 Singles (includes 1 bunk)
Room 102	5 Singles (includes 1 bunk)
Room 103	2 Singles - TEACHERS ROOM
Room 104	5 Singles (includes 1 bunk)
Total	16

LEVEL 2



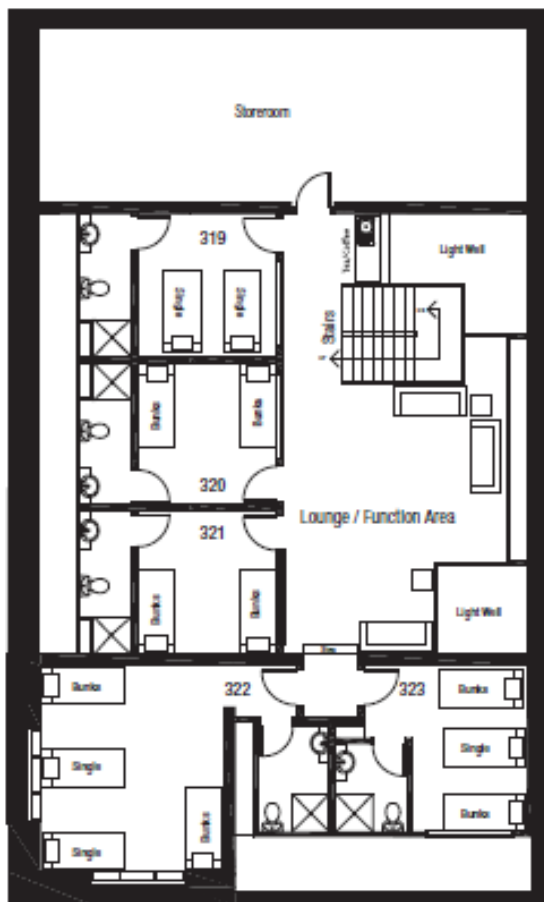
Room 201	2 Singles - TEACHERS ROOM
Room 202	4 Singles (includes 1 bunk)
Room 203	5 Singles (includes 1 bunk)
Room 204	6 Singles
Room 205	6 Singles (includes 2 bunks)
Room 206	5 Singles (includes 1 bunk)
Room 207	6 Singles (includes 2 bunks)
Room 208	2 Singles - TEACHERS ROOM
Room 209	5 Singles (includes 2 bunks)
Room 210	5 Singles (includes 1 bunk)
Room 211	5 Singles (includes 1 bunk)
Room 212	6 Singles (includes 2 bunks)
Room 213	6 Singles (includes 2 bunks)
Room 214	2 Singles – TEACHERS ROOM
Room 215	6 Singles (includes 2 bunks)
Room 216	2 Singles – TEACHERS ROOM
Room 217	5 Singles (includes 1 bunk)
Total	78

LEVEL 3



Room 301	2 Singles – TEACHERS ROOM
Room 302	5 Singles (includes 1 bunk)
Room 303	5 Singles (includes 2 bunks)
Room 304	4 Singles (includes 1 bunk)
Room 305	4 Singles (includes 1 bunk)
Room 306	4 Singles (includes 1 bunk)
Room 307	2 Singles – TEACHERS ROOM
Room 308	4 Singles (includes 1 bunk)
Room 309	5 Singles (includes 1 bunk)
Room 310	2 Singles – TEACHERS ROOM
Room 311	4 Singles (includes 2 bunks)
Room 312	5 Singles (includes 1 bunk)
Room 313	4 Singles (includes 1 bunk)
Room 314	5 Singles (includes 2 bunks)
Room 315	4 Singles (includes 1 bunk)
Room 316	5 Singles (includes 1 bunk)
Room 317	2 Singles – TEACHERS ROOM
Room 318	5 Singles (includes 1 bunk)
Total	71

LEVEL 3 MEZZANINE



Room 319	2 Singles – TEACHERS ROOM
Room 320	4 Singles (includes 2 bunks)
Room 321	4 Singles (includes 2 bunks)
Room 322	6 Singles (includes 2 bunks)
Room 323	5 Singles (includes 2 bunks)
Total	21

LEVEL 4



Room 401	4 Singles (includes 1 bunk)
Room 402	4 Singles (includes 1 bunk)
Room 403	2 Singles – TEACHERS ROOM
Room 404	6 Singles (includes 2 bunks)
Total	16