



**Residential Accommodation  
SAH Residence  
APPLICATION PACKAGE**

Package Valid to 30 June 2019

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## HOW TO APPLY FOR ACCOMMODATION

### To lodge a residential application, follow our 2 EASY STEPS...

**Please note:** Application Forms & payment of the Application Fee must be submitted a **minimum** of **2 weeks** before the proposed check-in date. Applications will not be processed until the Application Fee has been paid in full.



#### **Complete the Application Form.**

You will find the Application Form within this Application Package. Please complete all questions before submitting the form.



#### **Submit the Application Form and pay the Application Fee.**

Completion of these 2 steps must be done at least two weeks prior to the date you wish to check-in. Submission and payment for your application is made at SAH Residence reception.

**Please note:** applications will not be processed until the Application Fee has been paid in full.

Application Forms can be delivered in person, faxed, emailed or sent through the post. (Additional time beyond the two week requirement should be allowed where the form is sent by post.)

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**Payment of the Application Fee** can be made by Visa or MasterCard over the phone or by submitting the card details in an email to the Housing Services Manager. Payment by cheque, Eftpos or Credit Card can be made in person at the Residence reception desk. Cash payments are not accepted. Alternatively payment can be made by mailing a cheque/money order made payable to Adventist HealthCare Limited.

*There are no other options available for payment of the SAH Residence Application Fee.  
Following check-in payments are made via BPAY.*

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### **What happens after I submit the Application Form and pay the Application Fee?**

Following submission of a completed Application Form and payment of the Application Fee Residence staff will process the application. Once the application has been processed, successful applicants will be notified by email that their application has been successful and confirmation will be given for the date of check-in. Successful applications will also receive, as part of their confirmation of acceptance email, additional information about the SAH Residence which will be helpful in preparation for living within the Residence.

Unsuccessful applicants will receive a letter from the Housing Services Manager and a refund of the Application Fee.

### **Check-in days and times**

Applicants have the freedom to provide, on the Application Form, a preferred date for check-in which is suitable to their own plans. The preferred date will change to a confirmed date once an application has been processed and accepted.

Check-in is restricted to Monday through Friday between the hours of 10:30am and 3:00pm. Check-in is not available on weekends, public or Adventist HealthCare Limited gazetted holidays.

Overseas or long distance travellers will need to ensure their flights and/or travel plans line up with these check-in times, particularly the 3:00pm close-off. If travel cannot be arranged around our check-in trading hours the applicant will be required to pre-book a Guest room. Accommodation within the Guest room will occur until completion of check-in to the residential room.

Please note: Residential rooms will not be made available for occupancy until the check-in process has been completed.

### **I cannot meet the advertised Check-in days or time what do I do?**

As explained at "check-in days and times" above, if applicants cannot meet our check-in days or time we can provide accommodation within our Guest rooms. Guest room reservations are conducted as separate transactions from the residential application process and attract costs (min. \$50.00 per night) over and above the advertised residential accommodation Rate. A Booking Fee, or in some circumstances the full Guest room charge, is payable at the time of making the reservation. Guest accommodation is not guaranteed until payment of the Booking Fee has been made. As guest rooms are subject to availability reservations must be made in advance. Without the guarantee of the reservation applicants may find no accommodation is available to them on arrival at the SAH Residence.

Guest room keys, for guaranteed (paid) reservations, are then available to guests for their collection at the hospital's Security Department. Check-in to the residential room can then occur during our next business day.

### **What if I need to change my check-in date?**

If the check-in date needs to be changed, please notify Residence Reception as soon as plans change. Phone Reception on (02) 9487 9333. Reception trading hours are Monday to Friday 10:30am to 5:30pm except public holidays (reduced hours from 10:30am to 2:00pm may occur between 24 December and 7 January).

### **Payment of accommodation charges**

As part of check-in a minimum of 1 week's accommodation must be paid. Check-in cannot be completed until this payment has been made. It is then the resident's responsibility to ensure ongoing payments are paid when they are due. It is also the resident's responsibility to make note of rate increases and to change their payment amounts accordingly. Debts or arrears are strictly managed under the Resident Handbook where penalties can apply.

Once check-in is completed, ongoing accommodation payments are processed through BPAY. Personalised BPAY details will be provided as part of check-in.

Please Note: the accommodation credit paid as part of the Application Fee is to be held as a credit until Notice of Departure has been provided. At that time this credit can be utilised or it will be refunded with any Room Bond refund.

## GENERAL INFORMATION

### **How do I know the 'House Rules' and what happens if I break them?**

The Resident Handbook defines the SAH Residence 'House Rules'. As part of check-in residents receive a copy of the Resident Handbook. The Handbook includes a copy of the Occupancy Agreement signed at check-in between the resident and Adventist HealthCare Limited. The Occupancy Agreement legally provides residents with a license to occupy the SAH Residence building. With that license comes the responsibility to respect and adhere to the requirements set out in the Resident Handbook, regardless of whether the resident personally agrees with those policies/rules or not. By signing the Occupancy Agreement the resident is acknowledging they will uphold the Policy and requirements of the Resident Handbook and are aware they will be held accountable to the Resident Handbook rules.

In technical terms when the 'House Rules' are broken or disregarded, the individual is in 'Breach' of the Occupancy Agreement. Penalties, including monetary fines and termination of the Occupancy Agreement may apply where a Breach of the Resident Handbook occurs. Breaches to zero tolerance policies (for example, smoking or consuming alcohol within the SAH Residence or Hospital estate) will incur an immediate termination of the Occupancy Agreement.

The SAH Residence has unique policies in relation to its gender specific accommodation as well as smoking and alcohol within the building, so it is important that residents read through the Resident Handbook so they are familiar with its requirements and responsibilities. For full disclosure on all policies and requirements, please read the Resident Handbook. The Resident Handbook is available on a link at the following website:  
<http://www.sah.org.au/residence-accommodation-info>

### **Late Payment of Accommodation Charges**

It is important for the resident to initiate communication with the Housing Services Manager when payment of accommodation charges will not be met or paid on time. This communication will determine if an extension on the payment period will be granted or if penalties will be imposed.

The penalties for late payment are drawn from the Resident Handbook. These penalties can affect the resident's ability to live within the Residence. It is important that financial management is prioritised if the resident wishes to avoid enforcement of late payment penalties.

### **Invoices & Receipts**

Similar to a rental situation invoices for accommodation charges are not generated. The *SAH Residence: Schedule of Fees* (dated as current to the year of occupancy) is the official documentation which states the charge for accommodation within the SAH Residence.

Receipts will only be issued at the time of payment when a request for one is made.

### **Resident Handbook**

The SAH Residence is not bound by the *Residential Tenancies Act*. Successful applicants are granted a license to occupy a room within the Residence under the terms and conditions of the Resident Handbook and the Occupancy Agreement. The Resident Handbook outlines the "House Rules" of the Residence.

The Occupancy Agreement, which forms part of the Resident Handbook, is signed at check-in and establishes an acceptance of the requirements each resident will uphold while living in the SAH Residence. By signing the Occupancy Agreement at check-in the new resident is acknowledging that they will uphold the Policy and requirements set out in the Resident Handbook. Penalties apply where the Policy and requirements are not upheld by the resident.

Each resident receives their own copy of the Resident Handbook at check-in.

### **Resident Parking**

Parking for residents, staff and visitors across the entire Hospital estate is on a user pays basis. Pre-paid parking can be achieved through either an Annual Pass or a Parking Pass. Parking is managed through the hospital's Security Department. Application for, payment and issuing of parking permits is with Security. Please Note: No charge applies to vehicles which enter and leave the estate within a 15 minute timeframe.

### **Further Information**

Further information, including the Resident Handbook, is available through a link on the Adventist HealthCare website: <http://www.sah.org.au/residence-accommodation-info> alternatively contact the Housing Services Manager. Phone: +61 (0)2 9487 9330 or email: [residence.manager@sah.org.au](mailto:residence.manager@sah.org.au)

## **ADDITIONAL INFORMATION FOR AVONDALE NURSING STUDENTS**

### **Choosing Lake Macquarie or Sydney Campus?**

Avondale Bachelor of Nursing students have the option of studying, in the first year of study, at either the Lake Macquarie or Sydney campus. The second and third year of study is completed exclusively at the Sydney campus.

In most cases students have the option to choose which campus they would like to complete their first twelve months of study. Accommodation within the SAH Residence is available for all levels of the study program, into a New Graduate program and beyond, as required.

### **Residence Halls – Sydney Campus**

The Residence Halls for the Sydney Campus of Avondale College of Higher Education is the SAH Residence which is located on the Sydney Adventist Hospital estate. The Residence Halls are owned and operated by Adventist HealthCare Limited. Payment of accommodation on the Sydney Campus is to Adventist HealthCare Limited not Avondale.

Although Level's 1 & 2 of the SAH Residence building are primarily the Residence Halls for the Sydney Campus the SAH Residence is not a dormitory. The ebb and flow of residential life within the SAH Residence is on a 24 hour cycle where night and day do not define activities.

As the SAH Residence houses Avondale students, medical students from the University of Sydney, Doctor's and staff of the Hospital with their various rotating shifts it is important to remember that at any time of the day or night others may be sleeping while you are awake. For this reason respect for others and their sleeping needs is required within the Residence 24/7. Loud conversations, laughter and group fun activities should always be in consideration of the greater Residence community and their sleeping needs.

### **Sydney Campus – Do I need to move out during vacation periods?**

Within the Residence Halls – Sydney Campus students are entitled to their room from the time they check-in until they choose to provide 21 days' Notice of Departure through the Departure Package available at Residence reception. The length of stay can be during the course of study, into a new grad program or if you choose to stay, for employment at the end of your study.

Students hold three options (see below) for continuous accommodation, up until the date of graduation. Following the date of graduation, these options become void. However accommodation can continue under the basis of a non-student resident.

Student Accommodation Options:

1. **CONTINUOUS USE** - Students, who make the SAH Residence their home, can live continuously in their room during the mid-year and year-end vacation periods. Where no notification under Option 2 or 3 is received by Management, normal weekly rates will apply.
2. **STORAGE OPTION** - Students can choose NOT to pack-up and move out of their room during mid-year or year-end vacation periods. Through application with the Housing Services Manager arrangements can be made to place their room into "storage" which attracts a reduced rate (see Student Storage under the current Schedule of Fees for the rate). While a room is under "storage" the room key will be handed back to management and on return to the Residence, the room key will be re-allocated. Where students do not process their room into "storage", normal weekly charges will apply.
3. **RE-APPLICATION** - Where a student elects to process through a Notice of Departure, during the mid-year or year-end vacation periods by packing up and vacating their room, they will be required to complete and submit a new Application Form for EVERY re-entry into the SAH Residence. An arrangement can be made with the Housing Services Manager for the Application

Fee to be held (and not refunded) where a re-application is pending. This will reduce the processing requirements on re-application.

**What are my responsibilities as a student resident?**

As with all occupants of the SAH Residence there are responsibilities students must take which ensure the security and safety of everyone living within the building. Students are also bound by the requirements of the Occupancy Agreement and the Resident Handbook, a copy of which is issued at check-in or available at the following link: <http://www.sah.org.au/residence-accommodation-info>

Students can come and go with independence as if living in a flat or unit. Just like a rental agreement though, students are responsible for ensuring their accommodation is paid in advance during periods of absence, as required by the Resident Handbook policy.

**What if someone else is paying for my accommodation while I am a student?**

Management deems responsibility for all payment to be that of the resident, which in this case is the Avondale student. Residence management will not initiate communication with any third party who is either paying in full or supplementing payment of accommodation charges. The License to Occupy is granted to the student therefore all communication is directed by management to the student. It remains the responsibility of the student to communicate with any third party and to keep them informed about the requirements for payment in a manner that will ensure the third party does not create arrears. (This includes scholarships from Avondale and/or payments/arrangements through the South Pacific Division of the Seventh-day Adventist Church or its Conferences, Institutions or Entities.)

The SAH Residence Schedule of Fees outlines all charges within the SAH Residence and this Schedule should be supplied by the resident to any third party either paying or contributing payments toward accommodation charges. Please also note that the Schedule of Fees is reviewed annually. Residents should own the responsibility to advise the third party the date when payment is due and ensure payment is then made on time.

Although management do not initiate communication with a third party paying for student accommodation charges, the Housing Services Manager invites enquiries from third party sponsors. Within privacy requirements every endeavour will be made to supply financial information relevant to the enquiry.





# RESIDENTIAL APPLICATION FORM

## SYDNEY ADVENTIST HOSPITAL (Nurses) RESIDENCE

**APPLICANT DETAILS:** (where applicable, please tick or circle)

**SURNAME:** \_\_\_\_\_ **Given Name/s:** \_\_\_\_\_  
please print please print

Preferred Name as used by Family and Friends: \_\_\_\_\_  
please print

Your (Australian) Mobile Phone No: \_\_\_\_\_ Date of Birth: \_\_\_/\_\_\_/\_\_\_  
(Minimum age requirements apply)

Male  Female

Your email address: \_\_\_\_\_

Would you class yourself as:  An Introvert  An Extrovert  Inbetween

Are you a:  Non-Smoker  Smoker

Are you a current or pending employee of Adventist HealthCare Limited? Yes / No

If yes, list the department: \_\_\_\_\_

Please indicate (circle) if you fall into one of the following categories:  
Avondale Student / Medical Student / San Education / Clinical Placement (from another institution)  
Please Note: Applicants who are not employed by Adventist HealthCare Limited or students through our affiliates are required to purchase a Security ID Card for access into the Residence. Please refer to the Residence Schedule of Fees for the associated cost.

Please advise your source of income and total amount received per week:  
Source: \_\_\_\_\_ \$ \_\_\_\_\_ p.w.

If you have a vehicle which will be parked on the hospital estate, please provide the following:

Vehicle Make (eg Holden) : \_\_\_\_\_ Vehicle Registration Number : \_\_\_\_\_

Vehicle Model (eg Commodore) : \_\_\_\_\_

**EMERGENCY CONTACT:** (where applicable, please circle)

Should an emergency arise, who would you like us to contact?

Name: (please print) \_\_\_\_\_

Your relationship to this person: (They are your.....?)

Parent / Child / Sibling / Friend / Other (Specify) \_\_\_\_\_

Their address: \_\_\_\_\_  
City State Postcode

Country (if applicable): \_\_\_\_\_

Their Home &/or Mobile phone number: \_\_\_\_\_ / \_\_\_\_\_

**HEALTH:** (where applicable, please circle)

Do you have Ambulance cover? Yes / No

Do you have Private Health Insurance? Yes / No

Do you suffer from any of the following?

Asthma	Yes / No	Epilepsy	Yes / No
Diabetes	Yes / No	Heart Condition	Yes / No

Other: (please specify) \_\_\_\_\_

Do you require any assistance or special considerations from Residence management toward your personal Health Care plans? Yes / No

If YES please specify:  
\_\_\_\_\_

**ROOM OPTIONS:** (Please tick one preference only)

If the option is available do you have a preference for a:

- Sunny/warm room (full afternoon sun)
- Shady/cool room (morning sun or good ambient light)
- Room with a hand basin (additional charges apply - limited rooms available)
- Larger room (additional charges apply - please note there is only two rooms available)

Rooms are allocated by the Residence Manager in relation to vacancies which exist at the time of application.

Although your request will be considered, there is no guarantee that this request will determine allocation.

Do you have any health issues which require consideration for room placement? Please specify:

\_\_\_\_\_

**REFERENCE DETAILS:** (Please circle whatever is applicable - Rental or Personal)

Please provide one rental and one personal reference with this application. Where a rental reference is not obtainable please supply two personal referees.

Reference #1: Name: \_\_\_\_\_  
 This is a Rental reference  
 This is a Personal reference Phone: \_\_\_\_\_

Reference #2: Name: \_\_\_\_\_  
 This is a Rental reference  
 This is a Personal reference Phone: \_\_\_\_\_

**CHECK-IN DETAILS:**

This application must be lodged two weeks prior to the intended date of check-in.

Where two weeks prior notice cannot be given, the check-in date must be in consultation with the Residence Manager.

Check-in occurs: Monday to Friday 10:30am to 3:00pm. Check-in is not available on weekends or public holidays.

Check-in will not occur without prior confirmation of acceptance of this application.

**I would like to check-in to the Residence on** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

I understand that by making this application I have indicated that I will reside in the Residence for a minimum of 7 weeks. Should this not be the case I acknowledge that I will be retrospectively charged guest accommodation rates for the length of my stay or that I will be liable for 7 weeks accommodation charges. Whichever has the lowest cost.

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Return the completed Application Form in person or via email to: [residence.manager@sah.org.au](mailto:residence.manager@sah.org.au) together with payment of the Application Fee (which forms part of this application).  
Ph: (02) 9487 9333 between 10:30am and 5:00pm Monday to Friday**

**OFFICE USE:**

Application Fee paid? .....  Initial: \_\_\_\_\_

Referee's contacted? .....  Initial: \_\_\_\_\_

Application Accepted? Yes / No

If no, provide details: \_\_\_\_\_

If no, refund processed? .....  Initial: \_\_\_\_\_

If yes,

Occupancy agreement signed/Handbook given? .....  Initial: \_\_\_\_\_

Room Inventory signed? .....  Initial: \_\_\_\_\_

Room key issued? .....  Initial: \_\_\_\_\_

Key Register adjusted? .....  Initial: \_\_\_\_\_

Security ID Card issued? .....  Initial: \_\_\_\_\_

SAH Residence

# Schedule of Fees

1 January 2019 to 30 June 2019

## PART 1 — Residential Rooms — Minimum stay requirement = 7 weeks Residential Room Rates, Levy's & Charges

<b>Application Fee</b> — payable via Visa/MasterCard (only off-site payment option) or Eftpos at Residence Reception. <b>Payable at the time of submitting a Residential Application Form.</b> (Applications will not be processed without payment of this Fee) This Fee contributes to a Folio Credit which is held until Notice of Departure is received. (See 'Notes' at bottom of page.) <b>At check-in, the first weekly or fortnightly accommodation payments will need to be paid,</b> except for students in their first semester of occupancy. Students in their 1st residential semester will be under an instalment payment plan (refer to the Student Application Package for full details). Student residential semesters after the 1st semester are paid on a weekly or fortnightly basis. The Application Fee is made up as follows:- Room Bond= \$600.00 / Folio Credit= \$322.00	<b>\$922.00</b>
<b>Weekly Base Rate</b> —Add-on's may apply, see below (rate includes Laundry Levy)	<b>\$162.40</b>
<b>Add-On—Level 3 room with hand basin</b> (weekly charge to be added to the Weekly Base Rate)	<b>\$14.00</b>
<b>Add-On—Room 204 &amp; 353 larger room</b> (weekly charge to be added to Weekly Base Rate)	<b>\$21.00</b>
<b>Add-On—Room 203 ensuite room</b> (weekly charge to be added to the Weekly Base Rate)	<b>\$105.00</b>
<b>Change of Room Charge</b> - Payable at change of room approval.	<b>\$70.00</b>
<b>Guest in your room Charge</b> — per night (Maximum stay of 2 nights)	<b>\$5.00</b>
<b>Guest in your room - Mattress Deposit</b> (The deposit is refundable when mattress is returned to reception staff. Conditions apply.)	<b>\$20.00</b>
<b>Weekly Storage Charge</b> (Residents Only) - Per Bay	<b>\$7.00</b>
<b>Weekly Storage Charge</b> (Residents Only) - Per Room (+ Room Bond of \$600.00)	<b>\$77.00</b>
<b>Student Storage</b> —Per Day	<b>\$2.00</b>
<b>Replacement charge for Lost Room Key and/or Access Card</b> - Per Item	<b>\$30.00</b>
<b>Room and/or Building Access Charge</b> - During Reception Trading hours	<b>\$30.00</b>
<b>Room and/or Building Access Charge</b> - After hours (through Security)	<b>\$100.00</b>
<b>Under the Residence Car Parking Bays - Weekly Charge</b> Limit of 3 spaces. Application through Manager. (Includes estate parking.)	<b>\$16.80</b>
<b>Initial Security Access Card Charge</b> - for applicants not affiliated with AHCL	<b>\$30.00</b>
<b>Laundry Levy</b> (per week) - included in the Weekly Base Rate	<b>\$7.00</b>
<b>Estate Parking</b> - Refer to hospital Security Department for application & Fee structure. Phone (02) 9487 9988	

### NOTES:

- ◆ Accommodation charges are to be paid ahead of the charge period (paid a minimum of weekly in advance).
- ◆ The **Folio Credit**, payable as part of the Application Fee can be utilised as payment toward accommodation charges following lodgement of a Notice of Departure, or if unused at departure it will be refunded together with any Room Bond refund.
- ◆ Invoices are not produced for any accommodation charges.
- ◆ Individuals are responsible to know how much is due, when it is due and to maintain payments within requirements
- ◆ Receipts are only issued with Reception desk payment transactions.
- ◆ All Rates are subject to refund. Please refer to the Refund Policy in the Resident Handbook or speak with the Housing Services Manager (02) 9487 9330 for conditions of refunds.
- ◆ At departure a mandatory \$50 carpet cleaning charge will be withheld from the Room Bond refund.
- ◆ For the value of Monetary Fines refer to the Resident Handbook.

SAH Residence

# Schedule of Fees

1 July 2018 to 30 June 2019

## PART 2 — Guest Rooms — From 1 night up to 6 weeks

For reservations and payment of the Booking Fee call Residence Reception (02) 9487 9333

Payment options = Credit Card (Visa or MasterCard), Eftpos, Cheque (no cash transactions)

### Guest Room Rates

<b>Booking Fee</b> —paid when booking, as confirmation of the reservation. The Booking Fee is credited toward the first nights accommodation.	<b>\$50.00</b>
<b>Room / Shared facilities</b> —Per Night	<b>\$50.00</b>
<b>Room / Ensuite</b> —Per Night	<b>\$60.00</b>
Additional Guest—per night	<b>\$30.00</b>

### Guest Room Payment

Charges are to be paid in advance at the time of reservations or at check-in. For reservations over an extended period of time, payment is to be held a minimum of one (1) week in advance.

No discounts apply.

#### Cancellation Policy

The Booking Fee and any advance payment will be refunded when notice of cancellation is received in excess of 24 hours before the date of the reservation.

Guests are required to observe a number of our policies:-

- ◆ All rooms are single occupancy and gender specific.
- ◆ Guests will uphold and observe our gender specific policy (the opposite gender is not permitted within Guest Rooms)
- ◆ No smoking within the SAH Residence or on the hospital estate
- ◆ No consumption of alcohol in the SAH Residence or on the hospital estate
- ◆ All guests must be over 18 years of age.

Guest rooms are similar to Motel accommodation in that, bed linen and bath towel are provided. Guests utilise the shared bathroom facilities within the Residence, with the exception of the ensuite rooms.

Guest Rates apply to all SAH Residence accommodation except where a Residential applicant is granted a License to Occupy a room under the Residential Room Rates, Levy's & Charges.

Basic cooking kits are available from Reception for a \$20.00 conditionally refundable hire, for guests who wish to provide their own meals. Enquire at Residence Reception. Alternatively, the San Café is open for breakfast, lunch and tea. Our Residence foyer noticeboard displays meal times.

**CHECK-OUT TIME IS BY 10:00am — CHECK-IN IS AFTER 2:00pm** unless under arrangement.