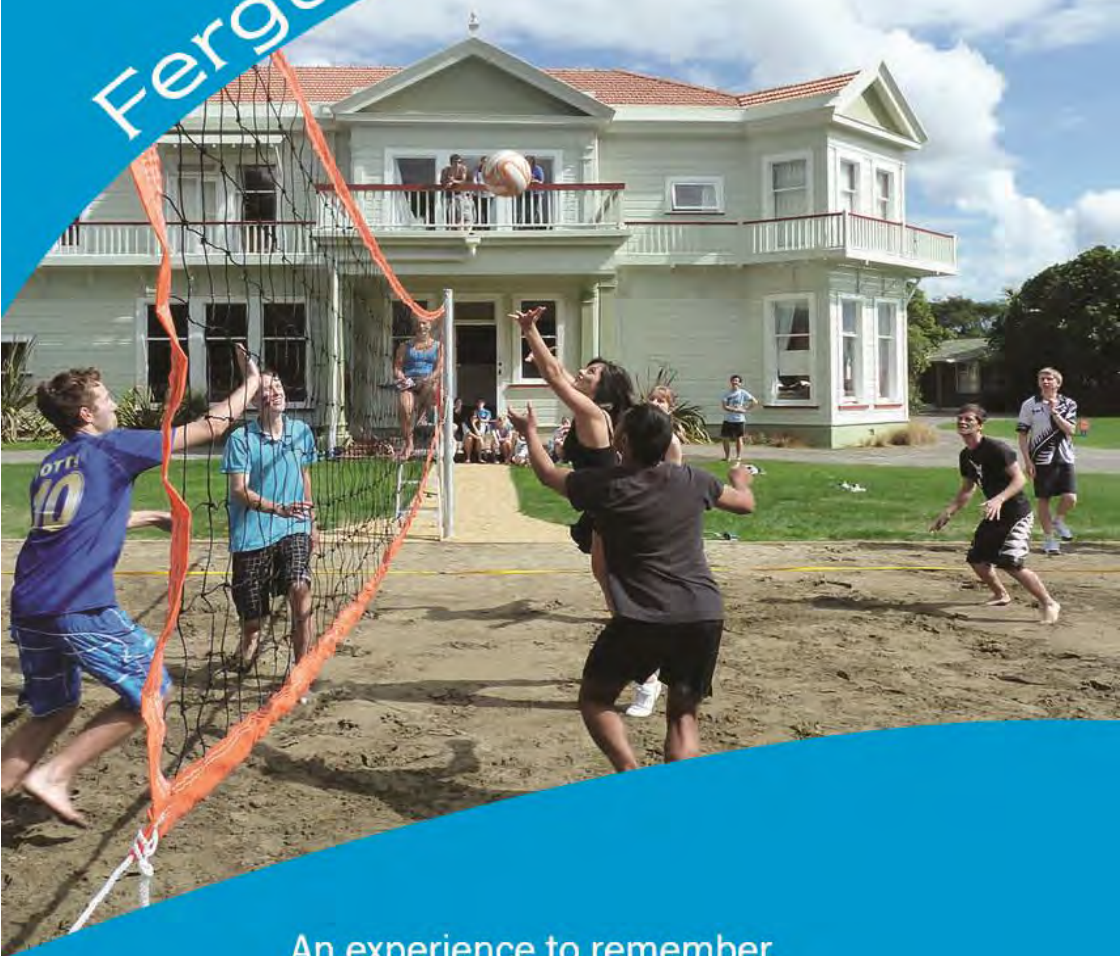


# Fergusson Hall



An experience to remember.

"It's like a big family. There are always people to hang with and things to do."



# Fergusson Hall of Residence



**‘AN EXPERIENCE  
TO REMEMBER’**

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Palmerston North 4410  
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## **Head of Hall contact details:**

Mike & Shelly Butcher  
150 Atawhai Road  
Palmerston North 4410  
*Mobile:* 027 570 1415



# **Fergusson Hall Information Booklet 2020**

We are pleased to offer you a place at Fergusson Hall for 2020. This is a great place to live while studying. We are sure you will enjoy your experience here, and make many new friends during your year at Ferg.

The fulltime Heads of Hall live on site and are supported by four senior student Residential Advisors (RAs). We work together to make Fergusson Hall an *Outstanding Hall of Residence*. We seek to do this by:

- Ensuring this is a safe place for you to live, with the facilities you need,
- Fostering an exciting community with a variety of fun events throughout the year,
- Providing care and support when it is needed, from the practical through to the personal.
- Seeking to continue to foster the special character of Fergusson Hall envisaged in its founding and as outlined in this book.



Hi, we are the Butcher family – Mike, Shelly, Joanna, Emily, Eleisha and Michelle. We have the privilege of being Heads of Fergusson Hall. We work closely with the RAs to help make Ferg a fantastic place to live and study. Our office is on the ground floor of Keiller House, and we live next door just outside the games room. Shelly lived at Ferg as a student and RA from 2002-2007 and we are excited to be back here as a family to return the blessings that we have received by being part of the Ferg community.

Each year a small number of residents return to Fergusson Hall as 2<sup>nd</sup> or 3<sup>rd</sup> year students. These residents are a great source of help and advice on university and hall life. Fergusson Hall would not be the same without their support.

Fergusson Hall is set on 5 hectares of grounds providing plenty of space for sports like volleyball, football, touch, cricket and basketball, along with spaces to get away from it all. We also have the best views in Palmerston North, with Mt. Ruapehu and Mt. Taranaki visible on clear days. The Massey Turitea campus is a pleasant 5 - 10-minute walk away, and there are free buses from the Turitea campus into town.

**Please read this Information Book very carefully.**

**Accepting a place at Fergusson Hall means that you have read, understood and agreed to live by the conditions described in the following pages.**

# Contents

<b>Welcome</b>	<b>2</b>	<b>Services and Facilities</b>	
<b>Contents</b>	<b>3</b>	Ferg's facilities	<b>20</b>
<b>History</b>	<b>4</b>	Academic Support	<b>21</b>
<b>Administration, Residential Advisors (RAs)</b>	<b>5</b>	Computer & Internet access	<b>21</b>
<b>Policies &amp; Regulations</b>		Cleaning	<b>21</b>
Confirming your place	<b>6</b>	Communal Garden	<b>22</b>
Terms of Residency	<b>6</b>	Confidentiality	<b>22</b>
Cancelling your contract	<b>7</b>	Hall Events	<b>23</b>
Accepting a place	<b>7</b>	Hall Van	<b>23</b>
Behaviour	<b>8</b>	Kitchens and Cooking	<b>23</b>
Alcohol	<b>9</b>	Laundry	<b>24</b>
Bullying	<b>10</b>	Phone	<b>24</b>
Checking Out of Ferg	<b>10</b>	Privacy	<b>24</b>
Confiscation	<b>10</b>	Rooms	<b>25</b>
Duties	<b>11</b>	<b>General Information</b>	
Feedback	<b>11</b>	Bicycles	<b>28</b>
Hygiene	<b>11</b>	Cars	<b>28</b>
Incense and Candles	<b>12</b>	Electrical Appliances	<b>28</b>
Keys and Swipe Cards	<b>12</b>	Facebook	<b>29</b>
Noise	<b>12</b>	Linen, Blankets and Duvets	<b>29</b>
Notice/Suspension/ Expulsion	<b>12</b>	Location	<b>29</b>
Sanctions	<b>13</b>	Mail	<b>30</b>
<b>Health, Safety and Legal</b>		Mattresses	<b>30</b>
Complaints Procedure	<b>14</b>	Pets	<b>30</b>
Damage	<b>14</b>	Recycling	<b>30</b>
Dangerous Goods & Hazardous Substances	<b>14</b>	Returning Students	<b>30</b>
Fire Safety	<b>15</b>	Semester Breaks	<b>31</b>
Guests	<b>16</b>	Semester Dates	<b>31</b>
Harassment	<b>16</b>	Study & Computer Rooms	<b>31</b>
Health	<b>16</b>	Temporarily Away from Hall	<b>32</b>
Insurance	<b>17</b>	Things to Bring with You	<b>32</b>
Marijuana / Illegal Substances	<b>17</b>	<b>Fees, Charges &amp; Accounts</b>	
Maintenance	<b>17</b>	Summary of Fees	<b>33</b>
Out of bounds	<b>17</b>	Bonds	<b>33</b>
Parties	<b>18</b>	Payment of Accounts	<b>33</b>
Quiet Hours	<b>18</b>	Unpaid Accounts	<b>34</b>
Security	<b>18</b>	Room Rates	<b>34</b>
Smoking	<b>18</b>	<b>Useful Contact Information</b>	<b>36</b>

## Fergusson Hall's History



Originally known as Atawhai House, and named Keiller House in 2014, Fergusson Hall's historic house was built by the Keiller family in 1908. The family first settled in Bulls and later moved to the high ground above Palmerston North in the sheltered Turitea stream basin that was to later become the home of Massey University.

There were four similar homesteads that have since been absorbed into the University. Changing times had eroded the lifestyle of the years before World War I and endangered the buildings that depicted them. The survival of Keiller House is due to a chance meeting between Mr John McCaw and the Rev Ian Purdie.

Mr McCaw, being in land sales, received a call from Mr Keiller requesting that he sell his 32-acre property and large house. In fact, the house was so large that it was thought unsaleable except as an institution. In a cheeky suggestion to his next client, McCaw suggested that Mr Purdie should buy it as a weekend cottage. Mr Purdie thought otherwise, thinking that the Presbyterian Church should buy it and turn it into a hostel for Massey College.

In August 1962 a meeting was held and the Presbyterian Educational Purposes Trust was formed. The rest of 1962 and all of 1963 was taken up with fundraising. By the end of 1963 the Trust had raised the necessary £40,000 to purchase the property. The Hall was renamed after the Governor General, Sir Bernard Fergusson. Sir Bernard Fergusson performed the opening ceremony for the Hall on the 4<sup>th</sup> of February 1964, with a roll of 45 students.

Since opening its doors to students Fergusson Hall has provided an environment where students can, as Sir Bernard Fergusson said in his opening speech, get the full benefit out of attending a university by being a 'resident'. Fergusson Hall has expanded through the addition of 3 residential cottages in 1973 and a fourth cottage in 1983 to now accommodate 87 students.

The foresight of the Founders in purchasing the property has generated a set of buildings that occupy a prime site overlooking Palmerston North City, providing residents of Fergusson Hall with an environment of peace and natural beauty probably unmatched in any other New Zealand university and rarely encountered anywhere in the world.



## Administration

Fergusson Hall is owned by the Presbyterian Educational Purposes Trust. The Trust appoints the Head of Hall who, together with four Residential Advisors, work to create a positive living environment socially and academically. The Head of Hall is also responsible for overseeing the maintenance and improvement of Fergusson Hall's facilities.

The Presbyterian Educational Purposes Trust Board comprises professionals in the community who offer their time and expertise to guide the Hall, particularly in financial matters. A student representative sits on the board to offer a resident's perspective. You will have an opportunity to meet board members at the annual Fergusson Hall formal dinner. The Hall retains the special character envisaged by the founders, and Christian values are central to the decision making processes of the trustees and the running of the Hall. However, there is no requirement for residents to have a Christian faith or background.

## Residential Advisors

Fergusson Hall's four Residential Advisors (RAs) work with the Head of Hall to create a safe, fun and positive Hall community. You can see one of your RAs to talk about study challenges, practical help, family emergencies, feeling ill, homesickness, feeling depressed, inconsiderate neighbours or general advice.



# POLICIES AND REGULATIONS

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## Confirming Your Place at Fergusson Hall

**To confirm your place at Fergusson Hall you need to:**

1. Send a deposit of \$550 within 2 weeks of the date of your offer. If we don't hear from you by this deadline we may offer your place to someone else. For summer applicants the deposit is \$250 and is payable within 2 weeks to confirm your place at Fergusson Hall.
2. Read this Information Booklet carefully and then, if you agree to live by these terms, guidelines and rules, sign the contract accompanying this booklet and return it to the Head of Hall.
3. The Residential and Welfare Contract is a legally binding document. This booklet is deemed to be incorporated into the contract.
4. Return the enclosed Preference form with your contract.

**Please note:**

1. **Fergusson Hall normally only accepts applications from people choosing to reside at the Hall for all of semester 1 and 2**, unless applying for semester 2 or the Summer semester only (See 'Term of Residency' below). Please contact the Head of Hall if you think that you will not reside at the Hall for a full academic year. See notes on 'Cancelling Your Contract' over the page for the outcomes of cancelling your Residential Contract during semesters 1 or 2. For people taking courses like Veterinary Science where your residency for semester 2 is uncertain, this term may be waived at the discretion of the Head of Hall and Board of Trustees.
2. The Deposit is made up of a \$350 Bond, a \$100 non-refundable administration fee and a \$100 activity fee.

## Term of Residency

It is expected that students will be in residence for the full academic year, or for all of semester 2 if applying for semester 2 only. During semester 3 (mid-November to mid-February) the length of stay is more flexible with only two weeks' notice required prior to leaving the Hall. Notice to leave during semesters 1 and 2 will only be accepted in exceptional circumstances such as withdrawing from University study. There should be very specific and compelling reasons before a written application is made.

If your request to leave is accepted, a minimum of five weeks' notice must be given if you are cancelling your Residential Contract. The period of notice must not include University vacations. If your request to leave is not accepted and you chose to leave, you will be liable for rent until the end of the contract period, plus any fees owed. See the section on Cancelling Your Contract. **By accepting a place in the Hall you are agreeing to this term of residency.**



## **Cancelling Your Contract before Arrival**

In the event that **the Resident cancels** this contract the following terms will apply:

- If this contract is cancelled before 20 January 2020 the bond of \$350 and activity fee of \$100 will be refunded. For semester 2 applications the bond of \$350 bond and activity fee of \$100 will be refunded for cancellations before 19 June 2020;
- If this contract is cancelled during the period 20 January 2020 to 11 February 2020, or during the period 19 June 2020 to 27 June 2020 for semester 2 applications, the Resident will be charged a cancellation fee of \$450 (equivalent to the \$350 bond and the \$100 admin fee);
- If this contract is cancelled after 11 February 2020 (or after 27 June 2020 for semester 2 applications) the Resident will be charged a cancellation fee of \$450 and be liable to pay 5 weeks rent.

## **Accepting a place at Fergusson Hall**

When you accept a place at Fergusson Hall you agree to live by the conditions, guidelines, rules and regulations of Fergusson Hall. Please note that the Head of Hall and four Residential Advisors will not be out searching for students breaking Hall rules. We hope that most, if not all, of these guidelines and rules seem reasonable to you, especially when you consider having 82 students living together in close proximity. Previous experience has shown us that when residents live by the following guidelines and rules a positive community is created for the benefit of all. The Head of Hall may change or extend the rules and guidelines in this booklet in order to promote and encourage a positive community, or to protect Hall property.

Fergusson Hall provides accommodation primarily for students between the ages of 17 and 23 who have recently left school or undertaken a GAP year. For this reason, the Hall reserves the right to refuse accommodation to a person outside of this group.

Priority for accommodation at Fergusson Hall is given to:

- Students in their first year of study at Massey University,
- Students who are studying full time (according to Massey University regulations),
- Students studying internally at the Turitea Campus,
- 20-30% returning Fergusson Hall students.

## Behaviour

Respect for your fellow residents and Hall staff is the foundation for creating the Fergusson Hall community. The kinds of behaviour not acceptable at Fergusson Hall include behaviour relating to:

- Damage to property
- Drunkenness or excessive consumption of alcohol
- Disrespect to staff or fellow residents
- Harassment
- Noise late at night
- Intrusion on privacy
- Theft
- Endangering yourself or others
- Smoking in and around buildings
- Not paying your rent and fees
- Use of illegal substances
- Gambling
- Bringing Fergusson Hall or Massey into disrepute

Please be aware of the communal nature of residential environments. Pornographic or offensive material is not acceptable at Fergusson Hall.

There are also other expectations of you as a student and as a citizen. As a Massey student you are subject to the Massey University Student Code of Conduct, and also subject to city bylaws and the laws of New Zealand at all times. You are also responsible for the behaviour and actions of your guests at Fergusson Hall, and we ask that you advise your visitors of the expectations and obligations that apply at Fergusson Hall.

If you do get into some kind of trouble, we suggest that you take responsibility for your actions by apologising to those affected, changing your behaviour, and discussing the matter with your RA or the Head of Hall.



# Alcohol

Fergusson Hall is concerned about the impact excessive drinking has on those who drink and the effect their behaviour has on other residents in the Hall. For these two reasons the Hall limits the amount of alcohol a resident is permitted to have at the Hall. Students are allowed to keep small quantities of alcohol in their bedrooms. You can drink in designated social areas provided the level of noise does not cause any disturbance to anyone else around you and you respect our social areas. Alcohol must be consumed in its original container, i.e. not in water bottles or glasses (other than wine in wine glasses). **Note:** No-one under the age of 18 years is permitted to consume alcohol at Fergusson Hall.

In order to prevent excessive drinking the following are not permitted at Fergusson Hall and will be confiscated if found:

- Kegs
- Wine casks
- Any spirits or liquors (including low percentage Vodka, Rum etc)
- Any drink with an alcohol content over 10%
- Drinking games
- Bongs, funnels, yard glasses, shot glasses, distilling equipment etc.

Permitted quantities of alcohol that can be stored or consumed at Fergusson Hall are:

- 6 cans of beer per person or,
- 6 RTDs (Ready to Drink) cans per person or,
- 1 litre container of cider or beer or,
- 1 standard bottle of wine (750mls) per person.

These rules exist to strongly discourage excessive drinking. Moderate drinking is permitted in lounges and dining rooms. Drinking in hallways, the games room, study rooms, and the kitchens is not allowed. In addition, drinking is not allowed anywhere on our outdoor grounds, including in the Gazebo and the Summer House. If the noise level exceeds acceptable levels those people creating the noise will be asked to leave that area and may have their alcohol confiscated. If drinking and its associated disturbances are deemed to become a problem in the Hall, these rules may be changed to encourage sensible use of alcohol.

Collecting drinking related paraphernalia for display such as cans or bottles is also not permitted. We encourage responsible behaviour when it comes to drinking alcohol. If you intend to drink in order to get drunk, then Fergusson Hall is not the place for you. The majority of our residents either drink alcohol sensibly or choose not to drink alcohol at all. They are able to be considerate to others while enjoying a great social life here at Fergusson Hall.

In order to create a positive social and study environment, an alcohol ban is put in place at Fergusson Hall during orientation week, study breaks and exam periods in Semesters 1 and 2. Residents will be informed of the dates for the alcohol bans.

## **Bullying**

Bullying is deliberate, hurtful behaviour that is usually repeated. It occurs when one person tries to use power inappropriately over another person. Bullying makes a person feel bad about himself/ herself. Bullying will not be tolerated at Fergusson Hall. Bullying type behaviour includes: name calling, exclusion from activities, silent treatment, threatening people, taking or damaging personal property, using texting / social media / the internet in a way that makes others uncomfortable or scared. If you are being bullied, or you know other residents who are being bullied, please see your RA or the Head of Hall immediately so that we can deal with this.

## **Checking Out of Ferg**

The full year residential agreement covers the period from 15 February 2020 to 14 November 2020 (39 weeks). Semester 1 only contracts are from 15 February to 27 June (19 weeks); Semester 2 only contracts are from 27 June to 14 November (20 weeks). Check out is prior to 10am on the day of your departure. International students are able to arrive prior to 16 February in order to accommodate their international travel schedules. If your course or program starts before 15 February 2020, please contact the Hall to discuss your arrival date.

Accommodation is available over summer at Fergusson Hall. Residents can apply to extend their stay beyond the end of the contract if needed, or stay for part or all of the summer semester.

## **Confiscation**

Fergusson Hall staff reserve the right to confiscate and dispose of any non-permitted items e.g. alcohol and drinking implements.

Food and cooking equipment left on benches or lying around in kitchens will be confiscated each evening. Perishable food confiscated may be disposed of, while other items will be locked in kitchen confiscation cupboards and returned upon payment of a fee. The clear message is to put your belongings away. There is not enough bench space for residents to leave their food and kitchen equipment on kitchen benches.

In certain situations, other items such as strobe lights, lasers, stereos and other noisy equipment may be confiscated.

## **Duties**

Each resident is required to give four one-hour work periods per year for Saturday morning duty, as well as doing kitchen duty once every 2 - 3 weeks. This helps keep the gardens looking good and our kitchens clean.

Kitchen duty is organised by the Residential Advisors and involves wiping down all surfaces and microwaves, sweeping the floor and putting the rubbish, compost and recyclables in the appropriate bins outside. A roster is distributed at the beginning of each semester so that you know when you are on Saturday morning duty and kitchen duty.

## **Feedback**

Residents are encouraged to provide feedback on facilities and services offered at Fergusson Hall. A Hall Rep Committee is formed in semester 1 and meets twice per semester. This Committee consists of one elected Rep from each Cottage and hallway in Keiller House. The Student Rep who sits on the Board of Trustees is elected from the Hall Rep Committee.

A Satisfaction Survey is carried out just after the Easter semester break. Suggestion forms are also available on the desk outside the office to provide feedback. Residents are also welcome to raise any suggestions or concerns with the Head of Hall who encourages resident feedback.

## **Hygiene**

With many people using the same facilities every day, hygiene becomes an important issue for all residents. Clean up any mess you make when cooking, this includes bench areas, around gas hobs, microwaves and ovens. Wipe down kitchen benches and chopping boards with detergent after cutting up meat such as chicken, pork and fish.

When using toilets, please leave them in the same or better condition than you found them. We are sure this is what you would want other residents to do. Leaving any mess on the floor in toilets is unacceptable.

## **Incense and Candles**

Not everyone appreciates incense and, along with candles, they present a fire risk. They are not allowed at Fergusson Hall. Where we have automatic smoke detectors, incense and candles can set these off and result in a false fire alarm for which you will be charged (see Fire Drills and Fire Service Callouts).

## **Keys / Swipe Card**

Each resident is issued with a key to his / her room, a kitchen cupboard key and a swipe card that you are expected to return at the end of the year. Loss of your room key, kitchen cupboard key and swipe card will result in a \$60 fee to replace your keys and card, or \$20 for each key / card lost.

## **Noise**

Fergusson Hall is a community environment where each person's behaviour impacts on other residents. Residents and their guests should not engage in activity that disturbs other occupants in the Hall. This is especially important after 10 p.m. Sunday to Thursday and after 11 p.m. on Friday and Saturday. Residents need to be aware that playing music in rooms or talking to friends in rooms or hallways can disrupt your neighbours. Please be considerate. Residents are expected to either return to their own rooms after 10 p.m. (or 11 p.m. Fri-Sat) or, if they wish to continue socialising, to do this away from the Hall or in our lounge areas. Playing music in rooms, socialising in hallways or causing noise in the Hall after the 10 p.m. or the 11 p.m. times is not acceptable.

Excess noise is one of the most irritating problems in a Hall of residence. Please be considerate of your fellow residents and act upon any and all requests from Residential Advisors and neighbours to moderate noise to acceptable levels.

In cases of severe violation of these guidelines, or after repeated warnings by staff or complaints by fellow residents, Fergusson Hall staff reserve the right to issue a fine as well as confiscate and hold any noise making equipment such as stereos, speakers, televisions or request their removal from the Hall.

## **Notice, Suspension, Expulsion**

If a resident repeatedly breaks Hall rules or is having a detrimental effect on the lives of other residents in the Hall, the Head of Hall, in consultation with the Board,



may at any time require the immediate withdrawal of a resident from living in the Hall. The resident will automatically forfeit their bond. They will also be liable for 5 weeks rent from their date of notice and the cost of making good any damage and other fines due at the date of suspension or expulsion. Please note, one serious offence such as causing harm or injury to another resident intentionally can result in suspension and or expulsion from the Hall, regardless of prior offences.

The Head of Hall may require a resident to leave the Hall on the day of their last exam where the Head of Hall has reason to believe the resident will be disruptive during the remaining exam period.

## **Sanctions**

Fergusson Hall uses a demerit system (similar to driving demerits), sanctions and behaviour contracts to address breaches of Hall rules. Possible sanctions include, but are not limited to:

- Verbal and written warnings
- Community service
- Fines
- Removal of privileges
- Conditions or consequences to redress the impact of offences
- Trespass notices
- Suspension from the Hall
- Eviction

The Head of Hall and Residential Advisors can issue fines up to \$200. Fines are payable within four weeks of being issued, and penalties will be applied to unpaid fines. Offences such as excessive noise late at night will attract 10 demerit points and a \$20 fine. More demerit points will be given for more serious offenses.

The following actions will occur when a resident reaches these demerit point totals:

- At 60 demerit points the Resident will meet with the Head of Hall, be put on a behaviour contract, and receive a \$100 fine.
- At 80 demerit points the Resident will receive a written warning, a \$100 fine and their parents or next of kin will be notified.
- At 100 demerit points the Resident may be suspended or expelled from the Hall.

We expect that most residents will be well below 100 demerit points.

Where offences affect other residents or Hall property, further measures may be taken to redress the consequences of the offensive behaviour.

# HEALTH, SAFETY AND LEGAL

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## Complaints Procedure

The first step for all residents who have a problem with another resident is to try and resolve the issue themselves by approaching the resident(s) concerned and explaining the problem and what they would like to happen next. Fergusson Hall encourages independent problem solving – this is what university is all about.

If this does not resolve the problem, you can talk with the following people to raise your concerns:

- Talk with a Residential Advisor (if involving another resident or residents)
- Talk with the Head of Hall (if involving the Hall or a Residential Advisor)
- Talk with a board member, if involving the Head of Hall.

You can contact the chairperson of the Board, currently Scott Ridsdale, by email to [chairperson@fergussonhall.co.nz](mailto:chairperson@fergussonhall.co.nz)

You are also encouraged to contact a support person such as a family member, friend, Massey Chaplain, Massey Counsellor or the MUSA Advocate for support and advice at any stage in resolving the problem.

## Damage

Any behaviour which results in the need for replacement, repair or additional cleaning is a breach of the Hall rules. The cost of replacing or repairing damage, or disappearance of Fergusson Hall property, for which no one claims responsibility, will result in deductions from all residents' bonds. It is in everyone's interest that residents who damage communal property accept responsibility for their actions. You will be held responsible for the behaviour of your guests in or around the Hall, and for any noise or damage caused by them.

You will be expected to pay the costs involved in cleaning, repairing or repainting your room if it has not been maintained in the condition it was in at the beginning of the year.

## Dangerous Goods and Hazardous Substances

We ask that you consider the safety of yourself and your fellow residents and do not bring any dangerous goods or hazardous substances onto Fergusson Hall's property. This includes flares, fireworks, firearms, BB and pellet guns, bows, weapons of any kind, ammunition, flammable materials, aerosols (i.e. spray paint, CFC), chemicals, or biohazards. If for some reason you do need to store an item

you have concerns about, please ask the Head of Hall for assistance as they may be able to direct you to alternative storage sites.

## Fire Safety

If the alarm sounds everyone must evacuate all buildings immediately. Leave the building by the nearest exit and meet in the car park in front of the garage in groups with others in your cottage, or hallway. The fire warden for your cottage or hallway will check you off as being out of the building. Let your fire warden know if you are aware of people who are away from the Hall. Do not return to any buildings until the Fire Service or building wardens have given the all clear.

We are required to have fire drills each year. Treating these seriously by getting out of buildings as quickly as possible, and checking in with your fire warden will limit the number of fire drills we need, and may save lives in the event of a real emergency.

The Hall is charged a fee of around \$200 for every callout by our Alarm Agent. If a false, callout is caused by negligence or carelessness the full Alarm Agent charge and any other associated charges will be passed on to the resident(s) responsible.

**Cooking in bedrooms, cigarette smoke, dust burning off heaters, incense, use of hair straighteners in rooms, powders, aerosols and tampering may set off automatic smoke detectors.** Car exhaust fumes can set off detectors in the cottage hallways, please be careful where you park your car or point your exhaust!

In order to have a building Warrant of Fitness and meet Fire Service regulations, all hallways must be clear of objects at all times. This includes rubbish bags, boxes, furniture, clothes drying frames and any other objects. Objects left in hallways will be confiscated and fines may be issued if rubbish is left in hallways.



## Guests

If you have a guest staying overnight you must inform one of the RAs or Head of Hall, and sign the guest book on the desk outside the office. You must give the Hall **at least 24 hours' notice** if having a guest stay at the Hall. In the event of an emergency it is essential that we know how many people are here. You can have a guest in your room for up to 2 nights per week. It is **not appropriate to have guests staying overnight in the Hall on a regular basis**. You are responsible for the behaviour of your guests and will be held liable for any disturbance or damage resulting from their visits. A signed Guest Alcohol Pass is required if your guest intends to consume alcohol on Fergusson Hall property.

## Harassment

Within Fergusson Hall we have zero tolerance for any forms of harassment. This includes racial harassment and sexual harassment. Residential Advisors will act to stop these behaviours where appropriate. Proven incidents of harassment may result in the offending resident being expelled from Fergusson Hall.

There are a number of harassment contact people at Massey University who are specifically trained to provide you with options to follow. See the following link for more information: [http://www.massey.ac.nz/massey/student-life/services-and-resources/harassment-resolution/harassment-resolution\\_home.cfm](http://www.massey.ac.nz/massey/student-life/services-and-resources/harassment-resolution/harassment-resolution_home.cfm)

## Health

If anyone is ill or has had an accident, please notify a Residential Advisor or the Head of Hall for safety and management reasons. If your neighbour is ill, please also let your Residential Advisor know. The Head of Hall and Residential Advisors are trained in first aid and there are first aid kits in the office. We also recommend that you bring your own first aid kit.

Some infections like Meningitis can be serious. Information on medical conditions is available and Student Health Services at Massey is a good source of health information.

## Insurance

You are strongly advised to arrange insurance cover for your personal belongings. This may be possible through your parents' policy. Fergusson Hall cannot accept responsibility for any loss or damage to your property. Locking your room when you

are not inside is an important way to discourage theft. All external doors are on swipe keys.

## **Marijuana, Illegal Substances and Legal Highs**

Marijuana and other illegal substances are not permitted on Fergusson Hall property and residents discovered possessing, using or selling such substances **may be evicted** and may face police prosecution. This prohibition extends to all legal highs.

Any suspicion of a resident engaging in the use of an illegal substance(s) may result in investigative action, including room searches.

## **Maintenance**

Property or equipment requiring repair is always acted on promptly. Please note that contractors may not be able to work on the job immediately as parts may need to be ordered or made. There are forms on the desk outside the office which you can use to notify us of any maintenance needs. If you have made a request for maintenance, you are deemed to have given permission for the appropriate tradesperson to enter your room. The Hall has its own maintenance person who works 10 hours per week. This enables small maintenance work to be carried out promptly.

## **Out of Bounds**

Roof areas are out of bounds at all times. A maximum of 3 students may sit on the balcony in any one area but must not sit on the railing itself. Climbing up and down fire exit ladders and leaning on railings is not permitted (the fall onto the concrete below would cause serious injury).

## **Parties**

Parties that centre around alcohol and result in people getting drunk will not be tolerated and are not wanted at Fergusson Hall. Please remember that you are responsible for the behaviour of your guests and for cleaning up common areas after any socialising.

## Quiet Hours

There is an expectation that the Hall will be quiet by 10 p.m. Sunday to Thursday, and by 11 p.m. on Friday and Saturday nights. With so many people living together, there is always someone who is studying, writing an assignment, needing to get some sleep before going to work or who is simply feeling stressed. We try to be consistent in our expectations concerning quiet times to help those who find it difficult to insist that others be quiet. This becomes particularly important during study breaks and exams. Quiet hours may be extended during study breaks and exam times. If a resident is not listening to reasonable requests, please go and see an RA.

## Security

External doors on all residential buildings are accessible by swipe card only. You will need to let friends and family into your residential area. We also have a swipe card operated gate at the entrance to the Hall.

You are expected to **lock your room door and room windows** when you are away from your room for your own security and that of the Hall. For those with cars, you are advised **not to leave valuables in your vehicle**. We also recommend that you install a security system in your vehicle to deter thieves.

Access to the Massey Turitea campus is well lit. We encourage residents to return with a friend when coming back to Fergusson Hall at night. We will organise a van pick up at Massey after late night labs where possible. If you have concerns for safety while on the Massey campus, please call Massey security on (06) 350 5030, a friend at Fergusson Hall or a residential staff member at Fergusson Hall.

## Smoking

Smoking is not permitted in or within 10 metres of any residential buildings. The Hall's designated smoking area is our gazebo which is located behind the garage and the music / activity room. Residents found smoking elsewhere will be issued with a fine.





# SERVICES AND FACILITIES

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Fergusson Hall consists of a wonderful 110-year-old homestead with 44 bedrooms, a dining room, lounge, kitchen, a large study room and a games room with a full size snooker table, table tennis table and piano. Our music and activities room is situated above the bike shed and contains a piano and storage area for musical instruments. We also have four separate residential units with 10 rooms in each cottage. The *Cottages* have their own kitchen, dining room and lounge areas, including Sky HDi and a small computer room.

## **Fergusson Hall's facilities include:**

- Two lounges, Plasma TVs, one with SKY HDi
- Two study rooms equipped with computers, one with a printer
- Two kitchens with ovens, microwaves, gas hobs, toasters, communal freezers and a lockable cupboard and drawer for each resident
- Music / activity room with piano and storage area for instruments
- Lockable bike shed
- Games room with full-sized billiard table, ping-pong table, piano and sports equipment
- Large garage for work on projects
- Free washing machines, coin-operated dryers, washing lines
- Volleyball court and sports field
- Rooms with a wardrobe, study desk, chair, book case, divan bed, small fridge, heater, medicine cupboard, multi-plug, rubbish bin, washing basket and internet cable (and access to wireless internet)
- Picnic tables around the grounds.



## **Academic Support**

At Fergusson Hall we are committed to your academic success. Our academic support initiatives include:

- Organising study groups.
- Running workshops on study related themes.
- Provision of some textbooks for common core papers.
- Informing residents of workshops offered by Massey's Learning Support Centre.

## **Computers & Internet Access**

We have two computer areas with free internet access. The main study room is located in the Main House and has five public computers and a printer. A second smaller study and computer room is located in the Cottages and is equipped with two computers. Most residents have their own laptop or desktop and can connect to the internet using the Student City service.

All bedrooms have sockets making it possible for you to connect to the internet in your room. There is also wireless internet throughout the Hall via Student City. The Hall uses the Student City Broadband service available in most Palmerston North Halls. See [www.studentcity.net.nz](http://www.studentcity.net.nz) for information on this service and rates. Internet access is free on Hall computers in our study rooms.

## **Cleaning**

The common areas are cleaned during the week by our Housekeeper. Residents are responsible for cleaning their own rooms, and for keeping all common areas as tidy as possible. Vacuum cleaners are available in hallways around the Hall.

Bathrooms are cleaned during the week by our Housekeeper. Bathrooms are unisex. The ratio of residents to showers and toilets are: 5 people to a shower and toilet in the Cottages and 5.5 people to a shower and toilet in the House. Shower cubicles are 'one person use' only. Please remember that the Hall is a community environment and as such, behaviour that may be acceptable elsewhere can be inappropriate at the Hall due to its communal setting.

Two students clean each kitchen areas every evening. This takes around 1 hour. A kitchen duty roster determines who is on duty each night.

Saturday morning duty involves activities such as weeding, sweeping up leaves, mowing lawns in our rose garden (don't worry, we don't mow the several acres of land we have here, Massey Grounds staff do that), cleaning confiscated dishes, cleaning ovens or carrying out some general cleaning. On the whole, residents don't mind this duty, it gives us all a greater sense of this being 'home'. Residents carry out Saturday morning duty for one hour twice per semester.

All hallways must be kept clear of rubbish, boxes or any other gear (including shoes and clothes drying frames). This is required by fire safety regulations.

## **Communal Vegetable Garden**

Ferg has a large raised vegetable garden area for those interested in growing their own veges. Growing your own food is a great way to save some money and get a break from study. A communal gardening group will be set up at the start of the year.



## **Confidentiality**

Staff and residents at Fergusson Hall endeavour to treat one another with respect and confidentiality. There are, however, rare occasions when it may be necessary to contact other concerned adults outside the Hall (normally parents or next of kin). This could occur when:

- There is a clear or imminent danger to the Resident or others,
- A Resident is not responding in a responsible manner to reasonable requests to modify their behaviour when breaking Hall rules,
- Payment of rent is four or more weeks in arrears.

By accepting a place at Fergusson Hall, you are acknowledging and accepting that the Head of Hall may exercise this right.

## **Hall Events**

We organise a range of cultural and sporting events at Ferg. Past events include: inter-hall competitions, sports events, international food festivals, paintball, bubble soccer, assassins, and a formal dinner.

There are also smaller events that vary depending on interest each year such as tramps, ski trip, movie nights, art day and dessert nights. These events are organised by our social committee, the residential staff team and our residents. Having many people involved in event planning spreads the work load and makes the organisation and planning more fun. If you would like to be involved join one of our committees or offer to help. It would be great to have you involved.

## **Hall Van**

The Ferg Hall van is used to transport residents to weekly inter-hall sports, for trips to the fruit and veg market each Saturday morning, supermarket trips twice per week, after late night labs at Massey, and for trips away for things like tramps, paintball, and inter-hall competitions.

## **Kitchens and Cooking**

We provide self-catered accommodation only. We have fully equipped kitchens with ovens, microwaves, gas hobs, electric jugs, sandwich makers and toasters. Residents supply all of their own cooking equipment, crockery, cutlery and of course food. Each room has a small fridge and there is limited communal freezer space in our two kitchens. Every resident has a cupboard and drawer in the kitchen that they can use to store their cooking gear. These cupboards and drawers can be locked. Forty to forty-five residents use each of our two kitchens (although not at the same time). Residents are required to keep all of their gear off kitchen surfaces after they have finished preparing their food. Cooking equipment left on kitchen surfaces after 10 p.m. will be confiscated. You can see a Residential Advisor to get your cooking equipment back for a fee.

Some people form cooking groups to reduce their food costs and increase the variety of food they eat. We recommend doing this.

Cooking in hallways, bedrooms, lounges or study rooms is definitely not permitted due to fire safety and hygiene risks. This includes the use of toasters, electric jugs and toasted sandwich makers. Many rooms and hallways are protected by automatic smoke detector units that may be activated by cooking in these areas.

A barbecue is available for resident use upon payment of a \$20 cash bond. A staff member will provide a gas bottle from our storage area, and return the \$20 bond once the barbecue is cleaned to a good standard.

## Laundry

Our laundry is located behind McKerras Cottage. We have 6 washing machines which are free to use, you just need your own washing powder. Our commercial driers cost \$2 per hour to use. We have washing lines next to the laundry, outside the House kitchen, and covered lines next to the bike shed.

## Phones

(06) 355 3564 is the landline phone number at the Hall for free local calls. This phone is located in the Keiller House foyer.

This is the contact number to give to your family and friends if they need to contact you via landline.

Please do not give family and friends the Head of Hall's phone number as a contact number for yourself except in the case of emergencies.

## Privacy

See comments on confidentiality. Fergusson Hall staff will give out the room numbers of residents to outside enquirers unless residents specifically request in writing that information relating to their residence at Fergusson Hall be withheld.

You are also reminded that it is not appropriate to enter the rooms of other residents without knocking and waiting for an invitation to enter. It is also **not appropriate to use other residents' gear without first asking their permission**. This particularly relates to kitchen gear stored in our kitchens.

A head and shoulder digital photo will be taken of all residents when they arrive as part of our enrolment process. These photos will be held by the Head of Hall and Residential Advisors and displayed in the 'Faces of Ferg' folder in the House and Cottage dining room to help people get to know each other. All residents will be informed of who else in the Hall is taking the papers they are studying to facilitate the formation of informal study groups.



## Rooms

Our rooms are categorised as follows: Standard\*, Standard\*\*, Standard\*\*\*, Premium, and Super Premium single rooms. The difference between the room categories is primarily the room size. If you can handle living in a small room and want to save money, then a Standard\* or Standard\*\* room could be for you. If you would prefer a more spacious room, then a Standard\*\*\* or Premium room would be your choice. The Super-Premium rooms were previously used as twin-share rooms so are very spacious and include two desks and wardrobes and a top mounted freezer with the refrigerator. Other factors which distinguish the room categories, apart from size, include the amount of sun the room receives and the quality of the view out of the windows.

While every effort is made to give people their first or second room preference, this is not always possible.

Most rooms have standard single beds. A small number of super-premium, premium and standard\*\*\* rooms have king single beds. These are available for residents requiring a longer bed for height reasons. You will have the opportunity to inform us if you would like to apply for one of these rooms.

Please remember to air your bedroom regularly by opening the windows and doors when you are in your room. This will help prevent condensation and consequent mildew and odour problems.

If you wish to redecorate your room, please gain permission from the Head of Hall, otherwise you may be required to pay for the cost of having your room professionally repainted. Please use **White U-tac** when fixing decorations to walls. If your room has blue coloured vertiface wall covering, please use drawing pins to attach posters to this surface. Stickers cannot be placed on any walls or furniture in your room, your door or around the Hall. They are difficult to remove.

Fergusson Hall furniture must be left in your room and in our common areas. It is not appropriate to move furniture around the Hall. Please put your personal rubbish in the skip bin near the car park. Personal rubbish from your room is not to be put in the kitchen or bathroom rubbish bins.

Residents may apply to move rooms if there is a preferable vacant room. The fee for a room change is \$80.

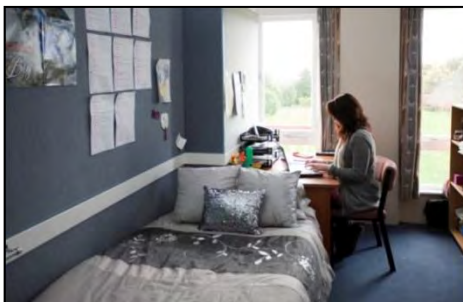
## STANDARD\* ROOM



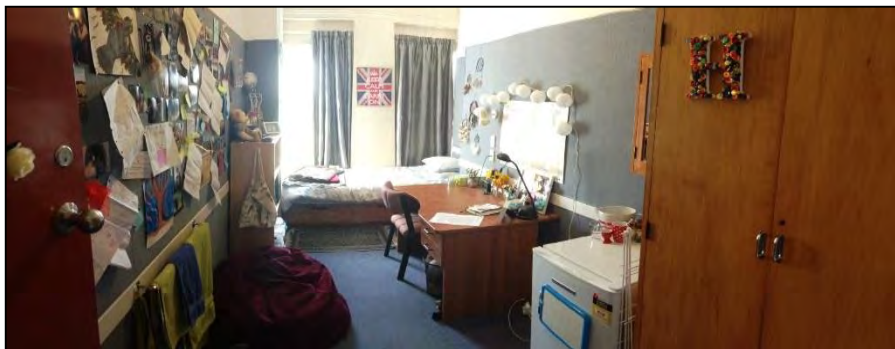
## STANDARD\*\* ROOM



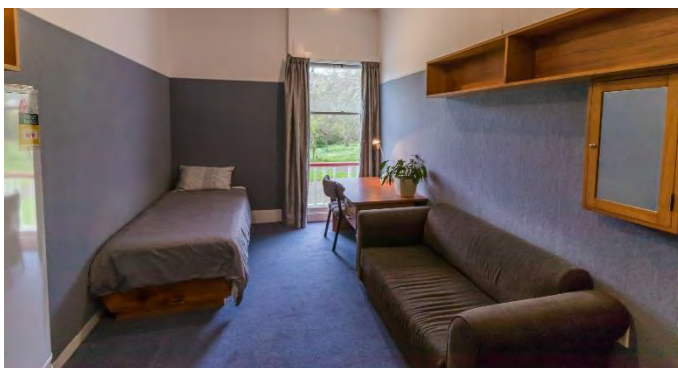
## STANDARD\*\*\* ROOM



## PREMIUM ROOMS



## SUPER-PREMIUM ROOMS (Previously Twin-Share)



## GENERAL INFORMATION

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### Bicycles

Bicycles must be kept in the lockable bike shed adjacent to the garage. Under no circumstances can bikes be kept in rooms or hallways. Keys to the bike shed can be obtained from the office. Bicycles left around buildings or outside the bike shed may be confiscated.

### Cars

We have 40 onsite parking spaces which are well lit at night and visible from our buildings. Residents wishing to have a car at Fergusson Hall need to apply for a parking space. A car park space costs \$80 per semester.

We strongly recommend that you have some kind of security system in your vehicle to deter theft. Please only park in the designated parking spaces. The Hall also has a visitors' car parking area just outside the front gate.

### Electrical Appliances

All electrical appliances you bring to the Hall **must be checked and tagged by a registered electrician** within the previous 12 months.

This includes any device you need to plug into mains power. The reason for this requirement is your safety and the safety of fellow residents. In addition, insurers are requesting that all appliances are tested and tagged.

**Heaters and electric blankets:** extra heaters are not allowed as they place additional load on electrical circuits. Every room has a heater. Electric blankets are also not allowed in the Hall as they represent a significant fire risk.

**Appliances** such as toasters, rice cookers, electric fry pans and sandwich makers, etc, may only be used in kitchen areas due to fire and hygiene risk.

**Multi-boxes:** all rooms are equipped with an approved multi-box (or four-way plug); please do not bring your own.

## Facebook

Each year we set up a Ferg Facebook group to keep each other informed of what is happening at Ferg. There is also an open Facebook page called 'Fergusson Hall of Residence' to keep you up to date prior to arriving at the Hall.

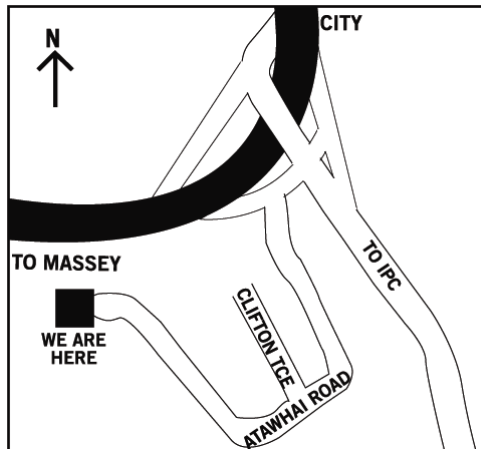
## Linen, Blankets and Duvets

Please bring your own pillow, linen and blankets or duvet. We have bedding packs for sale for students who are coming from overseas (NZ\$140).

Under blankets or mattress protectors are provided in every room and must be used in order to keep mattresses in good condition.

## Location

We are located at 150 Atawhai Road, Palmerston North 4410, and are a pleasant 10-minute walk from the centre of Massey's Turitea campus and 4 km from the central city. A regular free bus service operates between Massey and the city centre. The map below shows you where to find us.



## **Mail**

Mail is placed on our mail table outside the office. Parcels are kept in the office until they are collected. Mail sent to you at the Hall should be addressed to: 150 Atawhai Road, Palmerston North 4410. Do not include Massey University in the address as this could result in your mail being sent to the Massey mailroom.

## **Mattresses**

Mattresses can be borrowed for guests. They can be obtained from Keiller House outside room K35 or from the hallway in Stewart Cottage.

## **Pets**

Pets are not permitted at Fergusson Hall. There are, however, pets kept by the Head of Hall's family that you are welcome to interact with. We currently have a cat, rabbits, and chickens.

## **Recycling**

We recycle paper products, tins, cans and plastic containers at the Hall. We encourage all residents to join in doing this for the benefit of the environment, the local landfill and our rubbish bill. Please remember to rinse all recyclables before putting them into the recycle bins provided.

## **Returning Students**

Places are available for a limited number of students to return for a second or third year of residence at Fergusson Hall. Students need to apply to the Head of Hall to return. The Head of Hall reserves the right to accept those applicants deemed most suitable. Positions are offered to those who will make a positive contribution to the Hall and to the following year's new residents. Returning students play an important role in helping first year students adjust to University life and in cultivating a positive Hall Community.

## Semester Breaks

You are welcome to stay at the Hall during semester breaks, and come and go as you please. Rent payments continue as usual during these breaks whether you are present at the Hall or not.

## 2020 Semester Dates

### **Semester One:**

24 February - 20 June 2020

### **Mid Semester One Break:**

6 - 17 April 2020

### **Study Break:**

1 June - 5 June 2020

### **Mid-Year Break:**

22 June - 12 July 2020

### **Semester Two:**

13 July - 11 November 2020

### **Mid Semester Two Break:**

24 August - 4 September 2020

### **Study Break:**

19 October - 23 October 2020



## Study and Computer Rooms

These areas are available for quiet study and computer use. Installing programmes or illegally downloading copyrighted material is not permitted on study room computers.

Our Study Rooms are for study purposes first and foremost. Please use lounges, dining rooms and the games room to socialise and talk. The music/activity room or Cottage dining room are also appropriate places for group study.



## Temporarily Away from the Hall

When you are away from the Hall overnight, please fill in the 'Away from The Hall' book on the desk outside the office or in the Cottage dining room. This informs Hall staff of your whereabouts if someone is looking for you, or in the event of an emergency.

## Things to Bring with You

- Cutlery and crockery (plates).
- Glass and cup or mug for hot drinks.
- Cooking equipment such as a vege knife, potato peeler, can opener, utensils.
- Pots, microwaveable casserole dish, frying pan.
- Chopping board.
- Dishwashing liquid, scrubbers, tea towels.
- Food for the first day or two.
- Washing powder and pegs.
- Duvet or blankets, sheets, pillow, pillow cases.
- Coat hangers.
- Bath towels.
- Raincoat and umbrella (it does rain a bit here).
- Bike, puncture repair kit, quality bike lock as bikes get stolen around Massey and Palmerston North.
- Headphones, first aid kit, torch.

### Notes

1. Each room has a small fridge. You have a lockable cupboard and drawer in the kitchen in which to store your food and cooking equipment.
2. Our laundry has 6 washing machines which are free to use and 4 commercial driers which are coin operated (\$2 per hour). There is also an iron and ironing board in the laundry. Each room has a washing basket in it.
3. We have a lockable bike shed for you to store your bike.





# FEES, CHARGES AND ACCOUNTS

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## Summary of Fees for 2020

Area	Cost
Deposit (\$350 bond, \$100 administration fee, \$100 activity fee)	\$550
Weekly Room Rates	\$160 (standard*); \$174 (standard**) \$188 (standard***); \$198 (premium) \$215 (super premium)
Internet in your room and around hall via wireless	From 27.50 per month for 30 Gig \$37.50 per month for 100 Gig – 2020 Student City rates
Car park for your vehicle	\$80 per semester

## Bonds

All residents are required to pay a bond in order to stay at Fergusson Hall. At the end of the year any loss or damage for which a resident is personally responsible will be deducted from their bond, as well as any unpaid fees. A further sum may also be deducted to cover the money spent on losses or damage for which no one claimed responsibility. The balance is transferred into your nominated bank account; this payment is made in December. Any resident who is suspended or expelled will forfeit the whole of their bond.

## Payment of Accounts

At the end of January, you will be sent an invoice. Rent can be paid by Instalment or by Bank AP. You will be asked to select one of the payment options and arrange your payment(s) by the due date. Please ensure any bank payments include your name **and** resident number as a reference. The Fergusson Hall Bank details are:

Bank: ANZ; Branch Address: Cnr The Square & Broadway Ave., Palmerston North 4410; **Account Name: Presbyterian Educational Purposes Trust;**  
**Account Number: 01 0745 0022570 00;** International Swift Code or BIC code: ANZBNZ22; Swift Code Address: 170-186 Featherston Street, Floor 10, Wellington 6011, New Zealand; IBAN number: 010745.

a) If paying by instalment, rent for each semester can be paid in one or two instalments. The first of these instalments is due by **Saturday 1 February 2020.**

b) If paying by weekly or fortnightly Bank AP you will need to set this payment up with your bank using the information we send to you in January. You will have the choice of paying your rent in full each week or fortnight, or paying a lump sum prior to the start of the semester and then setting up a Bank AP for \$130 per week. This may help you budget during each semester more easily. Your **first Bank AP payment is due on Saturday 01 February 2020**. Your last Bank AP will be on Saturday 24 October, 2020.

Cheques for rent and all other fees should be made payable to 'Fergusson Hall'. Residents will also have the option of making direct transfers into the Hall bank account. We **do not have EFTPOS or Credit Card facilities** at the Hall.

## Unpaid Accounts

The following actions will be taken when rent is overdue:

- 3 weeks overdue – A 10% penalty will be applied to accommodation fees that remain unpaid.
- 4 weeks overdue – Next of kin or financial guarantor will be contacted.
- 5 weeks overdue – Debt collection agency will be contacted.

Where unpaid accounts are referred to a debt collection agency, residents should be aware that this may result in a blemish on their credit record. Actual collection fees charged by the debt collection agency will be passed on to the resident concerned.

## Room Rates for 2020

	Standard *	Standard **	Standard ***	Premium	Super Premium
<b>Weekly rent</b>	\$160	\$174	\$188	\$198	\$215
<b>Total rent</b>					
<b>- Semester 1</b>	\$3,120	\$3,393	\$3,666	\$3,861	\$4,192.50
<b>- Semester 2</b>	\$3,120	\$3,393	\$3,666	\$3,861	\$4,192.50
<b>- Semester 1&amp;2</b>	\$6,240	\$6,786	\$7,332	\$7,722	\$8,385
<b>Instalments if paying Bank AP of \$130 per week</b>					
<b>Semester 1 – due 01/02/2020</b>	\$585.00	\$858.00	\$1,131.00	\$1,326.00	\$1,657.50
<b>Semester 2 – due 13/06/2020</b>	\$585.00	\$858.00	\$1,131.00	\$1,326.00	\$1,657.50

The rent period for semester 1 & 2 under the Residential Agreement is 39 weeks long (15 February 2020 to 14 November 2020). Where a resident resides at the

Hall for semester 1 only, the Residential Agreement is for 19 weeks or 15 February 2020 to 27 June 2020 (one week into the mid-semester break). The accommodation period for semester 2 is 20 weeks or 27 June to 14 November, 2020. Residents may also stay at the Hall for all or part of the summer (a.k.a semester 3). Rent is reduced when residents stay at the Hall for 7 or more weeks during the summer.

The rent fee includes room rental, power, use of our facilities and access to the services and events available at Fergusson Hall.

If you think that the information in this booklet seems reasonable and that you are able to live within these guidelines and rules, then you are just the type of person we are looking for. That is, someone with a reasonable degree of maturity and an ability to show consideration for the needs of other people as well as yourself.

### ***Get ready for an awesome year at Fergusson Hall.***



## **Useful Contact Information**

### **Fergusson Hall**

Head of Hall and Office	06 354 0113 or 027 570 1415
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### **Massey University**

General Inquiries	06 356 9099
Student Counselling	06 350 5533
Student Health Services	06 350 5533
Disability Services	06 350 9099 ext 83215
Centre for Teaching & Learning	06 350 2251 or slc-pn@massey.ac.nz
Security	06 350 5030
Campus Constable	06 356 9099 ext. 85042
International Student Support	06 951 7787
MUSA	06 350 4500
Library	06 350 5670
Recreation Centre	06 356 9099 ext 85529

### **Other**

Emergency Services (Ambulance / Fire / Police)	111
Healthline	0800 611 116
Studylink	0800 88 99 00
Gold & Black Taxis	06 351 2345
Taxis Palmerston North	06 355 5333
Airport Super Shuttle	0800 SHUTTLE