

Terms and Conditions for The University of Queensland's Moreton Bay Research Station

- MBRS is available for educational (including conference, retreat, workshop) and/ or research purposes only.
- Current research activities with the name and affiliation of the researchers will be posted on the MBRS website unless you specifically request that information not be posted.
- All bookings must nominate a laboratory / teaching laboratory /conference room.
- Accommodation is charged at a nightly rate from 1:00pm. Expected departure is 10:00am. Departure times after 10:00am must be approved by the station in advance.
- All bookings are tentative until a deposit is received. Cancellation of a booking will result in the forfeiture of the deposit, or penalty fees.
- All users of MBRS must become familiar (and comply) with the MBRS, OH&S and EMS regulations and participate in the "Moreton Bay Research Station Introductory Talk"— presented by a MBRS staff member on your arrival. After the introduction talk, induction forms are to be signed by all members of the group and a full class list provided for groups in which the student's ages are below 18. Room numbers for each individual must be recorded on this form.
- MBRS is a "dry" station. In accordance with The University of Queensland's Alcohol Regulations, absolutely no alcohol is to be brought on to the station premises. This rule is strictly enforced. Conference, retreats and workshop groups have the option to purchase alcohol from the on-site licensed caterers with their meals.
- No smoking is allowed within any of MBRS' buildings or rooms.
- The Group leader is expected to control the conduct of the group at all times and prevent any disturbances to researchers or groups staying at the station. No noise above a normal conversation is allowed after 10:00pm.
- Staff associated with undergraduate or high school groups must take responsibility for the welfare and behaviour of their students while they are on the Station, including after hours. At least one staff member associated with each undergraduate or high school group is to stay in the accommodation block on the Station. This staff member will be the point of contact for any emergencies, including fire or medical. Students and MBRS staff must be advised of the staff member's room number and/or mobile phone number during the Station induction.
- MBRS is equipped with single beds, mattresses, pillows and all linen. Guests are expected to make their beds with the sheets provided unless otherwise arranged with MBRS management. Towels can be provided for an additional fee.
- All rooms must be locked when MBRS is left unattended. MBRS takes no responsibility for any personal or work equipment stolen.
- Replacement of missing and/or damaged MBRS property (including buildings, equipment, boats, etc.) caused by your group will be charged to you or your organization.

- Groups are to keep the station tidy during their stay. MBRS is to be cleaned according to the “Checking-out Check List” before departure; otherwise a fee will be charged.
- Health regulations preclude self-catering for groups larger than 10 people. All catering is by professional on-site caterers. Catering information sheets must be received by the caterers 14 days before arrival.
- Snorkelling, diving and use of MBRS boats are subject to The University of Queensland’s Boating and Diving regulations. All relevant paper work must be filled in prior to departure and sighted by the MBRS manager and The University of Queensland’s Boating and Diving Officer.
- Vehicle use is subject to approval by the Transport Department of the University of Queensland, the Facilities Manager and the Manager of MBRS. An “Authority to Drive University Vehicles” form is required – allow 2-3 weeks for processing. The vehicle is a working vehicle and the station reserves the right to cancel a booking if the vehicle is required for station business.
- Children under 15 years are not permitted at the Research Stations. UQ policy and further reference may be viewed at <http://www.uq.edu.au/hupp/index.html?page=25011&pid=24963>.
- Permits: Copies of relevant permits must be presented to MBRS management prior to the commencement of your research or education program.
- Staff hours: MBRS staff are available from 8:30am - 1:00pm and 2:00 - 4:30pm Monday to Friday. Weekend hours may be arranged with station management if required. Other times by arrangement, penalty rates may apply.

18 February 2016