

A quick guide to the services of the

Halls of Residence

Division of Services & Resources

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The JCU Halls of Residence manage four on campus residential colleges on the Townsville campus. The accommodation offers a range of length of stay options from full calendar year to casual short term accommodation. The Halls of Residence have a number of conference rooms available for hire by both JCU staff and students and External Groups, conferences and functions can be fully catered for by the Halls of Residence catering section. The catering section also supplies meetings and other conferences held on the Townsville campus.

Service Areas	Student Accommodation	Pastoral Care	Catering	Conferences	Functions and Catering
	<ul style="list-style-type: none"> Long Term Stay Casual Short Term Stay 				
Head and key email contact	Gail Harrower Manager JCU Halls of Residence gail.harrower@jcu.edu.au	Debbie Lucas Coordinator, Residential Life Debbie.lucas@jcu.edu.au	Alexis Buckby Supervisor Catering alexis.buckby@jcu.edu.au	Alexis Buckby Supervisor Catering alexis.buckby@jcu.edu.au	Alexis Buckby Supervisor Catering alexis.buckby@jcu.edu.au catering.jcuhalls@jcu.edu.au 0747815705 or 0448858779
Services	Long Term Stay accommodation including: <ul style="list-style-type: none"> Academic year Single semester Short Term Stay accommodation including: <ul style="list-style-type: none"> Intensive course stay Vacation temporary accommodation (outside academic year) such as block courses, supplementary exams and medical interviews Visitors to campus – staff and students 	Provision of Pastoral Care and after hours support	Catering for 3 colleges which includes 3 meals a day for the term of the contract period.	Short term stay for large group accommodation bookings eg sporting groups	<ul style="list-style-type: none"> In house room hire and catering for training courses and meetings On and off campus delivery of catering for meetings delivered to work sites
Key resources	Residential Agreement Credit Card Authority Service Agreement Direct Debit Request Service Agreement Deed of Guarantee & Indemnity Refusal of Accommodation Offer Casual resident information leaflet	Resident Code of Conduct Resident function application form Overnight guest form Duty log form Incident report form	Dietary requirement form Late meal form	Visitor information leaflet	Function Requisition Form