



**Rimstone Cooperative Ltd.**  
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**A Community Advancement Society**

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## New Member Information Sheet

### Welcome to the Rimstone Cooperative

This information sheet contains useful information for the benefit of new members of the Cooperative. It is intended to help explain some of the key details regarding both the Coop and the operation and use of Homeleigh.

### Purpose of the Cooperative

Rimstone Cooperative Ltd was originally formed in 1974 to be the legal entity for the funding and purchase of an accommodation facility in Buchan for the use of cavers. The building in Buchan known as Homeleigh was subsequently purchased.

The principal activity of the Cooperative is to manage Homeleigh. Members of the Cooperative are entitled to utilise the facility at the published Member rates.

A Member may bring guests to Homeleigh, but may not send guests without a Member present.

Please be aware of the general usage rules and guidelines that help ensure the smooth operation of Homeleigh. (More details below.)

### What is Rimstone?

Technically, the Rimstone Cooperative Ltd is a Community Advancement Society registered under the Victorian Cooperative Act 1958. The cooperative is run by a board of five directors, elected for two years (in two groups) at the annual general meeting usually held in September or October each year.

### What is Homeleigh?

Homeleigh is basically a low-cost hostel-style accommodation in Buchan, Eastern Victoria. In the distant past it had been a guest house, and a hotel. It is rumoured that it was a stage coach stopping place for long distance trips between Victoria and NSW.

### Homeleigh Facilities

Homeleigh has 11 private bedrooms ranging in size suitable to sleep from 2 to 12 people as well as a fully equipped kitchen, dining area, lounge area, communal toilet and shower facilities and laundry.

Facilities include: basic beds with mattresses and pillows, but NO linen is provided. So when you stay you need to BYO sleeping bag, sheets, blankets and pillow case.

Bedroom arrangements: Bookings are usually made "per bed", with the accommodation fee "per bed". We do try to allocate families or related groups to

specific room numbers, or individuals to their own 2-bed bedroom. However, when the facility is heavily booked there might be a need to share a bedroom if there would otherwise be a vacant bed. Alternatively, you can reserve a "room" but you might need to pay for the other beds in the room.

The kitchen, dining and lounge rooms are all shared-use. There is also a BBQ, and fantastic slow combustion heaters in the dining room and lounge rooms for ample warmth on colder days.

### Accommodation Bookings

It is recommended that visits to Homeleigh be booked in advance to ensure successful allocation of a room/bed. Otherwise, it may be necessary to accept whatever is left (if anything) and to vacate any room/bed that is booked by others.

Intended visits to Homeleigh should be booked in advance as follows:

- Send an email advising of the dates of your intended visit and the number of people (with any specific room preferences) to this email address: [accomm@rimstone.org.au](mailto:accomm@rimstone.org.au)
- The Booking Officer will check availability and reply to your email within 2 days, and send you a *Booking Letter* as confirmation. He/she will also enter your details onto the current *Accommodation Sheet*.
- The Officer will send a completed *Accommodation Sheet* to Homeleigh by fax on the Friday of each week, listing the expected visitors and their allocated bedroom number.
- Your accommodation payment must be made to the MIC (see below) at an early stage during your visit. Cash is preferred.
- MIC to forward payment and *Accommodation Sheet* to Treasurer within 3 working days.

### Arrival Procedures

When arriving at Homeleigh, please note the following check-in process:

- If Homeleigh is locked, there is a numeric entry lock on the front door. Someone in your party should have been issued with the current door entry code or use your member key.
- On the table inside the front door there is an *Accommodation Register* in which the names of all party members need to be recorded.
- Also fill in all applicable sections of the *Accommodation Sheet*.
- The first person to arrive will need to turn on

the hot water system.

- Provided you have booked your accommodation in advance, a bed room should be allocated to you. Check the issued *Accommodation Sheet* for details.
- Please settle your accommodation account early during your stay.

### Departure Tasks

Before departing from Homeleigh, there are some tasks that need to be completed. All people staying at Homeleigh are asked to assist with the routine clean-up by performing allocated tasks. This is to make sure that the next incoming party will be able to start with a clean and healthy facility.

Please refer to the pre-departure check list posted in Homeleigh, and especially note:

- Clean up tasks are allocated by the MIC.
- The MIC needs to arrange a run to the tip on the Sunday morning.
- All carpets are to be vacuumed.
- The kitchen, dining and lounge rooms all need to be cleaned before departure.
- The bathrooms, showers and toilets all need to be cleaned.
- The MIC, or the last person to leave, must ensure that all lights and appliances are switched off and all doors and windows are shut and locked (including: gas stove, hot water service, and shed).

### MIC — Member In Charge

To help make sure that all accommodation visits to Homeleigh proceed smoothly, a Rimstone member is normally temporarily appointed as the MIC for the duration of the visit.

The role of MIC carries some responsibilities, and in return the MIC is granted free accommodation for the duration of the visit (provided there are more people present than just the immediate family or five individuals). The free rate only applies to the member and not to the member's family.

Please refer to the pre-departure check list posted in Homeleigh.

Details of the MIC's duties and responsibilities are posted at Homeleigh. To briefly summarise, they include the following *upon arrival* (at the Reception Desk in the front foyer):

- Check the pre-bookings on the faxed *Accommodation Sheet* and ensure that all other Members / guests make these rooms available to those who booked them.
- Fill in all applicable sections of the *Accommodation Sheet*.
- Ensure all Members and guests fill in all details in the *Accommodation Register* as well as the *Accommodation Sheet*.

In addition to the above, the role of the MIC includes the following duties and responsibilities

*before departure:*

- Collect all accommodation fees.
- Allocate duties to all members and guests and ensure that they are completed.
- See the "Departure Tasks" above for more departure details.
- Deposit all collected money into the Rimstone Bank account asap. Send the completed *Accommodation Sheet* and relevant papers (bank deposit slip) to Treasurer within 3 days.

### Smooth operations

During your stay at Homeleigh, please note the following normal operational matters:

- *Kitchen and Dining Rooms.* These are communal, and people need to cooperate with the use of these facilities. Your boxed food can be placed on the storage shelves. Fridge space is available to store perishable food stuffs. Cooking facilities, crockery and cutlery need to be washed and put away after use.
- *Bedrooms.* These are normally considered private places, but when large numbers of guests are resident, it might be necessary to share a bedroom.
- *Toilets* - are located within the bathroom area, and gents and ladies facilities are separate.
- *Bathroom, showers, laundry.* These are shared facilities. Your cooperation in keeping them clean will be appreciated.

### Rules?

Unfortunately, there is always a need to clarify some things that might be contentious, or not otherwise obvious. Please note the following:

- *Electric heaters* — are not permitted (due to safety and electricity consumption reasons).
- *Noise* — should be kept to a minimum between 10pm and 7am (the 10pm time was implemented a number of years ago).
- Loud TV, radio and music are discouraged.
- There should be no eating in the kitchen proper whilst people are busy cooking. The kitchen is for cooking and can become busy. The dining room is for eating.
- Please make sure that all external doors are closed when no one is at home.
- *Telephone* — Is available for incoming calls. A key-lock on the phone ensures that only emergency outgoing calls are made (the MIC has access to the key).
- Physical building keys — Every member is entitled to a key upon payment of the deposit (it operates the back door and toilet block).

### More info, and our Web Site

For more information (eg. current accommodation rates, etc.), and for the latest news, or copies of recent Rimstone Newsletters, please visit our web site: [www.rimstone.org.au](http://www.rimstone.org.au).

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**To contact Rimstone Directors** — by email: [directors@rimstone.org.au](mailto:directors@rimstone.org.au)

Visit the website [www.rimstone.org.au](http://www.rimstone.org.au), and Like us on Facebook: [www.facebook.com/Rimstone](http://www.facebook.com/Rimstone)