



GUIDELINES FOR STAYING AT KŌPINGA MARAE

Welcome to Kōpinga and thank you for taking time to read these guidelines. They are designed to make your stay at Kōpinga as safe and comfortable as possible.

The main whare inside Kōpinga Marae is called “Hokomenetai”, which means to gather together in peace. Following these guidelines will help ensure your gathering is a peaceful and happy event.

Guidelines:

1. Please respect Ka Pou o Rangitokona in the centre of Hokomenetai. The pou (centre post) is a place where visitors are welcomed and where karapuna (ancestors) are remembered and acknowledged. The wooden floor area around the pou and tūahu (altar ledge) must be treated with care. The floor can be slippery for those wearing socks, so be careful on the wooden surface. Please ensure that no sharp objects are ever placed on the tūahu or on the wooden floor.
2. Please remove your shoes before entering any part of Hokomenetai or the marae buildings
3. Hokomenetai is a peaceful place, so please make sure that your visitors do not run whilst inside
4. Hokotehi is trying to run a conservation conscious organisation. Please be mindful about electricity use during your stay. To this end:
 - Please turn off all lights that are not required
 - Use washing machines on cold water washes only (and ensure that kitchen materials such as T-towels are washed separately from clothes and bedding in the kitchen washing machine)
 - Please do not use clothes dryers except for emergency purposes. There is a clothes line outside the ablution blocks
 - All dishes must be carefully washed before being placed in the steriliser
 - Use the fridge and freezer space for your kai and avoid turning the chiller on, except for larger groups
 - Please monitor use of the hot water urn. If it has to be turned on for your group, please ensure it is always topped up with water and also turned off at night
 - Only turn room heaters on in the colder months
 - Keep shower use brief for all to enjoy the hot water

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5. In the entrance to Hokomementai there is a museum exhibit of taonga. Some of these items are not in locked cabinets. Visitors are welcome to admire the taonga and learn about Moriori culture, but please do not pick up or handle these valuable items. The same guidelines apply to taonga and carvings around the walls – admire and enjoy without handling. We would also ask you to respect our request not to take photographs of carvings or other taonga anywhere at Kōpinga
6. The marae is alcohol free and this includes any place on the grounds
7. Smoking is firmly discouraged but if you have to smoke, please do so away from the buildings, i.e outside the gate or near the washing line on the eastern side of the building
8. The mattress room, office and board room are not available for visitor use. These rooms must remain locked at all times
9. The marae has limited data wifi. The code will be available for work use and no downloads.
10. The marae phone number is 03 3050457 and main office is 3050450
11. The water heating system is operated from diesel boilers. The switches for these are located on a panel just inside the access between the kitchen and the wet room. During your stay you should only need to use the shower water heating and possibly the kitchen water heating. Switching these on every second day should ensure that you have plenty of hot water.
12. A Chatham Island phone book is located in the kitchen beside the phone. Please ensure this remains in the kitchen. If there are messages on the phone the access code is 083210#
13. Fires and evacuation procedures. There are fire blankets in the kitchen and fire extinguishers in the kitchen, dining room, beside the visitors' book stand, inside the main entrance and also beside the men's toilet. When your group arrives please designate a person (or persons) as safety warden(s) to co-ordinate an evacuation to the safety meeting point in the car park outside the entrance to the marae
14. First aid – there are two basic first aid and burn kits on top of the fridge in the kitchen. If items are used please advise upon departure
15. Civil Defence. Kōpinga is the island's main civil defence emergency centre. In the event of an emergency such as a tsunami warning the marae is likely to be full. If this occurs during your stay please co-operate with Hokotehi and Civil Defence staff
16. At the end of your stay please put all used sheets, towels etc in the laundry area by the toilets and stack all mattresses in the main whare ready for storage. Please make sure the marae is left clean and tidy. A vacuum cleaner and bathroom cleaning products are located in the disabled persons' toilet in the ablution block.

Enjoy your stay. Me rongo (in peace)