

Lodging House Rules as at 1st June 2021

General information, policies, and conditions

Foundation Housing have House Rules in place at all our lodging and share houses to support a safe and peaceful environment for all.

It is Foundation Housing policy that staff and our contractors have the right to work in a safe and healthy environment. We will not tolerate aggressive and/or violent behaviour.

The following rules apply to you and to anyone visiting you: You are responsible for the behaviour of your visitors and if your visitors do not comply with these rules you may be evicted.

We understand that some of our residents may be vulnerable due to issues such as substance misuse, a disability, or a mental health condition. Where appropriate, we will offer residents support and refer them to other agencies to help them keep their Licence to Occupy.

We may amend these House Rules from time to time by giving you written notice of the new House Rules.

House Rules - Immediate Eviction

If you break any of the following rules we will end your Licence to Occupy and tell you to leave the premises immediately.

You, and anyone visiting you:

1. **must not** commit any criminal act¹ on the premises;
2. **must not** possess, use, make, distribute, or sell illegal drugs or any associated equipment on the premises, (for example, bongs or syringes). This includes prescription medication that has not been prescribed specifically for you by a healthcare professional;
3. **must not** intentionally or recklessly cause or allow serious damage to any part of the premises or chattels;
4. **must not** cause a danger to any person on the premises (for example, by causing a fire);
5. **must not** intimidate, be violent, or threaten violence on the premises;
6. **must not** harass any person on the premises by bullying, threatening, or intimidation of a racial, sexual or otherwise discriminatory nature, including unwelcome or inappropriate remarks, gestures or behaviour.

¹ Criminal act is an act committed by a person that violates a law and which is punishable by the government.

General House Rules

If you do not comply with the House Rules, we may give you a written or verbal warning. If you break the same rule again within six months, we will issue a breach notice. If you then break the same rule again, we will end your Licence to Occupy and tell you to leave the premises within three (3) days.

If you receive three (3) or more written warnings for breaking different house rules within any six month period, we may choose to issue a breach notice (rather than another written warning).

If you then break any further rule within six months of the breach, we may choose to end your Licence to Occupy and tell you to leave the premises within three (3) days.

If your Licence to Occupy is ended due to violent or aggressive behaviour, a cooling off period will apply and you will not be able to reapply for accommodation with Foundation Housing for a period of six months.

Personal behaviour

You, and where appropriate, anyone visiting you:

7. **must** permit Foundation Housing staff or its contractors to carry out their duties in and around the premises;
8. **must** wear appropriate clothing when in the common areas of the Lodge;
9. **must not** slam doors, swear, shout, or play loud music or disturb other residents and/or the local community;
10. **must not** act in a disorderly manner;
11. **must not** continually ask other residents for things such as money, cigarettes or food;
12. **must not** drink alcohol in the common areas of the Lodge, including on any balconies (you may drink alcohol in your own room);
13. **must** keep your room, including the fridge, clean at all times (as explained in our room standard leaflet);
14. **must** leave all common areas (for example kitchens, dining rooms, bathrooms, laundry rooms, and TV lounges) clean and tidy after you have used them;
15. **must** store personal property appropriately in your room and not leave personal items or belongings in common areas;
16. **must not** bring any furniture into your room or the common areas without the permission of Foundation Housing Ltd.

Visitors

Residents are responsible for the behaviour of their visitors. Therefore you:

17. **must not** give Lodge room key(s) and/or swipe cards to visitors at any time.
18. **must not** allow visitors to use facilities provided only for the residents of the Lodge, such as the showers, washing machines, dryers, and kitchens;
19. **must** stay with visitors at all times, whether they are in your room or the common areas;
20. **must** make sure visitors comply with the House Rules (if any visitor breaks the House Rules they will be asked to leave the premises);
21. **must not** have visitors before 8:00am or after 10:00pm and they are not permitted to stay overnight (this includes residents visiting or accepting visits from other residents);
22. **must not** let another resident's visitors into the building (they will be deemed to be your visitors if you let them in); and you **must not** let banned visitors onto the premises.

Communal

23. **You must not** bring any vehicle onto the premises if it is not registered and/or roadworthy;
24. **You must not** block any driveways on the premises with your vehicle;
25. **You must not** dispose of any rubbish other than in designated rubbish area(s).

Safety and Security

For your safety and security, and for the safety and security of other residents and staff, you:

26. **must not** smoke in your room or anywhere on the premises except in the designated smoking areas outside;
27. **must not** prop open any internal or external access doors which are intended to be locked or shut, including fire doors;
28. **must not** prepare or cook food in your room (unless your room has a fitted kitchen);
29. **must not** leave the kitchen when you are cooking;
30. **must not** use candles or oil burners, or burn incense, anywhere on the premises;
31. **must not** store or use any poisonous or noxious chemicals in your room or on the premises.

If you live in Hampton Road Lodge you:

32. **must not** use the rear access doors to enter the premises outside of normal office hours unless you have been given prior written permission to do so by Foundation Housing Ltd.;
33. **are not permitted to enter Level 4 if you are male – this floor is strictly female only.**

If you live in Broome Lodge you:

33. **must not** vandalise, damage, tamper, or interfere in any way with the working of the main front gate. If you break this rule we will end your Licence to Occupy and tell you to leave the premises immediately;
34. **must** keep the laundry door locked at all times.

If you live in Bennett St Lodge you:

35. Balcony use:
 - **must** place washing out of sight from the street on your balcony i.e. on a low clothes airer and not draped on the balustrade;
 - **must not** install a satellite dish;
 - **must not** use a barbeque on your balcony;
36. **must not** use the communal kitchen on the ground floor unless you have Foundation Housing's permission.

Your agreement

By signing below you are confirming that you have received a copy of these House Rules and are agreeing to keep to, and make sure that anyone visiting you keeps to these House Rules.

Resident signature: _____ Date: _____