

Lodging House Rules

Foundation Housing has House Rules in place at all lodging and share houses to support a safe and peaceful environment for all. It is Foundation Housing policy that staff and 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 residents may be vulnerable due to support issues and, where appropriate, residents will be offered support and/or referrals to other agencies to help maintain their Licence to Occupy. These House Rules may be amended from time to time by giving you written notice of the new 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 act on the premises;
2. **Must not** possess, use, make, distribute, or sell illegal drugs or any associated equipment on the premises, (for example, bongos or syringes). This includes prescription medication that has not been prescribed specifically for you by a healthcare professional, if drug use is suspected tests will be conducted on the property;
3. **Must not** cause a danger to any person on the premises (for example, by causing a fire or tampering or covering smoke detectors, emergency speakers and sprinklers);
4. **Must not** intimidate, be violent, or threaten violence on the premises;
5. **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.
6. **Must not** intentionally or recklessly cause or allow serious damage to any part of the premises or chattels;

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** maintain good personal hygiene. (Showering regularly, brush teeth & clean clothing);
10. **Must not** act in a disorderly manner. This includes but not limited to; slamming doors, swearing shouting, playing loud music, disturbing other residents and/or the local community;
11. **Must not** act in a disorderly manner;
12. **Must not** continually ask other residents for things such as money, cigarettes or food;
13. **Must not** drink alcohol in the common areas of the Lodge, including on any balconies (you may drink alcohol in your own room but must still abide by the requirement not to act in a disorderly manner);
14. **Must** keep your room, including the fridge, clean at all times and be ready for an inspection at any time outside of the normal inspection schedule. This includes removal of rubbish, tidy belongings, clean floor, cleaning fridge and wash bedding and clothing.
15. **Must** only have belongings that can fit inside your room or in storage and furniture provided and must not obstruct exits;
16. **Must not** reschedule room inspection without prior approval from lodging coordinator;
17. **Must** leave all common areas (for example kitchens, dining rooms, bathrooms, laundry rooms, and TV lounges) clean and tidy after you have used them;
18. **Must** store personal property appropriately in your room and not leave personal items or belongings in common areas;
19. **Must not** bring any furniture into your room or the common areas without the permission of Foundation Housing;
20. **Must not** breach any clause in your Licence to Occupy.

Visitors

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

21. **Must not** give Lodge room key(s) and/or swipe cards to visitors at any time.
22. **Must not** allow visitors to use facilities provided only for the residents of the Lodge, such as the showers, washing machines, dryers, and kitchens;
23. **Must** stay with visitors at all times, whether they are in your room or the common areas;
24. **Must** make sure visitors comply with the House Rules (if any visitor breaks the House Rules they will be asked to leave the premises);
25. **Must not** have visitors before 10am or after 9pm and they are not permitted to stay overnight (this includes residents visiting or accepting visits from other residents);
26. **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

27. **You must not** bring any vehicle onto the premises if it is not registered and/or roadworthy;
28. **You must not** block any driveways on the premises with your vehicle;
29. **You must not** dispose of any rubbish other than in designated rubbish area(s).
30. **You must** follow set guidelines in regards to air conditioner use in common areas;
31. **You must** only place rubbish inside designated bin and not on floors around the bin.

Safety and Security

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

32. **Must not** smoke in your room or anywhere on the premises except in the designated smoking areas outside;
33. **Must not** prop open any internal or external access doors which are intended to be locked or shut, including fire doors;
34. **Must** follow all emergency evacuation instructions, this includes exiting the building when fire alarms sound and not using lifts in an emergency.
35. **Must not** prepare or cook food in your room (unless your room has a fitted kitchen) this includes toasters and microwaves;
36. **Must not** leave the kitchen when you are cooking;

37. **Must not** use candles or oil burners, or burn incense, anywhere on the premises;

38. **Must not** store or use any poisonous or noxious chemicals in your room or on the premises.

If you live in Broome Lodge you:

39. **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;
40. **Must** keep the laundry door locked at all times.

If you live in Bennett St Lodge you:

41. **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;
42. **Must not** install a satellite dish;
43. **Must not** use a barbeque on your balcony;
44. **Must not** use the communal kitchen on the ground floor unless you have Foundation Housing's permission.

If you rent a car bay from Foundation Housing:

45. There is a weekly parking fee and the use of the car park is dependent on the continued payment of the parking fee. This fee can be found on your car park agreement.
46. 14 days written notice is required to terminate the car parking agreement and payment must continue to be made during this 14 day period.
47. Vehicle registration details must be provided to Foundation Housing Ltd at the start of the agreement and when any changes are made showing the vehicle is registered in your name.
48. You must have a valid driving licence.
49. Unregistered vehicles must not be kept on the premises.
50. Subletting car park spaces is NOT permitted.
51. Allowing visitors use of the car park space is NOT permitted.
52. If no car is parked in the bay for over 1 month without prior consent from Foundation Housing this agreement will be withdrawn.
53. Foundation Housing Ltd reserves the right to withdraw from the carpark agreement at any time.