

# GUEST GUIDELINES & CONDITIONS OF RESIDENCY

## GUEST GUIDELINES

In order to help with the smooth running of the premises it is necessary to have a few guidelines. These guidelines will give everyone a fair go and let everyone know what is expected of them as a guest at **Platform Nine**.

1. Remember to treat others in the community the way you wish to be treated. Courtesy and consideration of others will make your stay at Platform Nine more enjoyable.
2. Regular community dinners are provided one night per week. Time will be set aside for a community meeting to discuss any issues or concerns and we encourage guest engagement and support. As a guest of this community your opinion is valid. The weekly community dinner is on ..... and begins at .....pm. (Currently pending completion of community room)
3. It is expected that each guest will volunteer one hour per week to the community of Platform Nine.
4. It is expected that each guest will participate in weekly meetings with a mentor.
5. No smoking in any of the rooms. Smoking only in designated areas.
6. No candles, incense or other flame induced items are to be used in rooms.
7. It is important that all of our guests enjoy a safe and secure environment 24 hours a day, seven days a week. To maintain this environment, we are committed to the responsible use of alcohol and have a House Management Policy, Code of Conduct and Management Plan supporting our commitment. Guests are to consume alcohol responsibly. Any drunken and/or disorderly behaviour will lead to immediate eviction. No alcohol consumption in public areas.
8. Non prescription/illegal drugs are not permitted on the premises. If there is any evidence of illegal drugs or drug use, you will be immediately reported to the Police and evicted. Either the Police or Landlord or Manager will search the premises, in the event of perceived drug use or if it is suspected you are keeping drugs on the premises.
9. Behaviour and language should be considerate of others at all times. Excessive noise or foul language will not be tolerated. Wilful damage, physical violence or threats are unacceptable and will result in immediate eviction.
10. No weapons of any description are to be kept on the premises.
11. Your room is to be kept clean and tidy and the utmost care and respect given to the furniture, furnishings and other items provided and included in your room.
12. If any of the furniture, furnishings or other items provided and included in your room have been broken, stained or becomes unusable, please notify a staff member at the earliest opportunity. You will be required to pay for any damages or breakages you have caused.
13. You are not permitted to leave your personal belongings, dirty dishes, cups or glasses around in the public areas.
14. The laundry area, clothes line area and washing machines are for your use and are to be shared considerately. No excessive usage time is permitted.
15. Once you have signed and agreed to the Guest Agreement and paid for one week in advance, you will receive one front door key. If this is lost or misplaced you will be required to pay for a replacement key. If you lose your keys more than once you will lose the privilege of having a key.

16. You will arrange to pay your rent each Thursday by direct debit to the nominated account, National Australia Bank Caringbah BSB 082 184 Account 7447 71502 or directly to the rent collector on duty. If for some unforeseen circumstance you are unable to pay your rent on that day, please notify the Manager immediately.
17. If your rent becomes more than one week overdue you will receive a warning notice, which will eventually lead to eviction.
18. Visitors are welcome. Ensure they observe the same guidelines and leave quietly by 9pm on a week night and 11pm on a Friday or Saturday night.

## CONDITIONS OF RESIDENCY

1. There will be a probationary period of ..... weeks.
2. Follow the guidelines and expectations as outlined under Guest Guidelines.
3. You will be expected to participate in a weekly mentoring session with a selected worker. This includes attending and participating and working towards goals outlined in these sessions. (If you are not making a satisfactory effort toward achieving your goals and render the program useless, you will be assisted to move to alternative accommodation).
4. Platform Nine staff will ensure confidentiality on any issues discussed, however the staff may share in all areas with each other if they feel it is beneficial. In cases where you are risking the safety of yourself or others, confidentiality does not apply. We provide an avenue of appeal – if you feel you are being treated unfairly you have access to a complaints procedure.
5. You will pay your rent on time unless a rent extension has been arranged.
6. Upon moving out of Platform Nine you will be expected to take responsibility for moving your possessions and leaving your premises exactly as you found it. This includes a thorough clean. Failure to leave the premises clean will incur a \$60 cleaning fee. You will be expected to take all of your belongings on the day you move.
7. Guest rental is for a maximum of 3 months.

### GUEST

I ..... agree to the terms of the Guest Guidelines and Conditions of Residency.

Period of Occupancy: From..... to .....

Signature: ..... Date: .....

### STAFF

I ..... on behalf of Platform Nine agree to fulfil the expectations of the Guest Guidelines and Conditions of Residency.

Position: .....

Signature: ..... Date: .....