Outer City Mission Trust - House Rules Oak Tree Lodge

1 All residents are responsible for their unit and it must be kept clean and tidy. It is the right of the house manager and/or a trustee to carry out a random room inspection in the presence of the resident.
2 Communal areas are the responsibility of all residents; residents are responsible for cleaning up after themselves.
3 All residents may not partake of, or have in their possession any alcoholic drinks, illegal drugs or other misused substances. Residents must remain free from the influence of these substances while living at Oak Tree Lodge. To fail to do so would be viewed as 'serious misconduct'.
4 Smoking is not encouraged and must be outside only. All butts must be disposed of in the containers provided.
5 Residents must show consideration of other residents and neighbours. This includes; excessive noise levels and foul language. Any violent and abusive behaviour or the possession of pornography, weapons, gang or occult paraphernalia would be viewed as 'serious misconduct'.
6 Residents are expected to report to the house manager any repairs required or damage as soon as possible. Wilful damage must be paid for by those responsible.
7 All residents should be aware of the location of fire extinguishers, fire escape routes and assembly points. Any hazards or accidents must be reported to the house manager.
8 No visitors are to stay overnight unless it is organised at least 48hrs in advance and it has been agreed to by the House Manager, all day visitors to leave the property by 9 pm.
9 Visitors are the responsibility of the resident that hosts them and it is their responsibility to ensure that visitors abide by the house rules. Management reserves the right to hold the hosts accountable for their visitors actions, should the visitor engage in 'serious misconduct' the host may be asked to leave as well as the visitor depending on the circumstance.
10 Theft of Oak Tree Lodge or residence property is viewed as 'serious misconduct' and residency will be terminated. Management may, dependant on the circumstance, press charges.
11 All residents are required to pay a two-week bond and pay rent of one week in advance, failure to keep up with rental payments will be viewed as 'serious misconduct'.
12 As Oak Tree lodge is based on Christian principles there is an expectation that long-term residents will attend a church service or Bible study on a regular basis.
13 Residents who are on prescription medication must commit to taking it as prescribed unless their GP has advised them to stop, failure to do so will be viewed as 'serious misconduct'

Disputes:
Any complaints should in the first instance be referred to the house manager. If the complaint is not resolved to your satisfaction or if the complaint concerns a member of staff please send your written complaint to:
The Trustees
Outer City Mission Trust
C/- 73 Rangitane Street
Palmerston North

Warning Process:
Any infringement of these rules will result in a first warning. Further infringement will result in a second, written and final warning. A third infringement will result in termination of residency and you will need to vacate the premises immediately. Behaviour deemed as 'Serious Misconduct' will result in immediate termination of residency.

I have read or had these conditions explained to me. I understand them and agree to live by them while living at Oak Tree Lodge. I understand failure to do so may mean termination of residency.

Signed …….. ……. ……..
Resident Staff Date