

House Rules

Safety & Respect



The House Rules are here to make the foyer a safe and pleasant place for everyone who lives in, works in, or visits the building. The following rules are based around your Licence Agreement, safety and respect for each other, the staff and our neighbours.

Please read through this list carefully and if you are unsure about any of the rules please ask before signing.

General conditions:

- 1 I will show a commitment to a positive life change and will accept support to learn whatever skills necessary to enable me to live independently. I understand that this is a condition of my licence agreement to live at this Empanda YPS project.
- 2 I will keep to the terms of my licence agreement.
- 3 I will pay my rent as described (and occasionally changed) in my licence agreement.
- 4 I will attend weekly key working sessions and scheduled house meetings.
- 5 I will assist with the cleaning rota for communal areas, and will allow regular health and safety inspections to be carried out in my flat.
- 6 I will not keep any pets other than cold-water fish, with permission.
- 7 I will advise Empanda YPS staff of any changes in circumstances regarding benefits or personal income.
- 8 A copy of my room door key will be kept by staff for use in the following circumstances:-
 - a) For entry in case an emergency repair is required.
 - b) To enable a duplicate key to be cut should a resident lose their original.
(An appropriate charge will be made for this)
 - c) For entry should a member of staff or an appropriate emergency service have grounds to believe that a resident's health and/or safety is at risk.
 - d) For entry to conduct a room search should staff have reason to believe that a resident is in breach of the house rules regarding illegal substances.
- 9 I understand that the room is a single occupancy room and as such a double bed is not permitted. I must also keep the bed and all furniture and electrical goods provided by Empanda in my room.

Respect:

- 10 I will treat other YPS residents, visitors and the staff team with respect and will not discriminate, exclude, bully or harass anybody due to their age, ethnicity, sexuality, ability or gender or for any other reason. This includes electronic bullying and harassment via email, text and social networking.
- 11 I will ensure that any music or noise is kept to acceptable level, all music to be completely inaudible to other residents and neighbours by 9 p.m. I will not bring a subwoofer into the building. There will be no audible noise before 9am or after 11pm.
- 12 I will not act in a way that brings disrepute to the project. This includes acts committed in the vicinity of the project that may cause neighbours to have a negative view of YPS.

- 13 I will not have more than 2 visitors in my room at any time, which includes YPS residents and I will ensure that my visitors leave quietly by 11.00 pm every night.
- 14 I will take full responsibility for my guest's behaviour at all times and I am accountable for any disturbance or damage that they may cause or any house rules my guest's break.
- 15 I will ensure I use the visitors' book every time my guests enter or leave the building in accordance with fire regulations. I will escort my visitors to my flat and off the premises. Any visitor not signed in will be considered to be an unauthorised person and will be required to leave the foyer for the rest of the day.
- 16 I will not allow any visitors into the house who have not supplied staff with a valid form of photo I.D to include DOB (Except family members) of which a copy will be kept on file at the foyer.
- 17 I will not allow my visitors into any other resident's room or any other part of the building other than my own room.
- 18 Any visitor suspected of being under the influence of alcohol or illicit substances will be refused entry and may be precluded from further visits. Staff reserve the right to refuse entry and can ask visitors to leave at any time.
- 19 I will only ask to use the Office phone for contacting Next of Kin in emergency or an official capacity i.e., to contact job centre, college, GP with permission of the staff.

I will use the phone only in the staff area only except in special circumstances at staff's discretion

I will limit the time of calls to no more than 10 minutes (other than DWP calls)

Safety and Well-being:

- 20 I will ensure the safety of myself and other residents is maintained to the best of my ability by:-
 - a) Not tampering with fire detection/fire fighting equipment /close circuit T.V. or alarms.
 - b) Keeping main entry doors to the building locked.
 - c) Not passing my keys to any other individual to enter the building in my absence.
 - d) Escorting my visitors to and from the front door and not allowing anybody else's visitors into the building.
 - e) Not allowing anybody who is banned from visiting the building onto the property.
 - f) Only using electric deep fat fryers when deep fat frying.
 - g) Not using candles, any naked flame, or incense in my flat
- 21 I will not allow an overnight guest to stay in the building without prior permission from staff. Staff must be notified no later than 8pm and overnight means between 11.00 pm and 7.00 am. If staff are not on duty I will put a note under the office door. I will stay at the project for at least 4 nights every week unless agreed otherwise with YPS staff. A guest is allowed to stay a total of 3 nights a week at the foyer.
- 22 Smoking and consumption of alcohol is not permitted in communal areas.
- 23 I will not allow children under the age of 16 on to the premises, unless they have the written consent of their parent or legal guardian for each visit and this has been verified by Empanda staff. Under no circumstances will children under the age of 16 be allowed in the premises during school hours or overnight.
- 24 I will ensure that no illegal items are brought onto the property. Illegal items include all classes of drugs (except medicines prescribed in my name) drug using paraphernalia, firearms, knives, weapons or anything that could reasonably be assumed to be a weapon, stolen property or illegal images.

I agree that I understand the house rules and my responsibility to keep to them. I also understand that I may be putting my accommodation at risk if I breach these rules.

Signed:

Date

Signed:

(For Empanda)

Date

(Resident keeps a copy)