



The practicalities of hosting: host/guest agreement

Name of host(s):

Name of guest(s):

Host address:

Initial expected length of stay:

Date of expected move in:

Host's phone number:

Guest's phone number:

Name of support worker for host:

Phone number:

Name of support worker for guest:

Phone number:

* This form sets out the basis on which a host welcomes a guest into their home. We therefore ask for a new form to be discussed and completed for every new hosting arrangement. **Both guest and host should have a copy** (they may take a photo at the end of the meeting or send it to them subsequently).

* This is an opportunity for the host to set some 'ground rules', for the guest to ask questions, and for both guest and host to discuss any areas on which they may have different expectations.

* The volunteer or staff member from SH who introduces host and guest will go through the form, ensure that both sides agree how the hosting arrangement will work, and help to iron out any uncertainties or concerns.

* The list below sets out the things that, in our experience, are best decided up front. Once agreed, these are not set in stone but we hope the agreement will help things get off to an open and positive start.

Bedroom. The guest will have: Their own room A sofa-bed in the living room

Kitchen and meals. The guest will: share meals with the host cook their own meals A combination

The guest may: use any food in the house use some foods *In this case, please give an idea of what will be provided eg bread, milk, washing powder*

The guest should provide their own food *In this case, is there anything you ask the guest not to cook/bring into the house eg meat, fish, nuts.....*

Facilities. The guest may use: Shared bathroom Own bathroom Cooker Microwave

Washing machine Communal TV TV in own room Landline phone Computer

Security and visitors. The guest will have their own key or Will not have their own key

The guest may come and go as they please

or should leave the house before (insert time) and not return until after (insert time) each day

or at the start of the hosting period, the guest should not be in the house without the host

The guest may invite friends to the house any time only with their host's permission never

Please specify if guests should leave the house by a certain time / any other conditions

The guest will let the host know if they are going to stay away overnight

House rules. The guest: May smoke in the house May smoke in the garden

May consume alcohol in the house May not consume alcohol in the house

Anything else Please make a note of any additional arrangements. For example, deadlines for any cooking or for noise (eg TV, phone calls), heating, personal electrical appliances, cleaning, pets, house security, garden

Please explain to guest and host that they both have time after this meeting to decide if the placement will go ahead.