

NACCOM's Hosting Good Practice Guide: Part 2

Appendix 2

Sample Guest Agreement (and House Rules)

A. By accepting of an offer of accommodation from (*state name of project*), the guest agrees to the following conditions.

1. The guest has no legal right to stay at the host's house and agrees to leave if the host requests it. When possible, hosts will give advance notice of a request to leave. There is no guarantee that (*state name of project*) will find alternative accommodation. The guest understands that hosts may need to write a formal eviction letter in order for them to move on.
2. Guests will engage with their support worker and actively pursue their move-on plan.
3. The guest will abide by all house rules set by their hosts (see House Rules below).
4. The guest will attend any meetings arranged with the host and / or (*state name of project*).
5. The guest accepts that, *if required to do so by an official of the state, (*state name of project*)* and /or hosts may have to disclose details of their address. In other circumstances, the Project will respect guests' right to confidentiality as per the (*state name of project*) Confidentiality Policy.
6. The guest agrees to respect the host's right to confidentiality and not to divulge any details about the personal life of the host, their family or household to any other person without prior consent. This includes the use of social media.
7. The guest agrees to allow the host to enter and view their room at any time. Hosts will however respect guests' rights to privacy and will only enter without prior agreement if they have serious cause for concern.
8. The guest agrees to move to a different room in the host's home if requested to do so by the host.
9. At the end of the hosting period, the guest agrees to leave their room in the same state and condition as it was when they arrived.
10. The guest agrees to let their host know when they go out, when they will be expected to return home and to keep in touch with the host via mobile phone if this changes.

B. Without the clear permission of the host the guest agrees not to:

1. Invite visitors into the home or to allow anyone else to stay overnight in the home.
2. Allow anyone else to store their belongings in the home or alter any of the decorations, furniture or fittings in their bedroom.
3. Invite salespeople into the house or enter into any agreements using the house address.
4. Leave any of their belongings in the host's home when they leave.
5. Enter any bedrooms belonging to the host or their family.

C. Sample House Rules

The following issues should be discussed at the introductory meeting and any comments added:

1. **Keys and security of the house.**
E.g. Our guest will be issued with front and back door keys and must make sure they leave both doors locked when they go out.
2. **Times when it is expected that guests will be out of the house.**
E.g. Guests can go out whenever they choose but must let us know if they are staying out late.

3. Meals, cooking and food storage

E.g For other cooked meals, use of the kitchen is available but they can also share our meals. If using the cooker, please try to avoid using at the same time as other house members.

4. Use of Shared Spaces (eg living room)

E.g. Guests are welcome to join us watching TV in the living room but will have their own TV in their room. Dining room and utility room are also available.

5. Use of bathroom (times, expectations around maintaining its cleanliness etc)

E.g. Guests to avoid using bathroom before 9am but can use the shower downstairs at any time. Please make sure you keep these areas clean and tidy after use.

6. Use of household equipment (eg telephone, computer and washing machine)

E.g Use of telephone on request. We are happy to use the computer on guest's behalf. Use of washing machine and iron is on a first come, first served basis.

7. Guests' own electrical equipment.

E.g To be used in own room. Please do not leave heated items on the floor or bed.

8. Do not use of portable heaters unless provided by the host.

9. Storage space for guests' personal belongings

E.g The following will be provided - Wardrobe, chest of drawers, tall shelving unit, bedside cabinet and TV unit all supplied.

10. Smoking

E.g. Smoking is permitted in the back garden only. Please dispose of all cigarette ends in an outside bin.

11. Use of alcohol

E.g. We are moderate regular drinkers and are happy to share with others but please do not help yourself.

12. Normal bed and waking times

E.g. We go to bed between 10pm and midnight. We get up at 7am on weekdays, 8:30am on Sundays and later on Saturdays.

13. Cleaning

Guests are responsible for cleaning their own room.

14. Household pets

E.g No pets but we do feed the wild birds in our garden and love watching them!

15. Covid-19 house rules

Please ensure you follow the government guidelines.

16. What is guest's biggest concern/what worries them about the possibility of coming to stay at this home?

Any other comments.

Signatures:

Guest

Date

Explained by

Date