



**FRIENDSHIP HOUSE AGREEMENT POLICY FOR RESIDENTS**

The Terms of Occupancy are designed for the benefit of clients and volunteers to maximize the use of Friendship House in the local community. Therefore there is an expectation that residents will participate in all aspects of the Friendship House Program. As a shared facility under the control of a management committee this agreement is outside the 'Residential Tenancies Act 1987'. Clients occupy the Friendship House premises as boarders not tenants

- 1) The standard length of occupation is 4 weeks
- 2) Advance payment of \$260.00 is required before the client takes up occupancy. This amount comprises of 4 weeks rent @\$45 per week plus a returnable (house to be left in clean and tidy condition) bond of \$80.00.
- 3) Friendship house accommodates 2 men, one in each of two bedrooms.
- 4) If a client is evicted or chooses to leave the house Pro-Rata rent will not be refunded.

Signature of Resident.....

- 5) Residents are required to participate in a support program with the Friendship House volunteer committee towards individual goals and securing long term accommodation
- 6) Residents are required to connect with the volunteers each week day...
- 7) Volunteers are in their position to assist residents to the full extent of their ability and as such shall be treated in a respectful manner.
- 8) Residents are required to create a case plan with the Coordinator within the first 3 days of their stay.
- 9) Residents are required to meet with the coordinator weekly to review their case plan.
- 10) A weekly evaluation of the resident's case plan will be conducted with the resident and an assessment of their goals will be discussed to determine their continuing suitability for Friendship House.
- 11) If a resident is going to be absent from the House they need to inform a member of the Management Committee. This relates to a general concern for the residents welfare, and the importance of keeping lines of communication open.

Signature of Resident.....

License Agreement to Occupy Friendship House Premises

- 12) Illegal activities of any nature are not to take place at the House.
- 13) Illegal drugs and alcohol are not to be brought into or consumed at Friendship House. No smoking inside the house. Residents should be aware that Samaritans have the facilities to drug test.
- 14) Issuing threats or acting in a threatening manner to other clients in Friendship House or neighbours will lead to removal from the Friendship House program.
- 15) No visitors other than immediate family. No children under the age of 16. No overnight stays. Visitors must leave by 9pm. No visitors to adversely affect the other resident.
- 16) Residents are responsible for any damage to the property other than general wear and tear
- 17) Residents are asked to contribute to a positive relationship within the immediate local community. This relates to such issues as noise, general behaviour and demeanour.
- 18) Signed agreement to abide by this Policy is necessary to take up residence.
- 19) If a resident breaks any agreement of the policy the Management Committee will discuss the matter with the resident and the resident will generally be given 24 hours notice. This notice may be reduced if the infringement is deemed serious enough.**

Signature of Resident.....

**RESIDENTS RIGHTS**

- 20) Residents will receive a receipt for rent payment.
- 21) Personal Information disclosed to the Friendship house Management Volunteer Committee will be treated with the strictest confidence
- 22) All residents are encouraged to raise any concerns with members of the volunteer committee or directly with the Samaritans staff member co-coordinating the project.
- 23) Any changes to Friendship house terms of occupancy will be discussed with the residents for their input.
- 24) Residents will be provided with an evaluation/feedback form as an opportunity to give formal feedback to the Samaritans Foundation about all aspects of their stay at Friendship House.

I agree to comply with the responsibilities set out in this Occupancy Agreement

Name of resident..... Signature of resident.....

Name of witness..... Signature of witness.....

Date.....