

EXCELLENCE IN HOUSING:

Guest Policy

OrgCode Consulting, Inc. is pleased to share this document as part of a collection of the most requested resources from our **Excellence in Housing** training series. These documents are intended for professionals who have been properly trained on these tools and practices.

For more information about this resource, training, or other available resources, please visit us online at:

www.orgcode.com

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Guest Policy

Personal Guest Policy

About the Personal Guest Policy

This tool is intended to help the client define who can visit, when, and who is responsible for the actions of guests. As with many of our tools, this tool is intended to give the client a voice in their living situation, and clients should be encouraged to take ownership of their guest policy.

The idea should be introduced during the housing search, discussed during the move-in, and completed during the first two home visits.

Make sure that the following questions are answered

- During what times of the day will you allow friends and family to come over?
- Is there anybody that you do not want coming over? (even if you might like to hang out with them somewhere else)
- Is there anyone you'd only invite over on certain days or certain times?
- What are your house rules? (e.g., don't yell; only people I know can come to my home; be respectful in the hallways; if you dirty it, clean it; take off your shoes. etc.)
- How will you manage guests that get out of hand?
- What's the best part about having your own place that you don't want guests to screw up on you?

Some additional questions to discuss

- If someone comes over with a friend, and you don't know the person, is that alright with you?
- If a guest damages something in the building who is responsible?
- Are there any activities, language or other things that you do not want happening in your apartment?
- If people want to crash on your floor or couch, is that cool with you? What if doing so is against your lease?
- If people want to smoke drugs in your apartment, how will you make sure that doesn't result in you getting evicted?
- If a buddy wants to "borrow" your apartment for a couple hours to have a date with his girlfriend, is that okay with you?
- If people get in a fight - including a fight with you - how will you respond to that and not lose your housing?
- Can people eat your food or use your things?
- What can you do to make sure there are no noise complaints?

Guest Policy Sample

Client: Fiona	Version: 1	Date: Jan 4, 2015
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My Personal Guest Policy

In general, my visiting hours are:

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Guests ARE allowed	9-9	9-9	11-9	9-9	after 9am	all day	
Guests are NOT allowed	after 9pm	after 9pm	after 9pm	after 9pm			all day

I make exceptions for the following people:

Name	Is allowed to visit...
Sheila (mom)	<input checked="" type="checkbox"/> Always <input type="checkbox"/> Never <input type="checkbox"/> Other: _____
Frank (dad)	<input type="checkbox"/> Always <input type="checkbox"/> Never <input checked="" type="checkbox"/> Other: only on weekends
Candy	<input checked="" type="checkbox"/> Always <input type="checkbox"/> Never <input type="checkbox"/> Other: _____
Eric	<input type="checkbox"/> Always <input checked="" type="checkbox"/> Never <input type="checkbox"/> Other: _____
_____	<input type="checkbox"/> Always <input type="checkbox"/> Never <input type="checkbox"/> Other: _____
_____	<input type="checkbox"/> Always <input type="checkbox"/> Never <input type="checkbox"/> Other: _____
_____	<input type="checkbox"/> Always <input type="checkbox"/> Never <input type="checkbox"/> Other: _____
_____	<input type="checkbox"/> Always <input type="checkbox"/> Never <input type="checkbox"/> Other: _____

These are my house rules:

No drugs in my apartment! Don't bring people over that I don't know, and no one can be in my apartment when I'm not home. TV volume doesn't go up past 40, and if you're being louder than that, you're too loud.

Here's how I will deal with things if someone breaks my house rules:

First, I will remind them of the rule, and suggest that they stop or leave. If that doesn't work, I will suggest that we all leave. If that still doesn't work, I will call the security desk. The next day, I will speak to my neighbours/landlord if necessary.

Here's why having and following a guest policy is important to me:

Last time I got evicted was because Eric was shooting up in my bathroom when the cops showed up. Now I know that I can be held responsible for what my friends do in my place.

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Guests ARE allowed							
Guests are NOT allowed							

I make exceptions for the following people:

Name	Is allowed to visit...	
_____	<input type="checkbox"/> Always <input type="checkbox"/> Never <input type="checkbox"/> Other: _____	
_____	<input type="checkbox"/> Always <input type="checkbox"/> Never <input type="checkbox"/> Other: _____	
_____	<input type="checkbox"/> Always <input type="checkbox"/> Never <input type="checkbox"/> Other: _____	
_____	<input type="checkbox"/> Always <input type="checkbox"/> Never <input type="checkbox"/> Other: _____	
_____	<input type="checkbox"/> Always <input type="checkbox"/> Never <input type="checkbox"/> Other: _____	
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Here's how I will deal with things if someone breaks my house rules:

Here's why having and following a guest policy is important to me: