

## **Appendix 1**

### **Guildford YMCA Ltd - HOUSE RULES**

*(As referred to in Para 50 in the Licence Agreement)*

*We want you to enjoy and benefit from your stay with us. The following rules exist for the benefit of all users of the building and we would therefore ask for your co-operation and compliance.*

1. Smoking is permitted only in the bedrooms.
2. In communal areas residents must be suitably dressed, for example not in nightwear, and footwear must be worn in public areas at all times.
3. Lost or defaced meal cards must be replaced in order to obtain a meal ticket. You will be charged for a replacement meal card. No allowance or credit can be made for meals not taken. Meal tickets are non transferable.
4. For fire and safety reasons, keys should be handed in to reception whenever leaving the building. Residents must familiarise themselves with the fire instructions and position of the fire exits. If the fire alarm is activated and a continuous siren is heard, residents must evacuate the building immediately. Residents must co-operate with the staff when fire drills are held.
5. Access to your room should be allowed daily to Housekeeping Staff at their convenience. You should therefore be awake and ready to vacate your room when Housekeepers come to service it.
6. In respect to other residents, noise levels should be kept to an absolute minimum after 10 p.m. in the bedroom areas.
7. Material should only be displayed on the pin boards provided or attached with Blue-Tack to the woodwork within a resident's own room. Please do not display offensive or pornographic material or cover your Fire Notice with material.
8. Food may not be taken from the restaurant for consumption elsewhere (except for Fruit and pre- booked Late Suppers).
9. Visitors should not be taken into the restaurant during evening meal times, unless they have paid for a visitor's meal ticket. *(Available from reception).*
10. To comply with Fire Regulations, it is strictly forbidden for residents to spend the night in rooms other than their own, or to burn candles or incense in the building.
11. Please hand lost property in to reception. If unclaimed within 4 weeks, it will be disposed of.
12. Cycles must not be brought into the building. Those left outside are at owners' risk. Cycles secured to the rail in the Hostel car park area must be registered at Reception and display the tag provided. Cycles not bearing an official tag will be removed and disposed of.
13. We would kindly advise you that during your stay you neither lend money nor borrow money from other residents. Please note that staff are not permitted to lend money to residents and therefore should not be asked.
14. No form of gambling is permitted in the building.
15. Videos up to Certificate 15 rating only may be played in the lounges and other public areas.
17. There are no parking facilities for residents or their guests and we would therefore ask that no vehicles are parked either in staff parking spaces or in any of the loading bays. Limited parking is available for disabled badge holders by prior arrangement.
18. Residents can only use the designated conference rooms for wireless internet access with prior permission from the management.
19. Residents are not to bring alcohol or allow guests to bring alcohol into the Hostel for storage, or consumption in the Accommodation or anywhere in the Hostel.

*Thank you in anticipation of your co-operation.*