

# THE METHODIST INTERNATIONAL CENTRE

## (MIC)

### House Rules

Please read this document carefully. If you are accepted into MIC then you will need to sign and date at the bottom and return to the Front of House Office for filing.

#### 1 CONDUCT

1.1 Residents and their guests will be sympathetic to the MIC's Christian Principles and respect the culture and beliefs of fellow residents and in particular will not behave in an anti-social manner, (examples of anti-social behaviour are listed in Guidance Note 1).

1.2 Musical instruments, audio equipment, televisions, computers, etc must be inaudible outside of MIC study bedrooms at all times. **Use of head/ear phones is compulsory after 11 pm.** Where there are persistent and recurring problems arising from noise disturbance, MIC members of staff have the authority to require the offending individual(s) to wear head/ear phones at all times until a specified period has passed.

1.3 Ball games or similar are not permitted in the any part of the MIC premises.

1.4 Residents are not permitted to carry out any activity that may be construed as a BUSINESS on MIC premises.

1.5 Residents are not permitted to bring any alcoholic beverage into the MIC premises or consume alcohol in the MIC study bedrooms or other part of the MIC premises except the Atrium Bar. However, Residents are not permitted to bring alcohol from the Atrium Bar to any other part of the MIC premises.

1.6 Gambling in any form is not permitted on MIC premises.

1.7 Residents are to observe a smart/Casual dress code in MIC public areas to include the Atrium Bar and Restaurant. (Examples of unacceptable dress are given in Guidance Note 2).

1.8 Any meals provided for or bought by a Resident must be taken in a designated eating area and are not to be brought to MIC study bedrooms or any other part of MIC premises.

1.9 Meals and Discounts at the Atrium Bar will only be provided to Residents with proper MIC identification.

#### 2 SAFETY

2.1 Residents, without exception, will evacuate the MIC premises when the fire alarms activate.

2.2 Residents must sign in their guests or visitors at all times. Failure to do so will encourage dismissal from MIC. The MIC retains the right to require a guest to leave at any time.

2.3 Residents shall not store in any area of the MIC premises items, materials or substances which are considered by MIC to constitute a threat to the safety of other Residents. (See Guidance Note 3).

2.4 Electrical heaters, cooking appliances (electrical or gas powered), candles, incense burners and any other naked flame is not permitted in MIC study bedrooms, MIC Resident's Lounge or MIC Resident's Study Room.

2.5 Residents must ensure their own computers, televisions, DVD players and audio equipment is electrically safe. (See Guidance Note 4)

### 3 TEMPORARY ABSENCE

3.1 Notification of overnight, weekend or holiday absence from MIC premises must be given to reception or Front of House Manager via e-mail or written note in order to comply with Fire Safety Regulations.

### 4 PARTIES

4.1 Social gatherings on MIC premises are only permitted if the procedures (set out in Guidance Note 5) are fully complied with to the satisfaction of the Front of House Manager.

### 5 OVERNIGHT GUESTS

5.1 The Charity Director may be able to authorize this where the case is genuine. Each decision is judged on its own merit.

5.2 Residents keys are not to be lent to friends or relatives.

### 6 CARE OF FABRICS, FITTINGS, FURNITURE AND ENVIRONMENT

6.1 Residents shall keep their MIC study bedroom and MIC Study Room and Lounge in a clean and tidy condition to the satisfaction of the Head Housekeeper. Residents shall pay the cost of any additional cleaning that is required which is attributable to them plus any administrative costs incurred in this process.

6.2 Residents shall preserve the furniture and fittings from being destroyed or damaged and will not remove any of them from their original locations. Residents shall pay the costs of replacing, repairing or making good any damage attributable to them plus any administrative costs incurred.

6.3 **Residents are not permitted to smoke anywhere on MIC premises other than the designated smoking area.**

6.4 **Residents are strictly prohibited from throwing litter anywhere on MIC premises including from windows directly above the pavements outside.**

6.5 Residents are not permitted to keep pets anywhere on MIC premises. (See Guidance Note 7.)

6.6 There are no parking spaces on the MIC Premises. Bicycles are to be stored in the designated areas only. Bicycles should be security marked, insured and locked when not in use.

## 7 CONTRACT

7.1 By accepting an offer of a place in the MIC, residents do so on the firm understanding that they will be responsible for fees for the whole of the license period from the date of commencement of the license period until the end of the license period.

7.2 Control of the room will be exercised by the MIC. Residents must not in any way impede the MIC or its agents in the exercise of its rights of possession and control of the room.

## 8 PENALTIES FOR BREACHES OF HOUSE RULES

**Residents must understand that a breach of one or more of the House Rules may result in exclusion from MIC; in particular, they should note that any behaviour which threatens the safety or well-being of staff or residents or which involves the use or possession of illegal drugs may lead to exclusion from MIC at short notice. Misuse of fire safety equipment will not be tolerated and will not be seen as a “prank”. Similarly, failure to notify MIC of the presence of a guest is a breach of safety requirements and will be seen as threatening the safety of that guest in the event of a fire.**

The range of penalties for breach of these regulations is set out below; one or more may be imposed for each breach of any one of the regulations:

- Written warning
- Financial penalty
- Full payment of the cost of any damage caused plus administrative charges thereby incurred by MIC
- Confiscation of anything that could be a risk to the health and safety of the resident or others, or anything that has been or could be used to breach the regulations.
- Exclusion from visiting specific parts of the MIC
- Requirement to move to a different room
- Exclusion from the MIC Premises

## GUIDANCE NOTES

NOTE 1:Noise, late night or early morning activities, shouting, returning from social activities/events, noisy sexual activities, verbal abuse, bad language, aggressively confrontational behaviour,

intimidation, unwanted physical contact including pushing, prodding or grabbing, wilfully triggering the alarms, covering smoke/heat detectors.

NOTE 2:

Examples of unacceptable dress are: night attire, beachwear, bare feet, slippers, hoodies or dress that may cause offence to others. The MIC management reserve the right to refuse to serve inappropriately dressed residents.

NOTE 3:

To include any type of flammable or explosive substance such as petroleum, paraffin, diesel, fireworks, pressured gas cylinders. To also include all weapons (including any type of gun that fires any type of projectile) knives, crossbows, anything that could be considered to be useable as a club, like a baseball bat.

NOTE 4:

Requires the use of appropriate electrical plugs and adaptors. Wiring and appliances must not represent a threat to safety and must conform to relevant British Safety Standards.

NOTE 5:

If residents wish to have a social gathering within MIC premises the following procedure:

- The appropriate forms must be obtained for the Front of House Office and completed.
- Completed forms must be returned to the Front of House Manager no less than 7 days prior to the event.
- The Front of House Manager will consider the application and their decision will be final.

NOTE 6:

- MIC Residents may have 2 guests maximum for a period not exceeding 3 days in any 7 day period.
- All guests must be over the age of 18.
- All overnight guests must be signed in at Reception.
- Guests are not permitted to sleep in any area except the Resident's study bedroom.

NOTE 7:

No fish, birds, mammals (except guide/hearing dogs) insects or invertebrates.

**PLEASE SIGN AND DATE BELOW TO INDICATE THAT YOU AGREE TO THE ABOVE HOUSE RULES:**

Name: ..... Date: .....

