



## HOUSE RULES

At Editha House, there are sixteen (16) guest rooms, each with a private bathroom and kitchen. Each room also has a queen sized bed, sofa bed, and cable television.

There are two common areas with televisions. One is located in the first floor where there is also a computer and printer for guests to use. The other television is located in the Directors' Room, #404. You are invited to enjoy the TVs and computer, and to share them with the other guests.

As a guest of Editha House, I hereby understand and agree to the following:

1. Due to our guests' compromised immune systems, visitors are not allowed.
2. Editha House is a non-smoking facility. Smoking is not permitted within 200 feet of Editha House, including the patios and balconies. Smoking or tampering with smoke detectors will result in immediate eviction.
3. All outside doors are kept locked at all times. Immediately contact staff if someone wants to enter Editha House. **Under no circumstances should doors be opened for anyone.** Do not, under any circumstances, prop a door open so someone else can enter. When you come in, be sure that no one enters behind you and all entrance doors are locked. If you find an outside door left open AT ANY TIME, please shut it and check to see that it is secure.
4. During your stay, you will receive one room key, as well as a separate key to the exterior doors. Your keys should be with you at all times. Make sure to always lock your room. Editha House is NOT RESPONSIBLE for valuables or medications left in your room. Return the keys to Directors' Room, #404, when you checkout. There will be a \$20 charge for each lost key.
5. Please respect all staff, volunteers, other guests, and caregivers. Disruptive or irresponsible behavior, or language that threatens the security or well-being of our guests will not be tolerated and may result in the loss of ability to stay at, or return to, Editha House.
6. Quiet hours are between 10:30 pm-7:00 am, seven days a week. The television in the first floor common area will be turned off during these times. We request that the televisions in each room are also kept at a reasonable volume.
7. Firearms, weapons, alcoholic beverages, and non-prescribed drugs will not be tolerated on Editha House property. Failure to comply will result in immediate eviction.
8. If any guest or caregiver is found to be under the influence or in possession of illegal drugs or alcohol, they may be asked to vacate immediately and may lose the privilege of staying at Editha House.
9. All guests must maintain the cleanliness of their guest room either by themselves or with the assistance of their caregiver. (Including kitchen and bathroom.) Staff will have to come in to your room to conduct a maintenance check of the room and attend to any necessary maintenance requirements. Advance notice is usually given.
10. A parking pass is required in order to park in the back lot. Passes are limited to one per room. **DO NOT leave any valuables in your vehicle. Always lock your vehicle and make sure the windows are rolled up.** Editha House is not responsible for lost or stolen items.
11. Candles, incense and space heaters are strictly prohibited.

12. Fire and evacuation procedures are posted on the back of your guest room entry door and in your Guest Information Binder. Please read them carefully and understand that in case of a fire, the Fire Department requires that you leave the building and meet in the parking lot. NO ONE may re-enter the building until the Fire Department gives the okay, even in the event of a false alarm.
13. In order to ensure your safety and the safety of other guests, please be aware of all electrical appliances that may be left on; (curling irons, straighteners, crock pots, stoves, ovens, etc.)
14. Keep the area outside of your room clear of any personal belongings. Please do not place any personal items or linens on the balcony.
15. For the health and safety of all guests, we do not allow pets on the property. Guests that require boarding of their cat or dog will be referred to Villa La Paws.
16. Please do not leave any personal items in the community rooms. Community kitchens should be cleaned after each use. Please place all dirty dishes in the dishwasher.
17. All guest rooms must be cleaned prior to check out. Strip your bed and/or sleeper sofa when you leave, and place the used linens in the laundry bag. DO NOT put wet towels on top of blankets or beds.
18. If you require any furniture moved, please contact Editha House staff. Do not remove furniture from any room.
19. Proper attire in common areas is required. Footwear is required at all times.
20. Editha House has a community computer and printer that guests may use located in the first floor common area. This computer will remain in the common area at all times. Use of this computer will be limited to 30 minutes. Editha House also offers free wireless internet for guests that bring their own computers. The network name is **EH Guest** and the password is **guest336**. This service may not work in all areas of the house.
21. Please remember that each guest's religious beliefs are private, and therefore religious materials may not be placed around the house.
22. Nothing may be attached to any surface of the guest room, either temporary or permanent, or damages may be assessed.
23. In the event of an after hours room issue which cannot wait until the next business day, you must call the office at 602-388-4920, follow and the prompts. You must leave a message in order for us to be notified.

**I have read the above rules and restrictions explained by Editha House Staff and agree to abide by them. I understand that failure to do so will result in rule infractions and I may be asked to leave.**

**Editha House has 24-hour Video Security Cameras on the property. Editha House doors are locked 24-hours a day for your safety.**

**Guest Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Caregiver Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Witness Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_