



# OUTWARD BOUND

## Thompson Island

### RESIDENTIAL HOUSING AGREEMENT 2011

*This form must be completed, signed and remitted to the Staffing Department prior to moving personal belongings into assigned room.*

Name: \_\_\_\_\_ Contracted Dates of Hire: \_\_\_\_\_ Room # \_\_\_\_\_

Residential housing is provided by Thompson Island Outward Bound Education Center (further known as TIOBEC) to \_\_\_\_\_ (further known as "employee", "resident" and/or "resident employee") while employed with TIOBEC in the capacity of \_\_\_\_\_.

This housing is given conditionally and at will by TIOBEC.

**The following rules and regulations apply to all residents without limitation. TIOBEC reserves the right to change or amend these rules, as it may deem necessary without limitation. Changes will be distributed to all residents in writing.**

1. Employee may enter their assigned room no more than **72 hours** prior to contracted course and/or training after submitting signed Housing Agreement.
2. Life safety inspections are performed the first week of each month. Proper smoke alarm operation will be checked. **Candles incense and space heaters are expressly prohibited.** Any tampering with fire life safety equipment may result in immediate termination of employment.
3. Employee room assignment is \_\_\_\_\_ and is not transferable. **Changing rooms without explicit authorization from the Staffing Department is prohibited.**
4. **Housing is available only to an employee currently on TIOBEC payroll.**
5. When either party (TIOBEC or Employee) terminates employment, all personal belongings **must be removed from the premises within 48 hours.** Any belongings left behind will be discarded.
6. All resident employees are required to fulfill pre-assigned housekeeping duties (assigned by the Dorm Manager). Upkeep of the common areas is expected of all residents. **TIOBEC reserves the right to close public space deemed "neglected".**
7. Personal items of any nature may not be stored in hallways, stairwells or bathrooms. Personal hygiene products are to be stored in employee room. **Any items that are found in unauthorized areas will be discarded.**

8. **Pets are not permitted in dormitory style housing.**
9. **Smoking is not permitted anywhere in the buildings.** Designated smoking areas are listed in TIOBEC Personnel Manual.
10. Dormitory facilities, such as kitchens, bathrooms, and lounges are for **that building's resident employees only**. Clients and/or students of Thompson Island Outward Bound are not permitted in dormitory style housing.
11. Guests are permitted for a period of 24 hours, unless pre-approved by the Staffing Department. **Residents must consult their roommates and the Staffing Department before inviting guests.**
12. Residents are responsible for the room furniture assigned to them as designated on attached. **Excessive wear or damage to the furniture or room finishes will be financially recouped from the employee's final paycheck.** Report any damage immediately to the Dorm Manager.
13. Residents are required to keep their rooms reasonably neat to allow for safety and damage inspections. **Any activity deemed to be damaging the facility, promoting an unsanitary or unsafe condition, or promoting pest infestation will result in suspension of housing privileges and/or financially recouped from the employee's final pay check.**
14. **Excessive, underage or otherwise inappropriate use of alcohol will result in loss of residential privileges or dismissal.** Allegations of inappropriate alcohol use will be investigated.
15. **Use, possession or sale of drugs on Thompson Island or in any base-camp, program space, dormitory, campsite, office, vehicle or boat will result in immediate dismissal.** Allegations of drug use will be investigated. Staff should report drug use to their supervisor.
16. Employees will be allowed **72 hours to vacate** their room following completion of last contracted course unless permission to extend stay has been granted explicitly by the Staffing Department. When vacating employee is responsible for leaving assigned room in a reasonably clean state and empty of all personal belongings
17. Blankets, pillows and bedding are to be provided by employee. Island owned **bedding or logistics equipment** (not otherwise approved explicitly by Programs Operations Manager) **found in an employee room is ground for termination.**

**As evidenced by my signature below, I state that I have read and understand these regulations for the residence on Thompson Island. I understand that residential privileges may be terminated by TIOBEC at any time.**

Employee \_\_\_\_\_

Date \_\_\_\_\_

Dorm Manager \_\_\_\_\_

Date \_\_\_\_\_

Staffing Department \_\_\_\_\_

Date \_\_\_\_\_



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### Resident Checklist

#### CHECK IN:

BUILDING / ROOM # \_\_\_\_\_

CHECK IN DATE: \_\_\_\_\_

	SAT	UNSAT	FURNITURE		SAT	UNSAT
Walls	<input type="checkbox"/>	<input type="checkbox"/>	Bed Qty_____	Marking_____	<input type="checkbox"/>	<input type="checkbox"/>
Floor	<input type="checkbox"/>	<input type="checkbox"/>	Chair Qty_____	Marking_____	<input type="checkbox"/>	<input type="checkbox"/>
Ceiling	<input type="checkbox"/>	<input type="checkbox"/>	Dresser Qty____	Marking_____	<input type="checkbox"/>	<input type="checkbox"/>
Lights	<input type="checkbox"/>	<input type="checkbox"/>				
Outlets	<input type="checkbox"/>	<input type="checkbox"/>				
Windows	<input type="checkbox"/>	<input type="checkbox"/>				
Door	<input type="checkbox"/>	<input type="checkbox"/>				
Locks	<input type="checkbox"/>	<input type="checkbox"/>				

Please use the space below to describe anything marked unsatisfactory.

Residents are responsible for the room furniture assigned to them as designated. **Excessive wear or damage to the furniture or room finishes will be financially recouped from the employee's final paycheck.** Report any damage immediately to the Dorm Manager.

Employee \_\_\_\_\_ Date \_\_\_\_\_

Dorm Manager \_\_\_\_\_ Date \_\_\_\_\_

Staffing Approval \_\_\_\_\_ Date \_\_\_\_\_