

AVALON ASSOCIATION

GENERAL RULES

1. The Executive Board reserves the right to increase residential fees with 1 (one) calendar month's notice to the Resident.
2. Residential Fees are payable monthly in advance, not later than on the 7th (seventh) day of each month.
3. Should a Resident be admitted to the Facility during the course of a month, the pro rata residential fees for that month will be payable on admission to the Facility.
4. Should a Resident leave the Facility or death occur during the course of a month, the residential fees paid in advance in respect of that month will not be refunded to the Resident or his/her estate.
5. The Resident needs to give the management of the Facility 1(one) calendar month's notice when the Resident decides to leave the Facility.
6. The Facility shall be entitled to terminate the residential agreement at anytime by giving 1 (one) month's notice to the Resident. It will be a decision taken at the discretion of the Executive Committee and will **always** be made in the best interest of the Avalon Association.
7. The Facility is entitled to terminate the accommodation agreement summarily if :

- 7.1 The Resident's residential fees are not paid promptly before the 7th day of each month.
 - 7.2 The Resident refuses or fails to comply with the General Rules/ Code of Conduct.
 - 7.3 The Resident fails to adapt to conditions in the Facility or to other Residents.
8. Any permanent fixtures that are put up by a resident e.g. T.V. arms, electrical leads, shelving etc., remain the property of the Facility. Fixtures cannot be transferred with the resident to another room or claimed back on occasion of death or when leaving the Facility.
 9. If the Resident wishes to keep a fridge or any other electrical item, a monthly levy **can be** charged to cover the cost of electricity consumption.
 10. The Resident needs to keep his/her room and cupboards neat, clean and uncluttered **in accordance with the standards applied by the Facility.**
 11. Toiletries e. g. toilet paper, toothpaste and toothbrushes, soaps, skin cream/lotions, shampoo must be purchased by the Resident.
 12. Residents need to provide their own bedding and towelling.
 13. All clothing, linen, towels, shoes and property **MUST** be clearly marked.
 14. The Facility does not accept any responsibility for the loss of cash. Facilities for safekeeping are available at Reception.
 15. No responsibility will be taken for the loss of jewellery or any other valuables.
 16. Personal belongings are not covered by the Avalon Insurance in case of fire, theft or any other damage.
 17. No firearms or traditional weapons are permitted on the premises.

18. Smoking is STRICTLY PROHIBITED in all buildings. Contravention of this rule can lead to dismissal from the Facility. This applies to residents and visitors.
19. The abuse of alcohol and the use of drugs by residents and visitors are STRICTLY PROHIBITED and can lead to dismissal.
20. No rooms are allowed to be locked if the resident is inside the room.
21. No residents are allowed to enter the main kitchen or laundry.
22. No crockery and food may be taken out of the kitchen or dining-room.
(Meals may be taken to the rooms in sealed containers provided by the Resident.)
23. No cooking, preparation or storage of food is permitted in the rooms.
(Snacks may be kept in the room under hygienic conditions.)
24. Residents must inform the kitchen if they will not be present for meals.
25. No residents are allowed to have their meals served in their rooms, except in cases ordered by the Centre Manager.
26. The Facility does not have overnight accommodation facilities for visitors /relatives.
27. No visitors are allowed in the dining-room during meal-times, because of the space problem.
28. Management reserves the right of admission to the premises.
29. No pets are allowed. (Existing pets may not be replaced on their death.)
There is a Policy on Pets available from the Centre Manager.

- 30.No socializing with staff, especially with the office staff, during office hours, is permitted.
31. All matters pertaining to Avalon need to be reported to the Centre Manager.
- 32.Where a couple occupy a room and one member leaves or passes away, it must be understood that another person will be admitted to that room, except if the remaining partner is prepared to pay double-room fees.
- 33.Special facilities for doing laundry are provided by the Facility. No laundry may be done in rooms or bathrooms. There is a large wash-tub in the “sluice-room” for hand-washing.
- 34.It is advisable that Residents sign the Going-Out Register and inform the Security Guard on duty when they are going out, so that there is always someone who knows where they are.
- 35.Verbal or physical abuse or sexual harassment of the staff by residents and/or their relatives can lead to eviction from the Facility.
- 36.NO bar or blow heaters are allowed in rooms. Only wall-panel and oil heaters are allowed.
- 37.If a Resident leaves the Facility or passes away, personal belongings will be stored for 2 weeks only.

Signed _____

Date_____

Witness _____

(Updated 16/1/2013)