

# Eden Christian Hostel Rules 2024

## DEFINITIONS:

**The TRUST** means Eden Christian Trust

**ECH** means Eden Christian Hostel operated by The TRUST.

**MANAGEMENT or MANAGERS** means the full-time employees and Board members of The TRUST.

**RA** means residential assistant of ECH operating under the authority of the managers.

**RESIDENT** means a person who has signed a contract to reside at Eden Christian Hostel.

**ECH PROPERTY** means buildings occupied by residents including common spaces, offices, and grounds of #7, #9, and #9A Lovelock Ave, Mt Eden, and items owned by ECH.

**RESIDENTIAL AGREEMENT** also means Residential and Welfare Contract 2024.

**GUEST** means any person that is not a resident of the hostel, that is known to the resident. This includes family, friends and past hostellers.

**NEIGHBOURS** means any resident or any person living in a property adjoining ECH.

**WEEKNIGHT** is normally considered Sunday through Thursday nights.

**WEEKEND NIGHT** is normally considered Friday and Saturday nights.

**LONG TERM ILLNESS** is where you develop an illness during the course of the year and; your illness causes you to cease your course of study; the illness is a risk to yourself or to other residents; requires specialist fulltime care; is documented and disclosed confidentially by medical professionals or the resident, to management, and is likely to remain beyond the current year. An example is cancer.

**SHORT TERM ILLNESS** is where you develop a short-term illness during the course of the year and; your illness may cause you to cease your study for a short time while you rest and recuperate; and is likely to cease or be managed in the current year. An example is breaking your arm.

## PREAMBLE:

In becoming a resident, you become a member of the ECH residential community and accept the responsibilities, obligations and benefits of being a good neighbour and member of the community, whether or not they are detailed in the rules.

The Residential Rules form a part of your Residential Agreement, and by signing the 'Residential and Welfare Contract 2024', you agree to abide by these rules.

The rules are formulated with a view to the safety and welfare of residents, consideration for the needs of others, and the protection of property. The rules are intended to benefit all residents. However, the expectations for you outlined in the rules should not be seen as an exhaustive list.

If you fail to comply with these rules and any update or variation of them which is notified by management, it will constitute a failure by you to comply with the provisions of your Residential Agreement and may lead to disciplinary action against you, including termination of your right to reside at ECH.

You must at all times comply with these residential rules, and all New Zealand law.

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## 1. **DISCIPLINARY PROCESS and ACTIONS:**

- 1.1 If there is a breach of ECH rules, or the resident is involved in any unlawful actions outside of the hostel, ECH Management and Trustees reserve the right to start a disciplinary process.
  - 1.1.1 The disciplinary process can be, but not limited to, meeting with managers, censure, counselling, reparations, a financial penalty, suspension or eviction from ECH.
  - 1.1.2 During the discipline process the resident may bring a support person.
  - 1.1.3 A discipline meeting will be recorded.
  - 1.1.4 Authorities may be called where there is danger to an individual or property or where intervention needs to come from a higher legal authority.
- 1.2 You are responsible for your own actions, and you have a collective responsibility to the residential community. Levies can be imposed on each resident for costs incurred to repair damages/losses that cannot be attributed to a resident or group of residents, with the cost of repair or replacements attributed equally to those residents of each building or all residents at ECH collectively. Such levies cover the replacement of stolen or lost ECH property and repairs to items such as broken windows and damaged furniture. It is therefore in your own interest to discourage and to report any actions that might lead to cost recovery levies being imposed.
- 1.3 CONDUCT MANAGEMENT PROCESS
  - 1.3.1 ECH will follow a conduct management process should there be a breach of residential rules, or other conduct matters that require attention.
  - 1.3.2 You can appeal outcomes of a conduct process to the Eden Christian Trust Chairperson if you believe that you have been unfairly treated or that process has not been followed.

## 2. **GENERAL BEHAVIOURAL RULES**

### 2.1 HARRASMENT AND BULLYING

- 2.1.1 You are expected to respect the rights of others at ECH and to act in a supportive, responsible manner. In line with this expectation, you must not;
  - 2.1.1.1 Act in a manner which will bring harm to another resident or failing to reasonably protect another resident from being harmed, within ECH property.
  - 2.1.1.2 Be discriminatory, in any form, as defined by NZ law.
  - 2.1.1.3 Harass any other resident, manager, RA, or guest to ECH. This includes but is not limited to verbal or physical abuse.
    - Harassment is unwelcome conduct that is offensive, humiliating or intimidating to any other person and is either repeated, or of such significant nature that it has a detrimental effect on the person, their performance or their work and study environment. It includes racial and sexual harassment.
    - Harassing behaviour may take the following forms (but is not limited to):
      - offensive jokes, expressing stereotypes (assumptions about an individual's behaviour/values, identity or perceived identity or culture based on a group they belong to) in an offensive or insensitive manner, derogatory or offensive material sent through the mail, email, by mobile phone text or published on a social media website, unwanted physical contact, intimidation, abuse or assault
  - 2.1.1.4 Bully any other resident, manager, RA, or guest to ECH.
    - Bullying is any repeated unreasonable behaviour, in any environment, that is directed towards a person, or group of people, which creates a risk to their mental or physical health and safety. This includes cyber bullying.

**If you believe that you are being bullied or harassed, seek support immediately from the managers.**

- 2.2 Any serious incidents of harassment or bullying may lead to the immediate termination of your residency.
- 2.3 You are responsible not only for your behaviour but that of your guests. This includes any actions which may threaten the safety and wellbeing of residents, their guests, staff members, and/or the property, which may result in the termination of your residency.
- 2.4 Any criminal act will be reported to the NZ Police.

### 2.5 SOCIAL MEDIA GUIDELINES

- The ECH Internet Access and Usage Policy applies to all residents and any guests.

### 2.6 NOISE:

- 2.6.1 Out of consideration for your fellow residents and neighbours, you may not make excessive or disruptive noise at any time.
- 2.6.2 You are also expected to be considerate of residents in the immediate neighbourhood of ECH. This means not causing any unnecessary disturbance or annoyance.
- 2.6.3 You must exercise extra restraint between 10pm and 7am weeknights and 11pm to 9am weekend nights when most other residents and neighbours are likely to be sleeping.
- 2.6.4 You are also expected to take some responsibility for the noise around you, by asking others to be quiet when they are being unreasonably noisy or unintentionally disruptive.
- 2.6.5 You must lower your noise level when asked to by managers, RAs or other residents.
- 2.6.6 If you experience problems with the volume of noise that you cannot solve, contact the RA on duty.
- 2.6.7 Upon completing end of semester exams, you must show consideration for other residents who are still studying for exams. Ongoing breaches of noise curfews, especially during examination periods, will be viewed seriously and you may face disciplinary action.

### 2.7 OBSTRUCTION

- 1.1.1. You and/or your guests are not permitted to obstruct any managers or authorised trades people in the performance of their duties.
- 1.1.2. You must comply with any reasonable direction given by managers and RAs.

## 2.8 RESPECT OF OTHER RESIDENTS

- 2.8.1 You may not enter another resident's room without their expressed permission.
- 2.8.2 You cannot use any cooking appliance in your room, including fridges.
- 2.8.3 You should not have a member of the opposite sex in your room after 10.00pm.
- 2.8.4 You should not entertain a member of the opposite sex in your room, at any time, with the door shut.
- 2.8.5 You are not to engage in activities of a sexual nature on the hostel property.
- 2.8.6 The 'study shed', or any other designated study room, is for the primary purpose of studying. The hours will be the same as those given for residents to be in others' rooms – not after 10.00pm.

## 2.9 OBJECTIONAL MATERIAL

- 2.9.1 You are not to possess and/or view R18 (or higher) media and video games of the equivalent rating, or other objectionable or pornographic material while you are on ECH property.
- 2.9.2 This includes, but not limited to, DVDs, magazines, and streamed or downloaded files.

## 3. ALCOHOL, DRUGS AND SMOKING

**ECH property is an alcohol-free, non-prescribed drugs-free and smoke-free site.**

### 3.1 ALCOHOL

- 3.1.1 There is to be no possessing or consuming of alcoholic drinks on ECH property.
- 3.1.2 Management respects the rights of individuals to consume alcohol outside of ECH in a legal and responsible manner.
  - If Management or RAs have concerns about your use of alcohol, Management will intervene and set behaviour expectations for you.
  - Anyone who chooses to consume alcohol will be held fully responsible for his/her behaviour while under the influence of alcohol.
  - Guidelines concerning alcohol use are intended to promote personal responsibility. An individual must make their own decisions concerning alcohol use or abstinence. It is expected that these decisions will be based on personal values and social responsibility, conform to the laws of New Zealand and support the health and welfare of oneself and others.
- 3.1.3 Failure to comply with the specifics of the alcohol guidelines can result in the termination of your Residential Agreement.

### 3.2 RESPONSIBLE USE OF ALCOHOL

- 3.2.1 Responsible Use of Alcohol includes:
  - Compliance with statutes regarding alcohol use, possession, and distribution;
  - Making informed decisions about whether and/or when to use alcohol;
  - Knowing your alcohol tolerance limits and not exceeding them;
  - Behaving in a way that is not disruptive or otherwise harmful to you or others when you are consuming alcohol;
  - Assuming accountability for your actions while under the influence of alcohol;
  - Avoiding binge drinking;
  - Not coercing or forcing anyone of any age to consume alcohol;
  - Not buying alcohol for minors or those who are intoxicated;
  - Refraining from engaging or participating in drinking games.

The Alcohol Advisory Council of New Zealand has defined binge drinking as:

- For women, drinking four or more standard\* alcohol drinks per drinking occasion,
- For men, drinking six or more standard\* alcohol drinks per drinking occasion.

\* The definition of one standard drink is 10 grams of alcohol. If you drink a 330 ml can of beer or a 330 ml glass of table wine or a 30 ml glass of straight spirits, you are drinking approximately 10 grams of alcohol, depending on the alcohol percentage.

The Health Promotion Agency (<http://www.alcohol.org.nz/>) offers information and guidelines for responsible drinking. They also have a number of online self-assessment tools relating to alcohol consumption.

It should be noted that on average our bodies can only process **one standard drink per hour**.

### 3.3 DRUGS

- 3.3.1 Illegal drugs, non-prescribed legal drugs and non-prescribed prescription medicines are strictly forbidden at ECH. This includes, but is not limited to, marijuana, cannabinoids, party drugs or Kava.
- 3.3.2 You may not possess, cultivate, manufacture, use and/or distribute any non-prescribed or illegal drugs.
- 3.3.3 You may not distribute prescribed medicines.
- 3.3.4 If you are discovered possessing, using or selling such substances or in possession of drug paraphernalia you may face eviction within 24 hours and possible criminal prosecution. In such cases you will remain liable for all fees for the term of the Residential Agreement.

### 3.4 SMOKING

- 3.4.1 You may not smoke anywhere on ECH property; this includes e-cigarettes (vaping).
- 3.4.2 All residents and guests are required to comply with the non-smoking policy of ECH.

### 3.5 GENERAL

- 3.5.1 If your bedroom or the flat has been contaminated or soiled by alcohol, drugs or smoking, you may be charged, in addition to other possible penalties, for the commercial cleaning of all furnishings such as the bed, bedding, linen, curtains, carpet, and any furniture fabric.
- 3.5.2 Creating a disturbance, on site, while under the influence of alcohol or drugs, regardless of where they have been consumed will result in disciplinary action.
- 3.5.3 If any of the prohibited items are found in your possession, they will be immediately confiscated. In the case of drugs or alcohol they will be disposed of unless authorities have become involved and have requested that they remain as evidence.
- 3.5.4 These rules apply to guests as well as all residents.

## 4. PROPERTY AND BUILDING

### 4.1 DAMAGE

- 4.1.1 You are responsible for your room and its contents.
- 4.1.2 You will be held responsible for any behaviour which results in the need for replacement, repair or cleaning of your room, of another resident's room, or common facilities in ECH.
- 4.1.3 You are expected to pay for costs involved in cleaning, repairing or repainting your room if you have not maintained it to the standards set or the condition of the room on arrival, fair wear and tear excepted.
- 4.1.4 Please report any accidental damage. If you admit to causing any accidental damage, we will endeavour to keep any remedial costs to a minimum. However, if no-one reports damage or takes responsibility for any damage, individuals, groups or even all residents will be held liable for extra charges.
- 4.1.5 You are responsible for the behaviour of your guests while on the premises. Damages caused by your guest(s) will be charged to you accordingly.
- 4.1.6 You are not permitted to replace or make your own repairs to equipment, fittings or furniture provided in your room. You must make arrangements with managers for any repairs.
- 4.1.7 You may not damage walls with adhesives or similar products.

### 4.2 FURNISHINGS

- 4.2.1 Please keep your feet off all tables and do not sit on tables. These actions are culturally offensive.
- 4.2.2 You cannot take any furniture or plants from any common area or from another room, into your bedroom.
- 4.2.3 Please do not move any furniture out of any common area without the permission of the managers.
- 4.2.4 You may not bring your own additional furniture for your rooms except an office chair.
- 4.2.5 You may not substitute any of the furnishings without the express permission of the managers.
- 4.2.6 ECH will not remove or store any provided furnishing except the chair, that you may not want to use during your residency.

### 4.3 RIGHT OF ENTRY

- 4.3.1 The Managers, RAs or other duly authorised persons (including contractors) may enter your room at any time for any of the following reasons:
  - If there is an emergency or is reason to believe somebody is in clear or imminent danger.
  - If there has been a breach of the rules, or management believe there has been a breach of the rules, by you or a guest.
  - If there is external requirement for maintenance on the facilities.
  - To perform maintenance in response to a request from you.
  - For the purposes of routine inspection at all reasonable hours of the day. Where possible, you will be given at least 24 hours' notice of any inspection. There may be instances where it is not possible to give notice e.g., a water leak.

### 4.4 PETS

- 4.4.1 You may not keep a pet in your room or anywhere else on ECH property.

### 4.5 RUBBISH AND RECYCLING

- 4.5.1 ECH is committed to maximising recycling. Please recycle to the fullest degree using the appropriate receptacles.
- 4.5.2 You are responsible for the correct disposal of recycling and rubbish from your room to the external bins.
- 4.5.3 You must dispose of rubbish hygienically and tidily.
- 4.5.4 You must not leave rubbish or recycling material in the common property area.

### 4.6 EXCESSIVE ENERGY USE

- 4.6.1 Utilities including energy for living, heating and lighting are provided as part of your accommodation fee.
- 4.6.2 In using resources such as power and water you must be good stewards of what is provided by ECH.
- 4.6.3 We may ask you to use less if we believe that your use is excessive or there is a need to conserve.

### 4.7 CAR PARKS.

- 4.7.1 There are limited carparks, and these are not allocated.
- 4.7.2 If you are parking on site, you must park in designated parking spaces.

### 4.8 STORAGE

- 4.8.1 All your possessions must be removed from the residence at the completion of the term of your residency.

## **5. SAFETY AND SECURITY**

### **5.1 GENERAL**

- 5.1.1 You must behave in a responsible manner and ensure your actions do not put yourself or others at risk.
- 5.1.2 You may not, under any circumstances whatsoever go onto the roof of any building. Failure to comply will result in immediate disciplinary action.
- 5.1.3 Some windows have a security-stay fitted. You may not alter or remove these.
- 5.1.4 You may not have or store firearms or other weapons within the property. They are strictly forbidden at all times.
- 5.1.5 You may not, under any circumstances, throw anything out of, or hang anything from, any external window, balcony or stairway.
- 5.1.6 You are not to place anything or any obstruction in the corridors.
- 5.1.7 You may not wear or use in-line skates, roller blades or use skateboards inside the buildings of ECH.
- 5.1.8 You may not throw or kick balls inside.

### **5.2 SECURITY AND SECURITY CAMERAS**

- 5.2.1 Cameras may operate in common spaces and in outdoor areas.
- 5.2.2 Your image and that of Guests may be captured in public areas by way of security camera footage.
- 5.2.3 Report anyone acting suspiciously around the property.

### **5.3 FIRE**

- 5.3.1 Tampering, disabling or covering a smoke detector is strictly forbidden.
- 5.3.2 Naked flames are a fire risk in our buildings.
- 5.3.3 You cannot burn anything in your room or common spaces. You are not allowed to burn/light incense, oil or candles as they are a fire risk and may trigger the fire alarms.
- 5.3.4 You may not under any circumstances place your bed or any piece of furniture or other item against or on a heater, as this may cause a fire.
- 5.3.5 You are not to interfere with fire door stays or keep fire doors open in any way.
- 5.3.6 You may not possess, store or use fireworks in and around ECH unless authorised by the managers.

### **5.4 KEYS AND DOOR CODES**

- 5.4.1 You will be given a room key and ECH door codes on arrival.
- 5.4.2 The door codes will allow you to enter buildings through their main entry on a 24-hour basis.
- 5.4.3 Do not lend your room keys or reveal door codes to others including non-residents or past residents.
- 5.4.4 Please keep your keys with you when you leave your room and look after them.
- 5.4.5 If you lose your keys or if they are stolen, please report this to the managers immediately.
- 5.4.6 You will be charged the cost of replacing each lost key.
- 5.4.7 Should you lock yourself out of your room, call the duty RA or managers for assistance.

### **5.5 EMERGENCY EVACUATION**

- 5.5.1 Emergency evacuation procedures are detailed and displayed throughout ECH.
- 5.5.2 The evacuation alarm is the continuous sounding of sirens.
- 5.5.3 If the fire alarm sounds, the buildings must be evacuated immediately, and you must proceed to the assembly area at the roadside of #9 Lovelock Ave.
- 5.5.4 Throughout the year, several alarm tests and trial evacuations will take place. You must always treat the sounding of an emergency alarm as a real emergency and follow prescribed evacuation procedures.
- 5.5.5 You may be disciplined if you ignore emergency alarms, or use routes not designated as emergency exits.
- 5.5.6 The RAs are designated fire and evacuation wardens. In the event of an emergency, you must follow their instructions immediately and without question. If you are disabled (even on a temporary basis) please make sure that the managers are aware.

### **5.6 INSURANCE**

- 5.6.1 ECH expressly disclaim any liability for loss or damage to your property, or the property of any of your guests, even if it is occasioned by the negligence of any of the managers or RAs.
- 5.6.2 It is highly recommended that you take out an appropriate insurance cover for your personal effects prior to your arrival in Auckland.

## **6 CANCELLING YOUR RESIDENTIAL CONTRACT**

- 6.1 If you want to cancel your residential contract you must discuss with the managers before you terminate your contract.
- 6.2 A termination fee will apply.
- 6.3 If you are cancelling your contract but remaining as a student at your place of study, you will be liable for the remainder of your contract.
- 6.4 If you are cancelling your contract because you are leaving your place of study, you will be liable for the remainder of your contract.
- 6.5 In the event you develop an illness (see definitions), and you leave the hostel for a time, either by your own volition or at the suggestion of the managers, you are responsible to pay board during this time.
- 6.6 If you are evicted from ECH you will be liable for all outstanding debts including the payment for the term of the contract.
- 6.7 Your bond will be refunded 10 days after the end of your tenancy less any outstanding debt.

## **7 GUESTS**

### **7.1 GENERAL**

- 7.1.1 You are responsible for the behaviour of guests you invite to ECH.
- 7.1.2 You are to ensure that all guests sign in and out of the Guest register.
- 7.1.3 You are permitted to invite guests to have a meal with you when you have made the necessary arrangements with management. The meal fee is \$5 per guest per meal.
- 7.1.4 Your guests are permitted in your room.
- 7.1.5 Ensure your guests leave the Hostel at 10.00pm on Weeknights, 11pm on Weekend nights.

### **7.2 OVERNIGHT GUESTS**

- 7.2.1 You are permitted to have one guest stay at ECH overnight on Weekend nights.
- 7.2.2 You must seek approval from Management with at least 48 hours' notice.
- 7.2.3 If you share a room, your roommate must give their approval.
- 7.2.4 Your guest must be of the same sex as yourself.
- 7.2.5 The fee is \$30 per night excluding meals.
- 7.2.6 ECH has some mattresses but cannot provide bedding.
- 7.2.7 Guests must abide by ECH rules at all times.

## **8 KITCHEN**

- 8.1 During food preparation for dinner, you are not to use the kitchen for personal food preparation. (4pm-6pm Monday to Friday).
- 8.2 There is to be no cooking before 6.30am or after 10.00pm.
- 8.3 You are not to use the commercial ovens and gas cooktops for your personal cooking unless managers give permission.
- 8.4 You must clean up after yourself when making food and drinks. This includes putting away unused food, washing pots and pans, and wiping the bench space.
- 8.5 You must rinse your own cutlery and crockery and place them on the appropriate racks.
- 8.6 You must wear footwear in the kitchen for your safety.
- 8.7 No running in the kitchen.

## **9 LEAVING ECH**

### **9.1 LEAVING ECH AT ANYTIME**

- 9.1.1 You are not entitled to a refund or reduction of accommodation fees if you are absent overnight, for a weekend, or for semester breaks.
- 9.1.2 In order to establish your whereabouts in the event of an emergency, we ask that you use the fire board when leaving or returning to ECH.

### **9.2 VACATING YOUR ROOM AT THE END OF YOUR RESIDENTIAL AGREEMENT**

- 9.2.1 Before leaving at the end of your Residential Agreement, you must clean your bedroom thoroughly.
- 9.2.2 Your room will be inspected by the managers once you have removed all personal belongings and rubbish. You should be present for the inspection.
- 9.2.3 If you finish your residency, you must advise the managers of your intended leaving date to arrange a mutually convenient time for a final inspection.
- 9.2.4 Should you vacate your bedroom without requesting a final check-out inspection, the findings of the management team will be final and are binding.
- 9.2.5 If, at the time of the final check-out inspection, you have not cleaned your bedroom to a satisfactory standard, you will be charged an additional cleaning fee. The cleaning fee starts at a minimum of \$50 for the first hour.
- 9.2.6 Before you leave ECH you must return all keys provided for your use, as well as all furnishings provided to you in good condition. Should you not do so, charges will be imposed to replace these items.
- 9.2.7 Should you not return all keys all corresponding locks will be changed, and you will be charged for lock replacement and a new set of keys cut.

## **10 PERSONAL RESPONSIBILITY**

As a resident you must be willing to:

- Follow the rules as given.
- Always show consideration for and be respectful of others.
- Support the establishment of a "strong, caring co-operative spirit" at ECH.
- Act in a proactively honest and straight forward manner.
- Follow instructions/directions given by the managers and RAs.
- Pay your board on time.
- Perform your weekly evening meal cleaning duty, your rostered weekend duty, and your rostered vacuuming.
- Attend the weekly Community meeting. This is a compulsory activity unless you have a class, exam, are absent during semester breaks, or are ill. You must seek the managers' exemption if you are unable to attend for the reasons stated.
- Clean up after yourself in the Kitchen & Lounge. Take all personal items back to your room at night.
- Wear appropriate clothing in common areas of the hostel, e.g. no sleepwear in lounge.
- Take responsibility for your guests while they are at ECH.
- Keep your room clean and tidy. This includes thoroughly cleaning and tidying your room at the end of each semester.
- Room inspections will be carried out prior to the UoA mid semester and inter-semester breaks.
- Do not actively and/or publicly promote views that oppose ECH's Statement of Faith.

## **11 CHANGES TO RULES**

- ECH reserves the right to amend or add to these rules during the term of residency.
- All current residents will be notified of any amendment or addition to rules before they come into force.
- If a National State of Emergency (SOE) is declared then the SOE directions and rulings will take precedence over these rules for the period of the SOE.