



## **Rotary Fire Fighters Home (RFFH)**

### **Immediate Care Apartment**

#### **Policies**

**The Rotary Fire Fighters Home Immediate Care apartments provides free or low-cost temporary housing for firefighters and first responders while they are receiving medical treatment at any of the medical care facilities in the Texas Medical Center. All residents of a RFFH unit (including immediate family members and caregivers) MUST agree to and abide by these policies.**

#### **RFFH Policies:**

- ✓ Applicant must be a firefighter or first responder (active or retired), or immediate family member currently undergoing treatment at the Texas Medical Center (TMC). There are no other restrictions based on gender, age, religion, national origin, financial status or language. Note: To protect our guests, we do not admit patients with communicable diseases.
- ✓ Applicant will provide work ID of firefighter/first responder at the time of application. Note: if the applicant is an immediate family member, the work ID is that of the firefighter/first responder.
- ✓ Applicant acknowledges that the minimum length of stay is three (3) days and the maximum length of stay is up to three months. Shorter or longer stays may be requested but are not guaranteed and will be based on availability and need.
- ✓ RFFH reserves the right to refuse housing to anyone whom they believe would be disruptive to the other guests or operation of the Rotary Fire Fighters Home or detrimental to the purpose of the Rotary Fire Fighters Home.
- ✓ RFFH is required to run a background check on all applicants. Background check is conducted prior to occupancy and is kept confidential. Should an applicant not pass the background check, the applicant will be notified immediately and will not be allowed to occupy a unit.
- ✓ Applications are kept confidential and are solely for the purpose of housing placement. By submitting the application, the applicant agrees to the release of this information to RFFH staff for purposes of placement in an apartment.
- ✓ The RFFH is for lodging purposes only and RFFH assumes no care, medical advice, emergency care service or any other living expenses such as food, medications, gasoline, parking etc.)
- ✓ RFFH is not responsible for any personal items which belong to anyone staying in the units.

## RFFH Resident Guest Requirements:

Resident will:

- ✓ **have an adult caregiver with them 24 hours a day, 7 days a week, during their entire stay at our apartment.**
- ✓ allot time for the check-in process. Both the resident and the caregiver should be at check-in unless the resident is in the hospital. Residents are expected to move into the apartment the day on the day agreed upon, unless special arrangements are made. The three-month occupancy time begins the day the apartment is occupied by the guest.
- ✓ **acknowledge and agree to the RFFH no-smoking policy, which applies to both the resident and any guests. No smoking is allowed in the unit, nor anywhere near the entrance of the apartment or property. This includes hallways and public areas of the apartment complex.**
- ✓ **not have pets of any type in the apartment at any time.**
- ✓ pay a one-time cleaning fee of \$130. The fee can be paid by cc via the RFFH website or by cash or check upon check-in. This fee is payable at the time of occupancy of the apartment.
- ✓ provide RFFH with a photo ID (driver's license or passport) of both the resident and the caregiver. These will be photocopied and retained with the RFFH records.
- ✓ be provided with a room key and a mailbox key (where applicable).
- ✓ sign all required forms prior to occupancy.
- ✓ agree to background check as part of the application process.
- ✓ acknowledge that RFFH is not responsible for any personal items brought into the unit.
- ✓ maintain the cleanliness, tidiness, general housekeeping of the apartment while in residence. Note: RFFH does not provide daily maid service. Residents are responsible for their own laundry. Change of sheets and towels are in the linen closet. Residents are responsible for discarding of their own garbage as well.

## Resident Guest Agreement

I have read the RFFH Policies and Resident Requirements and I, and all who stay in the apartment, agree to abide by these polices and requirements.

I understand that if I or any of my Guests violate these Resident Requirements, we will be asked to leave the apartment immediately and will not be allowed to apply for a unit in the future.

I understand and agree that RFFH is not responsible for any injury I or my guests might incur on the property and/or loss or damage to personal items in the apartments or parking lots.

RFFH provides Wi-Fi connectivity which residents can use at their own risk. Residents who have the appropriate computer equipment can access this system and connect to the Internet.

RFFH will not provide computers or related equipment to access this system or the Internet.

I understand that RFFH is not liable in any way if this Wi-Fi system fails to function or if damage is done to resident computers when viruses or other destructive files are downloaded to their computers using this Wi-Fi system.

I understand that if I use the Wi-Fi system inappropriately, as determined by the RFFH management and/or Trustees, I will be asked to leave the apartments.

I release RFFH from any damages/injury/loss or liability arising from the use of the apartments and the parking facilities at the apartment complex and from any and all damages and/or liability arising from the use of the Wi-Fi/computer internet system.

I understand that I am a guest of RFFH and will vacate the premises if asked to do so by the RFFH Immediate Care Occupancy Manager or by any RFFH Trustee. If I fail to leave the apartment within three (3) days of the designated vacate date, I understand that I will pay rent of \$150/day thereafter. I understand that the \$150/day fee will be treated as rent under the Texas Landlord/Tenant laws and we will be considered as tenants and will subject to eviction.

If I fail to comply with the policies and agreement, it will result in a termination of my agreement and eviction from the apartments. I understand that a notice of eviction will be posted on the door of our apartment and efforts will be made to contact us before RFFH goes to court to process the eviction.

Agreed to on this date \_\_\_\_\_ by:

\_\_\_\_\_  
Resident Guest

\_\_\_\_\_  
Caregiver