

Chamberlin House Tenant Rules

1. Rent:

- a. \$25.00 security deposit is required.
 - b. \$5.00 house and room keys deposit is required. The key deposit shall be returned when all keys are surrendered. If a key is lost, the resident shall pay the replacement cost.
 - c. The key deposit shall not be used as payment for rent.
 - d. The security deposit shall be refunded if there is no damage.
 - e. The rental week begins on the day the resident moves into the room.
 - f. Rental plus NH room tax shall be payable two weeks in advance. Upon completion of 185 consecutive days of rental, the NH room tax is no longer collected. The resident is due a refund of the tax less 3% commission paid to the state.
 - g. A \$25.00/month fee will be charged for used of laundry facilities.
 - h. A \$20.00/month fee will be charged to residents with additional electronics, such as computers, printers, AC, fans. (Microwaves and coffeemakers are not allowed in rooms.
 - i. Residents shall give two weeks' notice before leaving.
 - j. Tardiness in rent payment is grounds for immediate dismissal at the Director's discretion.
2. The Chamberlin House Director shall be in charge of Chamberlin House. Members of the Woman's Club House Committee shall assist her.
 3. The House Director shall have access to all rooms and closets to ensure that safety regulations are met and in case of emergency.
 4. Each resident shall be required to keep her room clean and orderly. Wastebaskets shall be emptied at least weekly.
 5. The kitchen and pantries shall be kept clean at all times. Each resident shall be responsible for keeping her assigned spaces in the pantry, refrigerator and freezer clean. Because rental groups use the kitchen, each resident is responsible for keeping the sink and counters free of dishes.
 6. NO SMOKING – Chamberlin House is a non-smoking environment. Smoking in the house shall be cause for notice to vacate.
 7. No candles may be burned in the house.

- 8.** Each resident shall be responsible for leaving all bathroom facilities clean after use. The bathroom floor shall be kept clean at all times. The bathroom wastebasket shall be emptied as needed.
- 9.** All trash is to be collected and put out on the sidewalk on Monday nights for Tuesday morning pick up. Trash bags and recycle bins must meet city codes.
- 10.** Residents shall iron in the linen room only and make sure the iron is unplugged after each use. No ironing shall be done in the residents' rooms.
- 11.** Damage done to the rooms by a resident shall be paid for by the resident.
- 12.** Nails shall not be driven into the walls. The furniture may be moved with permission and direction of the House Director. Furniture will be returned to its original location upon check out.
- 13.** Doors left unlocked (front, back or basement) by any resident shall be cause for dismissal.
- 14.** Lights, TV and audio shall be turned off when a resident is not in her room. Windows shall be closed when residents leave the premises. The thermostat shall not be changed.
- 15.** A resident or her guest found with a controlled drug in her possession or intoxicated from either alcohol or drugs on the premises shall be subject to dismissal from the house within 24 hours.
- 16.** Any resident coming in after 11:00 pm shall be quiet and shall use the carpeted stairway.
- 17.** Permission from the House Director is required to lodge an overnight guest. The guest shall be charged \$25 plus room tax (currently 8%) per night, limited to two nights, payable at time of occupancy. Female guests only are allowed.
- 18.** Male guests shall be restricted to the downstairs area.
- 19.** No pets shall be allowed in the house or on the grounds.
- 20.** The house telephone is reserved for use by the Concord Woman's Club, except in case of emergency. Residents are responsible for their own phone and cable connections.
- 21.** The library shall be reserved for the use of Woman's Club members. Another exception is when a resident has an overnight guest staying in the library.
- 23.** The silverware and china shall be used only for and at Woman's Club of Concord meetings, unless by special permission of the House Director. Furniture and accessories on the first floor of the house shall not be moved or rearranged.
- 24.** A resident shall be given two weeks' notice to vacate unless an earlier time is defined according to one of the above rules.
- 23.** Kitchen doors shall be closed when cooking. Residents shall check the event calendar for kitchen availability. Microwaves and coffeemakers are not allowed in resident's rooms.
- 24.** Residents with suggestions or comments may speak to the House Director.