



Comhairle Cathrach Chorcaí  
Cork City Council

## CORK FOYER CODES OF BEHAVIOUR (HOUSE RULES)

### 1. SECURITY & SAFETY

- 1.1 Residents are not permitted to lend their room keys or key fob to any other person.
- 1.2 If a room key or fob is lost, or damaged, it must be reported to reception immediately and a charge will be made for a replacement.
- 1.3 It is your responsibility to ensure that you lock your room door and windows when not occupying your room.
- 1.4 You are expected to adhere to the Foyer Health & Safety Policy & Procedures, including the Fire Procedure.
- 1.5 You must not put others at risk by tampering with fire fighting equipment, CCTV equipment or any other safety or security equipment.
- 1.6 You must not put others at risk, through irresponsible behaviour, which includes horseplay or intoxication from abusing/misusing alcohol, drugs, and other mind altering substances both legal and illegal.
- 1.7 On entry to the Foyer, you must declare all offensive or illegal weapons in your possession.

**Offensive weapons** i.e. pen knives, swords, machetes, b.b guns etc will be stored in a lockable cupboard until you leave the Foyer when they will be handed back to you after signing a disclaimer.

**Illegal weapons** will not be allowed into the Foyer and should they be found in your possession on the premises or in the vicinity of the premises, you will be reported to the Gardaí and your Licence will be terminated.

- 1.8 Use of the Training Room will be through a strict booking system unless supervised by a member of staff or a tutor. Staff may let Residents borrow items from the Training Room or Office on the understanding that the items will be used responsibly and brought back directly after use.
- 1.9 You are only permitted to smoke in your own room or in a designated external area. Ash trays must be used at all times.
- 1.10 All windows must remain on the safety latch at all times. Residents under no circumstances should sit on or leave objects on window sills.
- 1.11 The opening times for the public rooms such as the common room, IT room and Kitchen are:  
Sunday – Thursday 6am – 12am (Midnight)  
Friday – Saturday 6am - 2am
- 1.12 Residents should not be denied access to the main kitchen to source water after it has closed, unless there is a health & safety concern or if the resident is displaying disruptive or aggressive behaviour. In these cases the staff member can access the kitchen and fill the water container for them instead.
- 1.13 An element of common sense is needed around the use of the kitchen during the official closing times. If a resident or two residents, who are not intoxicated or displaying

disruptive/aggressive behaviour, wishes to use the kitchen to make a quick snack then they can be allowed to do so for a short time. The main focus of the closing times is to prevent intoxicated residents from creating a health & safety concern and to prevent large groups of residents congregating at night time and causing noise or disruption to other residents.

## **2. VISITORS**

- 2.1 Visitors on the premises are a privilege and are at the total discretion of the Management. Visitors will not be allowed access to the Foyer until you have resided at the Foyer successfully for a period of six weeks and permission has been granted by Management. Discretion will be used in the case of immediate family members. If you are not adhering to the terms and conditions of your Licence, visitor sanctions may be imposed on you.
- 2.2 Visiting times are: Sunday – Thursday 9.00am – Midnight  
Friday – Saturday 9.00am – 1am  
Visitors should sign in before 10pm, visitors signing in after 10pm are at the discretion of the duty member of staff.
- 2.3 All visitors must call at reception. They will not be allowed further access unless you come to meet them. Should the duty member of staff have further concerns around the visitor, access to the building may be denied.
- 2.4 All visitors must sign in and sign out when entering or leaving the building. If a resident or their visitor choose to ignore this rule and a visitor is found in the building, action will be against the resident/s who are accompanying the visitor.
- 2.5 You must accompany your visitors at all times. Visitors are not allowed to enter the common room without prior consent of a member of staff, they must also be accompanied by the resident they signed under. Visitors are not allowed in the IT room at any time.
- 2.6 Foyer residents are permitted to have a maximum of two visitors at any one time. There is a strict policy in place for visitors under the age of 18. This must be adhered to at all times.
- 2.7 At the first visit, visitors must complete a personal information index card along with a copy of their signature for verification. Thereafter the visitor must sign in using their full name and signature.
- 2.8 A barred visitor list will be held behind reception and updated on a regular basis. Visitors on the barred list will not be allowed access into the building. Should you request to have a visitor whose name is on the barred list, the member of staff on duty will deny access to your visitor and inform you that he/she is included on the barred visitors list. Should you wish to appeal against this restriction, you should follow the complaints procedure.
- Residents are reminded that visitors are a privilege and not a right and if the Foyer has sensitive or confidential information about your visitor, we may not be able to provide you with a full explanation.
- 2.9 Former residents who have been evicted will not be allowed to visit the Foyer unless they are attending supervised training. All cases will be assessed individually.
- 2.10 Residents are responsible for the conduct of their visitors at all times. Visitors maybe barred or restricted if their conduct is unacceptable. Residents whose visitors do not adhere to the rules will be placing their licence at risk. If you have any concerns about the conduct of your visitor whilst in the Foyer, you should ask them to leave the Foyer or seek assistance from a member of staff.
- 2.11 If a visitor is left unattended, the sponsoring resident will be asked for a satisfactory explanation. Should the duty member of staff not be satisfied, the visitor may be asked to leave the premises and may be placed on the barred list.

## **Cont OVERNIGHT VISITORS**

- 2.12 Overnight visitors will only be allowed to stay at the Manager's or Project Workers discretion. An overnight request form must be completed and approved. Night staff may allow overnight stays in the event of an emergency situation. Even though permission may have been given for an overnight visitor, any duty member of staff may deny access to visitors should they have

a concern.

- 2.13 You are only permitted to have one overnight visitor any 2 nights in a 7 day period.
- 2.14 Residents will not be given permission to have an overnight visitor until they have completed 8 weeks residency at the Foyer successfully.

### **3. ILLEGAL SUBSTANCES (DRUGS)**

- 3.1 The possession, use or sale of drugs or drugs paraphernalia will not be tolerated anywhere in or around the premises.
- 3.2 Residents/Visitors found to be in breach of this rule will be asked to leave immediately, and will be barred from the premises permanently.
- 3.3 A resident further places his or her licence at risk if his or her visitor(s) are involved in the use or sale of drugs.
- 3.4 All residents and visitors are advised that it is our policy to co-operate fully with the Gardaí in the case of drug possession, use or sale on the premises.
- 3.5 Any illegal substances or drugs paraphernalia will be handed directly to the Gardaí.

### **4. ALCOHOL/AIROSOLS/GLUES**

- 4.1 Alcohol or alcohol products are strictly forbidden on the premises or in the vicinity of the premises without prior consent of the Foyer Manager. If found with unauthorized alcohol or alcohol products, you will be issued with a Written Warning or an Eviction Notice. You will be asked to remove the alcohol/products from the premises immediately.
- 4.2 The Manager will permit alcohol on designated special occasions that are supervised. Examples of special occasions are Christmas Day, planned BBQ etc. Birthdays are not deemed to be special occasions.
- 4.3 Any resident who enters the Foyer and has been drinking heavily will be asked to go quietly to their room and remain therein, if they fail to do so and cause a disturbance, the Gardaí will be called and the resident may be charged.
- 4.4 If any resident demonstrates violent or aggressive behaviour through being intoxicated or they are unable to make their own way back to their room, access to the Foyer will be denied, Gardaí will be called and the resident may be charged. If a resident is intoxicated and demonstrating violent or aggressive behaviour whilst inside the Foyer, the Foyer will request Garda assistance to remove the intoxicated resident for the safety of all concerned. This type of behaviour could also result in the resident being charged.
- 4.5 Any visitor, who in the opinion of the duty staff, has been drinking heavily and/or is in the possession of alcohol will be refused entry to the Foyer.
- 4.6 Unacceptable behaviour exacerbated through alcohol consumption, substance abuse/misuse, or the taking of mind altering products will not be tolerated by the Foyer and the strongest possible action will be taken against offenders.
- 4.7 Any resident found misusing aerosols or glues will be in breach of the Foyer Substance Misuse Policy and their licence will be terminated.

### **5. ANTI SOCIAL BEHAVIOUR & RESPECT**

- 5.1 Foyer residents and local neighbours have the right to live peacefully. Threatening behaviour or abusive language to staff, other Foyer residents, visitors, or members of the local community will not be tolerated. Immediate action will be taken against the perpetrators and it could result in your immediate eviction.
- 5.2 The Foyer is a training facility and noise must be kept to a reasonable level at all times.
- 5.3 Residents must not cause nuisance or annoyance to other people or allow it to be caused in or around the vicinity of the Foyer.
- 5.4 Residents must not drink alcohol within the vicinity of the Foyer or congregate in groups that

could be intimidating to others.

- 5.5 Residents must adhere to all Foyer Policies and Procedures, including the Foyer Equal Opportunities Policy and Harassment/Anti bullying Policy.
- 5.6 The telephone, vending machines or any other Foyer equipment must be treated with respect. Residents or visitors will be reported to the Garda if they cause criminal damage to Foyer Property. Please do not forget you are responsible for your visitor's actions whilst in or around the Foyer and you could place your licence at risk.
- 5.7 The Foyer must not be used for any illegal activity i.e. harbouring stolen goods.
- 5.8 All forms of anti social behaviour are logged and the information may be passed onto the Garda.
- 5.9 Ball games such as football, basketball, rugby and other such ball games are not allowed to be played in or around the Foyer premises at any time.
- 5.10 Appropriate footwear and clothing must be worn in public areas in the Foyer at all times. Appropriate nightwear may be worn in the public areas including TV room, IT room and corridors between 5pm and 8am each day, providing a dressing gown and slippers are worn. A shirt/blouse must be worn at all times, even in warm weather.

## **6. PETS**

- 6.1 Guide-dogs for the visually impaired are of course allowed. The keeping of small pets in a cage or tank i.e. fish, hamster etc will be considered on an individual basis and not until the resident has resided at the Foyer for 8 weeks. Conditions of caring for a pet will apply.

## **7. RESIDENT PARTICIPATION**

- 7.1 Residents must attend all training, education or development activities in order to fulfill their Personal Support Plans/Development Plans. Residents who persistently fail to engage with the Foyer training and support service may be asked to leave the Foyer.
- 7.2 Residents must attend all pre-booked key working sessions. Written Warnings will be issued for non-attendance.
- 7.3 Residents must be aware of their rights under the Foyer Deal (Residents Charter) and must demonstrate a commitment to their responsibilities under the Foyer Deal.

## **8 RENT – Licence Fee**

- 8.1 You are responsible to ensure that you meet the full licence fee each week. It is therefore important that you inform the staff of any changes to your personal circumstances, especially around training or employment. Failure to do so may result in you accruing large arrears leading to eviction. Advice will be given around budgeting.
- 8.2 You are required to pay your licence fee on time each week or as arranged at the commencement of your licence.

## **9. RESIDENT CAR PARKING**

- 9.1 Residents have been allotted parking spaces across from the main Foyer building, adjacent to the front wall. Residents should park their cars there at all times. If cars are already parked there then the resident should park as near to their allotted spaces as possible e.g. to the left and right.
- 9.2 Residents are not allowed to park in front of the main Foyer Building. If residents park in front of the Foyer building then they will be asked to remove their cars from there. If they persist in doing so, disciplinary action will be taken and the resident may be refused permission to park their car on the Foyer grounds.

**Declaration: I confirm that I have been issued with a copy of the Residents Handbook and Foyer Codes of Behaviour.**

**I understand that my Licence Agreement to reside at the Foyer may be placed at risk if I do not adhere to this agreement or instructions contained within the Residents Handbook.**

**I further understand that persistence in failing to work towards my personal development whilst residing at the Foyer will breach the terms and conditions of my Licence/Support Agreement and I will be asked to leave the Foyer.**

Resident Name: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_