



HSA Housing Policy

Dear Volunteers,

Thank you for joining Humanitarian Support Agency. We are grateful for your support and your willingness to help, and are delighted to assist you in that process by providing optional housing. In order to have a pleasant stay with your HSA colleagues, please read carefully the rules and requirements of our housing policy.

Please be aware of the following house rules:

- Please keep in mind that HSAs' facilities are aimed at members only, thus it is not allowed to rent or lend a room to friends or family without prior agreement of HSAs' direction.

- Please clean up after yourself, and participate in weekly cleanings (sweeping and mopping floors, scrubbing kitchen and bathroom surfaces, taking out garbage, etc.).

- Please be respectful of our neighbors and of your roommates and be quiet at night.

Although you are encouraged to socialize and spend leisurely time inside and outside of the house, excessive drinking and rude or destructive behavior will not be tolerated.

- Absolutely no smoking is allowed inside the houses. If you smoke on a balcony or patio, please use an ashtray and clean up the area after use (empty ashtrays, throw away bottles, trash).

The plumbing system in Mytilene is old and fairly inefficient, so please do not flush any toilet paper or other products down the toilet and use the waste baskets instead.

- We recycle - please dispose of cans, bottles, cardboard boxes and paper separately from household garbage.

- You will be issued a key to the house, and you are expected to hold on to it. If you lose your key, another will be issued to you, but a 10 euro charge will be deducted from your deposit.

- Please turn all lights off when you are not using them.

- Please keep the doors and windows of bathrooms open (unless you are using them) to prevent mildew from building up on the walls.

It is absolutely forbidden to host PoCs in HSA accommodations. It is possible to host friends only if the Field Coordinator allows it, and under the same conditions of the very short term volunteers.

If you are unable to follow these rules, you will be asked to change your behavior. After repeated violations, we may ask you to leave the home. If you are a short-term volunteer who paid an up-front housing payment, you will NOT be eligible for a refund of your housing payment.

Your deposit will be refundable at the end of your stay, unless damages have been caused to the house because of your failure to follow the rules. If these repairs are required, we will deal with tallying the deduction from your deposit on a case-by-case basis.

Date: _____

Name: _____

Signature: _____