

ICC Austin

Guest Policy

As approved by the Executive Director, and incorporating all changes through:

June 1, 2017

Revision History

Date	Author(s)	Summary of Changes
August 26, 2013	Donovan, Thogersen, Newcomer	Policy creation
July 2014	Thogersen, Lassiter	Language tweaks
June 2016	Thogersen	Updated ICC to ICC Austin

Review History

Date	Reviewed by
June 2015	Thogersen
June 2016	Thogersen, Lassiter, Hill
May 2017	Thogersen, Lassiter, Khalil, Hegar

External Cross-references

Section(s)	Policy/Section Referenced
Vacant Rooms	House Operations Policy

Introduction

At times, the distinction between a welcome temporary guest and an uncontracted, freeloading resident can become blurred. This policy defines the criteria under which a guest may stay overnight at an ICC Austin house.

ICC Austin is a participatory community requiring that all members do labor and cooperatively manage their houses. Further, each member is required to pay their fair share to live in their house. Therefore, anyone staying at an ICC Austin house should have a valid ICC Austin contract. However, it only seems fair that friends, family, significant others, and traveling NASCO members should be allowed to spend the night in ICC Austin houses. This policy attempts to carve out a reasonable allowance for guests that respects the efforts of ICC Austin members.

Definitions

- “Guest” means a person who has been invited by at least one member to stay at an ICC Austin house.
- A “contract” is an executed Member Resident Agreement.
- A “vacant room” is a single room with no valid contract in effect between a member and ICC Austin; or a double room with less than two valid contracts in effect between a member and ICC Austin.
- A “fine” is a charge to a member or house for violating ICC Austin rules.

Policy

1. Guests must have a designated host who has a valid contract and be approved by the house to stay overnight.
2. Guests are allowed to stay in an ICC Austin house without signing a contract for up to two weeks in the room of their host or in common space with adequate access to escape in a fire or other emergency.
3. Guests are not allowed to occupy or store belongings in a vacant room. (see House Operations Policy)
4. Guests without a valid host will be considered trespassers.
5. The host of a guest violating the guest policy is considered in breach of lease.

Procedure

6. A violation occurs when staff discovers, or is notified, that a guest has stayed longer than two weeks
7. In case of a violation of this policy where there is no valid host, staff will give the guest written notice of trespassing.
8. In case of violation of this policy where there is a valid host, staff will give the host a written breach of lease notice.
9. A violation may be corrected in three ways:
 - A. The guest leaves the house and loses guest privileges at all ICC Austin houses in the future.
 - B. The guest signs a contract to occupy a room in ICC Austin.

- C.** The house approves the guest to stay at the house as a significant other of a member with a valid contract, AND the guest demonstrates that they are living at another location by showing a valid lease or proof of ownership at another location in the Austin area.