

ICC Austin

**Shared Room Policy**

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

**June 1, 2017**

## Revision History

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Date	Author(s)	Summary of Changes
July 10, 2013	Newcomer, Thogersen	Policy creation
July 28, 2014	Thogersen, Lassiter, Saad	Language tweaks; removed room availability requirements
July 2015	Thogersen, Lassiter	Language tweaks

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## Review History

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

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## External Cross-references

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Section(s)	Policy/Section Referenced

## Introduction

This policy addresses cases where members want a room occupancy to exceed its single or double designation\*, i.e. more than one member in a single or more than two members in a double. This can happen in cases when houses are full or members wish to cohabitate a space. The policy attempts to balance overall fairness, further the mission of ICC Austin to provide affordable housing, and maintain an easily administrable system.

To simplify matters, the policy only distinguishes private versus shared space. Thus, private occupation of a single room pays the regular single rate, and any shared occupation of any room pays the regular double rate.

In the past, there have been arguments for reducing room rates below the single or double rates when adding “extra members” to deepen affordability. However, in practice the actual use of this policy has been very low, averaging about one member per year. ICC Austin addresses affordability in other ways, including setting low rates – especially for double occupancy rooms.

\*NOTE: ICC Austin houses and bedrooms are unique. Room sizes, as with many other qualities, vary greatly. The single and double room designations stem from historical operating practice rather than specific objective considerations of room amenities.

## Definitions

- “Single” means a room officially designated as a room for one occupant.
- “Double” means a room officially designated as a room for two occupants.
- “Private Room” means a single room with one occupant.
- “Member Resident Agreement” is the contract that grants the right of occupancy in an ICC house to a member.
- “Shared Room” means a single room with more than one occupant or a double room with more than two occupants.

## Policy

1. A designated single room can become a shared room.
2. Any designated double room may have additional occupants (above the normal two).
3. A house must approve any potential increases in occupancy due to this policy.
4. All occupants of any shared room pay the regular double rate.
5. Room and house occupancy limits must adhere to applicable building and fire codes.
6. Normal signing requirements, such as minimum contract length, apply to all occupants under this policy.
7. When a shared single room becomes a private single room, the room immediately becomes a single and single rates apply.

## Procedure

1. Members requesting a shared room space must first get permission from the house and all current room occupants.
2. The permissions must be provided in writing to staff.
3. Before approving any shared room contracts, staff will ensure that regulatory limits on room or house occupancy will not be exceeded.
4. Shared room occupants in a designated single must sign an addendum agreeing to pay the single rate if and when the room ceases to be a shared room.