

*ANNA LOUISE INN*  
300 Lytle Street, Cincinnati, OH 45202  
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In order for the Anna Louise Inn to achieve its purpose, the following residential rules have been developed. It is the obligation of each resident to abide by all rules as set forth in this document in order to insure a harmonious atmosphere for all who live here. The Inn reserves the right to terminate residency at any time with or without cause. Resident being asked to leave will be given three days' notice by the Inn unless circumstances indicate immediate termination is advisable, in which case the resident will be given a notice to leave with sufficient opportunity to remove her personal property from the premises.

1. The weekly rate of \$\_\_\_\_\_ is available to those occupying rooms for at least thirty (30) days. If a resident checks out before thirty (30) days, she will be charged the transient rate for the entire period of the occupation.
2. Room and board is due in advance by Sunday. Residency is granted for a maximum period of one week. Your lease will end in seven days. If granted by the Inn, a new lease will begin the following Sunday when you make payment for the next week. If payment is not made by Tuesday at 5:00 p.m., a late charge of \$5.00 will be added to your balance. The Inn reserves the right to initiate eviction proceedings against a resident with rent in arrears.
3. Seven days' written notice is required for check-out. Failure to submit notice will result in the Security Deposit being forfeited. The key to the room must be returned to the front desk by midnight of your move out date or a \$30.00 lock change fee will be added to your account.
4. A \$50.00 security deposit is required. It will be refunded by mail when a forwarding address has been given within 30 days of checkout, provided the room and furnishings show only normal wear, and provided there is no outstanding balance. The security deposit will be applied to damage costs and unpaid balance if these conditions exist. Security deposits may be increased at any time; current residents are required to deposit the additional amount of increase.
5. Security deposit and credit balance refunds will be held for six months. At the end of that time, the refund will be forfeited.
6. A room may be used only by the resident to whom the room is assigned. Residents are not to visit in the Family Living Center area, nor are Family Living Center residents permitted to visit in rooms of single residents.
7. The Inn will not be responsible for loss or damage by fire, theft, or any other cause beyond its control. Rooms must be kept locked at all times. Residents will be required to pay damage costs to Inn property caused by them, whether intentionally or negligently, and may be criminally prosecuted for willful destruction.
8. Electrical items and fixtures may not be altered. Use of electrical appliances (hot plates, crock pots, coffee makers, etc.) is not permitted to be used in rooms. Refrigerators and air conditioners may be used with prior approval.
9. A private telephone may be installed. Residents must be present for telephone installation and notice must be given to the Inn as to expected date and time of installation.
10. Rooms at the Anna Louise Inn are furnished. Residents may not add personal furniture without express written authorization by management

11. Since control of all rooms remains with Cincinnati Union Bethel (dba Anna Louise Inn), authorized employees of the Inn are permitted to enter rooms at any reasonable time for purpose of inspection and/or repair.
12. Rooms must be kept in reasonably clean and safe condition. If a room is found to be unsanitary the Inn reserves the right to terminate residency.
13. Between 10:30 p.m. and 8:30 a.m., quiet must be observed throughout the Inn. Consideration for other residents with respect to noise is expected at all times. Disturbance is a breach of the rules. Only emergency calls will be transferred to residential halls during these hours.
14. Except for special announced functions, male visitors are not permitted beyond the foyer. Female visitors are permitted, with the exception of the Family Living Center. Visitors are restricted to the foyer unless visiting a resident who (1) agrees to be responsible for the visitor; (2) comes to the foyer to meet her; and (3) sees that the visitor leaves the building by 10:30 p.m. All visitors must sign in and out.
15. Visitors must sign in and sign out when leaving.
16. Rooms may not be used for business purposes. Residents may use the street address, 300 Lytle Street, on cards and stationery but may not use the name of Cincinnati Union Bethel or Anna Louise Inn (or any similar name) for business purposes.
17. Removal of Inn property and vandalism are grounds for immediate termination of residence at the Anna Louise Inn.
18. Firearms, weapons, chemicals, drugs, alcoholic beverages and fireworks are not permitted to be used or kept by residents within the Inn. Use of profane or obscene language, gambling, panhandling, and/or disorderly conduct is not permitted on the grounds.
19. **NO BURNING OF CANDLES OR INCENSE.**
20. When a residency is terminated, either by the resident or the management, remaining property will be held for no more than thirty (30) days. Failure to remove belongings within thirty (30) days will result in their disposal by the Inn.
21. Mail properly addressed to residents (including name and room number) will be posted on all days delivered by the postal service. Mail will not be returned to sender if addressee is an assumed/alias name, or otherwise unknown.
22. The Anna Louise Inn is a **NON-SMOKING FACILITY.**

I have read and understand the above rules. I understand that I am responsible for abiding by these rules and I understand that failure to do so may result in my immediate and final denial of residency at the Anna Louise Inn.

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Signature of Applicant

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Date