

RULES OF EMMERTON HOUSE

In 1876, the Woman's Friend Society was founded to inspire and encourage habits of industry and self-reliance in women. In the 21st Century, as a Charitable Corporation (1884), the Society's mission continues with a focus of providing a transitional living environment for women who are in school and/or working. Emmerton House is maintained with monies derived from rents, donations, grants, and our endowment.

Administration

Under the guidance and support of the Residence Committee of the WFS, the Emmerton House is administered by our volunteers and other staff. All questions and concerns of any Resident should be addressed to the Residence Manager, Amanda Thompson amanda.thompson@womansfriendsociety.org. In the event of an after hours emergency, the resident should begin by contacting Amanda Thompson, in the event she is not available, the resident is to contact Leonette Strout and lastly, Linda Finn.

Emergencies are issues such as security, personal safety, gas leaks, water leaks, power outages, heat outages, major disasters.

All Emergency Numbers are posted on the Kitchen Bulletin Board.

Tenant at Will/Lodging House

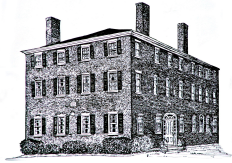
As a resident you agreed in writing to adhere to rules set forth by WFS and we made you aware in writing that not following rules is grounds, depending on the severity of the infraction, to be asked to leave immediately. In addition, WFS reserves the right to amend these policies and procedures at any time, for any reason deemed necessary.

Terms of Residency

Residents of the Emmerton House may stay for a term of no more than 5 years. Termination of residency may occur for any infraction of the rules.

Rent and Keys

Rent is due from the Resident on a weekly basis payable in advance on Friday of each week. Rent must be paid electronically via credit, debit, or bank account. Your weekly invoice will be emailed to you, and you may pay directly from that email. In the event that you are having difficulty paying your rent, please contact the Residence Manager immediately. (There may be resources that could help you.) Failure to pay your rent may impact your credit and will prompt the Residence Manager to notify you verbally and/or via email. You will be asked for payment or to set up a payment plan. If 4 weeks pass without payment you will be given a letter stating a "Notice to Quit" will be issued at 5 weeks, which will be 14 day eviction notice.



Rents and fees might be adjusted based upon the passage of time, increased costs and/or expenses and/or by vote of the Board. A Resident generally shall initially move into a “small” room and may be eligible to move into a “large” room based upon vacancy/availability, seniority, and compliance with these rules.

A Resident may not “loan”, assign, or sublet her room out to any other individual or entity at any time.

Each Resident is given 3 keys, one for the front door and the 2 for their room. The Resident is responsible for the safekeeping of their keys and the cost of replacing them in the event they are lost or stolen. If a locksmith is required to gain entry to her room, the Resident will be responsible for all associated costs. Cost of the front door key replacement is \$50. The front door is a special registered key and you may not make copies of it. Residents should have a spare key available for their room, stored in the lockbox provided to them in the basement, in the event they get locked out of their room. If you need a replacement room key you will be charged \$25.

Your Room

Each Resident is responsible for maintaining their room in a safe and clean manner, i.e., vacuuming and dusting on a regular basis and belongings put away in a bureau or closet. The door(s) to your room should be easily accessible and your windows should not be blocked. Cleaning equipment and materials are available in the 2nd floor hall closet. Please return anything you take from there when you are done.

Rubbish is to be bagged and disposed of regularly in the outside barrels, not in the bathroom or kitchen wastebaskets. Feminine hygiene articles are to be wrapped and disposed of in the small, lidded bathroom wastebaskets. Paper, cardboard, metals, clean glass, and plastics are to be recycled in the outside bins as per the posted Recycling Rules.

Food or dishes may not be stored in bedrooms at any time. This means canned goods, dry goods, any and all non-perishable items that would be considered food.

Fire arms, Weapons, Candles, Incense, Smoking, Alcohol and illegal drugs are not allowed at the Emmerton house. Anything that requires a flame is not allowed anywhere in the house or on the premises including the vestibule, deck, yard, and front walk. The use of alcohol and/or illegal drugs in the House or anywhere on the premises will not be tolerated. We have a zero-tolerance policy for illegal drugs, drinking and smoking/vaping of any substance. If you are found to be doing this on the property you will be asked to leave.

Each room is equipped with a twin bed, a light source, 2 surge protectors and a new mattress pad. Some rooms may have additional furniture such as a chair, nightstand and/or chest of drawers. All furnishings are the property of The Woman’s Friend Society, and we ask that you talk with the Residence Manager prior to removing anything from a room. All electrical items must be plugged into a surge protector. You may not use extension cords that are not surge protectors. The fire and building inspectors have



asked us to require this for safety reasons. If you need additional surge protectors you may purchase them or check with the Residence Manager to see if there are any available.

Please only use “Command Strips” or “Nanotape” to mount anything to your wall - this includes mirrors and artwork. No tape, stickers, nails, thumbtacks, push pins or screws are allowed on bedroom walls, closets, doors, ceiling, baseboards, or floors. (Provided during onboarding).

It is the responsibility of the Resident to notify the Residence Manager if anything in their room is in need of repair, including, but not limited to: smoke detectors, blinds and door knobs.

Storage

Each Resident is provided a pallet on which to store items in a specific area of the basement for the period they are living in the house. All items must be stored in plastic containers and on the pallet. Everything should be marked with their name and room number. Plastic bags are not to be used for storing clothing. This is the only place in the basement where residents may store items. Residents bear the risk of all damaged, lost or stolen items from this area and agree to indemnify and hold WFS and the Emmerton House harmless from any such losses. When you leave Emmerton House, we will be unable to keep your belongings in our storage room. If you leave your belongings, they will be discarded within 7 days.

No items are to be stored outside of your room, in hallways or any common areas.

Showers/Bathrooms

Residents are responsible for providing their own toiletries, bath mats and towels. Please take everything with you when you leave. Please make sure you clean up any water after using the showers. Nothing is to be stored in the bathrooms. Housekeeping will dispose of anything that is left behind.

Toilets must be flushed after each use and cleaned with brush and cleaner as necessary. Each bathroom is equipped with a plunger if necessary. Any water problem is to be reported immediately to the staff onsite.

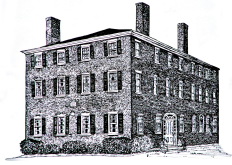
2 rolls of toilet paper are provided on M/W/F in community bathrooms by housekeeping. There are also 2 rolls left in the cabinet to the left of the sink in the kitchen and 2 rolls in the 2nd floor closet.

Please do not flush paper towels, wipes or feminine products.

Hair coloring and dyeing of clothes must be done only in the laundry room sink.

Cleaning

This is a communal living situation in which all residents are required to help maintain the cleanliness of the shared spaces, whether they make use of them or not. Regardless of your use of the kitchen or other areas, if you see a full garbage bag or a full recycling bin, please take it out. If you see a dirty dining room table, please clean it. These shared spaces are meant for all to enjoy, and all residents are asked to do their part.



Laundry

The laundry room provides a coin-operated washer and dryer.

Please be conscious of your housemate and limit laundry to two loads a day. Please write your name/room # on the white board when you are using the machines. Please do not overload the machines or leave laundry in them after the cycle is completed. Light loads or loads with bulky items should be monitored during the washing cycle, because they tend to unbalance and stop the washing machine. IMPORTANT: Lint in the dryer filter is a fire hazard and, additionally, it increases the drying cycle time. Therefore, lint should be removed after use and screen inspected before using. Please wipe down the machines and counters and/or sinks after use in this space. The laundry room door should remain open especially overnight for distribution of heat.

Free Counter

In the Laundry room the counter labeled free is for items that are for the taking. If you would like to donate to the counter please feel free to do so. If an item you have donated is not taken within 2 weeks, it is your responsibility to recycle, donate or remove it.

Kitchen Privileges and Hours

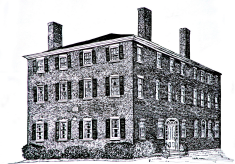
The kitchen is open for use 5 am - 12 am. Residents are permitted to use the kitchen and must remain in the kitchen while cooking. While cooking, Residents shall turn on the fan and close the kitchen door to the hallway. The stove burners must remain off when not in use. After cooking and eating, clean the stove, counter and table and sweep up your work area. Dirty dishes should be rinsed and placed in the dishwasher. (If you use the dishwasher you are responsible for running and emptying it.) If you hand wash dishes, please dry them and put them away. Please do not leave pans or dishes in the sink to soak, etc. Anything that is utilized while cooking/eating must be put back where it was found. Please make sure to empty the sink strainer after use.

Food is permitted only in the kitchen and dining room.

Each Resident is allotted an area in the dry goods pantry and refrigerators/freezers. Individual food areas must be kept clean. All food placed in the refrigerators must be covered and clearly marked with the Resident's room number. Rigid plastic and glass containers or metal tins are required for all dry goods. Residents should discard spoiled food. A Resident's food may be discarded during housekeeping periods if they are not removing old food herself. A Resident may not use, take, or consume another Resident's food without her express consent.

Under the kitchen sink are cleaning supplies, trash bags and kitchen towels. Kitchen towels should be used to dry dishes. Dirty kitchen towels should be put in the blue bin in the laundry room, labeled "dirty towels".

Trash/Recycling– All residents are responsible for taking out their own personal trash & recycling from their bedrooms directly to the outside bins.



Please do not place your room trash or recycling in the bathroom or kitchen bins. Plastic, paper & metals can all be recycled together.

Each resident will be assigned weeks in which you will be required to take out the recycling and trash in the kitchen to the bins and the bins out to the street and back on trash day. All residents are assigned this responsibility. During your assigned week you are solely responsible for performing that task. You are also responsible for finding someone to perform the tasks if you are unable to do so for any reason.

The weekly chore assigned includes the following tasks:

All Kitchen Trash to Outside Bins throughout the week assigned

All Recycling to Outside Bins throughout the week assigned

Outside Bins Trash Day (and Recycling Bins every other week)

Large rolling bins should be brought to the curb each week between Monday night after 7pm or before 7am on Tuesdays. Bins should be returned to the side of the house on Tuesday after pickup.

All large recycling items must be broken down, flatten containers as small as possible. Please do not leave boxes or other items on the ground.

Tuesday is Trash Day. Recycling is only put out every other week. Please ensure you know the schedule.

If you have something "bulky" to throw out, please do not just put it next to the bins - it is your responsibility to call Waste Management @ 1-800-972-4545 and arrange a pickup on our next recycling day. It will also be your responsibility to take it to the curb for pickup.

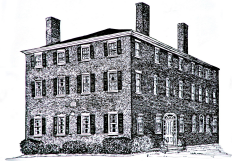
Front Parlors

These rooms are open for Residents until 10:00 p.m. during weekdays and 11pm on Friday and Saturday evenings. (On occasion, the parlors may not be available for Residents due to Society meetings or events.) Please return the parlor to the way you found it prior to use.

Radios, TVs, Stereos, Wifi

Please keep volumes low at all times with bedroom doors closed. Please turn off equipment when leaving the room. Fire hazards such as portable heaters, hotplates, irons, and extension cords are not allowed. All electrical appliances (lamps, hair dryers, radios, chargers) must be plugged directly into the surge protectors provided to you. Irons are to be used only in the laundry room. Please unplug air conditioners, fans, and hair appliances when not in use. We encourage Residents (when leaving their rooms for an extended period) to turn down the heat in winter and turn air conditioners off in the summer.

You may not have cable, telephone or any technical service installed in your room by any company. Our home is on the National Register and no vendor is allowed to make holes in the building, the walls, or floors without authorization from the volunteer staff.



You may not run a network on our Wi-Fi with your own router or access point. All routers will be blocked. Our Wi-Fi is adequate for general internet, email and entertainment use. If you need more bandwidth, you may use a hotspot or your phone as a hotspot at your own expense.

Heating and Cooling

Each room has one or more radiators that have their own thermostat. This means that you are able to maintain the heat in your room on your own. Heat should remain off when not needed during warm weather and turned down in winter when you leave your room for any length of time. The dial should turn easily - if it does not please do not force it, this could break it or create a leak. Do not attempt to fix it yourself, please alert the Residence Manager immediately.

In summer, all radiators should be set to 0. In winter, if you are leaving your room for several days please set the thermostat to the "snowflake" symbol. This will automatically turn the heat on if the ambient temperature in your room drops below 44 degrees F. Space heaters are not allowed.

Please follow these setting recommendations for heat:

1 = 12°C or 54°F - if you are going to work and will not be back until the end of the day - turn your thermostat to this number to save energy.

2 = 16°C or 61°F - best for your bedroom for comfortable sleeping and all hallways should be set to this.

3 = 20°C or 68°F - best for communal areas like kitchen and laundry room.

4 = 24°C or 75°F – not recommended unless it's an unusually cold day.

5 = 28°C or 82°F - this setting should really never be used anywhere

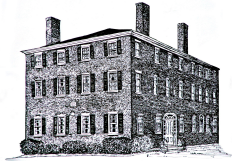
The little lines represent a change of room temperature of 1°C or about 2°F.

Common area thermostats are controlled by the Residence Manager. Please reach out to the Residence Manager if there are any concerns about the temperature of the common areas.

Please do not have your heat on if your window is open.

All rooms have a sprinkler pipe in it. It is against the law to hang anything from the pipe or the sprinkler head.

AC Installation and Removal must be scheduled with the Residence Manager prior to installation or removal. Air Conditioners can be scheduled to be installed starting after Memorial Day and must be scheduled for removal prior to November 1st. You may not install or remove the AC yourself for safety reasons. All AC's should be stored in your room. (Please ask for help if you decide to store your AC in



the basement. There may be a fee associated with this service.) Residents must clean their AC prior to installation.

Fire Drills

Fire drills are held periodically under the supervision of the Residence Manager and a member of the Residence Committee. Residents will be informed of a planned Fire Drill to occur within a SPECIFIC 1-week period of time. A Resident must respond to the fire horn by immediately exiting the building by any door and meeting down the street at the pole in front of 18 Hawthorne Boulevard. Failure to respond to the fire drill can result in eviction.

By law, the Resident must sign out when she will be away overnight and note those dates in the Overnight Book located at the main entrance. If for some reason you are unable to sign out please notify the Residence Manager, Amanda Thompson via email or phone.

amanda.thompson@womansfriendsociety.org or 781-718-1157. Failure to do so may result in eviction.

New residents are required to learn how to effectively use a Fire Extinguisher by viewing a short video and reviewing the locations of the extinguishers and Fire Alarm pulls throughout the house. Information will be provided to each new resident to perform this task. Residents will be asked to sign a form confirming that they have watched the video and fully understand proper use of fire extinguishers and that they are aware of extinguisher locations in the Emmerton House.

Room Inspections

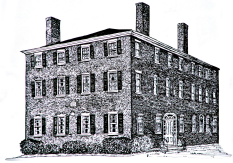
Room Inspections are 2 times a year. You are notified on a Monday about inspections that will occur the following weekend on Saturday and Sunday. You may be present but it is not necessary for you to be. We are unable to accommodate rescheduling as these inspections are required by law and our volunteer time is limited.

K-9 Room/House Inspection

This inspection occurs up to one time a year. You will receive a 1–2-day notice. You may not be in the room at the time of the inspection. A dog will enter your room and will be inspecting for bed bugs, pests and other elements.

Parking

Emmerton House does not provide parking. The single parking space on the left side of the building should never be used unless you have been authorized to do so. Parking is available on the street for residents. You must change your address on your license & registration in order to receive a “Resident parking sticker” from City Hall. Please request a proof of address letter from volunteer staff if needed. Visit www.salem.com to sign up for “e-alerts”. Click on “CodeRed” to receive Snow Emergency texts/emails and other important notifications to your phone. All cars must be off the street during snow emergencies. Become familiar with the designated snow emergency parking lots and garages.



Moving Out

A Resident is required to give one week's notice to terminate residency at Emmerton House. Failure to provide said notice in advance of vacating, will result in the Resident having to pay the equivalent of one week's rent. Upon departure, the Resident must return all house keys and copies to the Manager and provide a forwarding address for our records as mail will not be held beyond thirty (30) days.

A Resident must remove all belongings from the premises at the time they vacate their room, or they will be discarded after seven (7) days.

Appropriate Behavior and Consideration for Others

Residents shall not cause disturbances with other Residents, Board Members, guests, or agents of the Emmerton House. Disturbances include causing nuisance, verbal and/or physical fighting, causing loud noises or any other behavior not acceptable in a residential living environment. Doors should be closed as quietly as possible.

Residents should speak quietly when using cell phones in communal areas, i.e., halls, first floor rooms, foyers, stairs. Bedroom doors are to be closed.

Residents should keep their doors closed at all times. The area outside of your room should be kept clear.

Residents must be appropriately dressed at all times when on the first floor. No bare feet allowed.

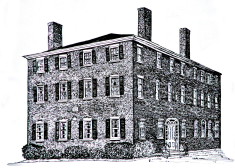
Guests

Guests are to be received in the garden, dining room, front parlors, and TV room area only. Sunday -Thursday from 10 am to 10 pm and Friday and Saturday from 10 am to 11 pm. A Resident may have no more than 2 guests at any one time.

No guests are allowed upstairs (this includes the deck) of the Emmerton House. No guests are allowed in the pantry, kitchen or laundry room.

Opening up the house to guests is a privilege. If this privilege is abused, or creates problems with other residents, then the Residence Committee & Board may consider revoking it for the offending Resident. A resident will be required to sign in guests – dates, names, and time in/out on a log located at the entrance.

Mail Service



Mail delivered to 12 Hawthorne Blvd is the responsibility of the volunteer staff to distribute. Packages should be left in the office for distribution or just inside the door for the owner. All first-class mail should be left where it is unless you intend to distribute all mail to resident boxes and the WFS office.

Animals - No pets allowed.

Emmerton House Rules Compliance Agreement

Any Resident who consistently does not or cannot comply will be found to have violated the Emmerton House rules and will be asked to leave.

The Resident accepts and acknowledges that the Emmerton House will request a CORI (**\$30.00 fee to Applicant**) and credit check prior to and, if necessary, during her tenancy.

I have read the above rules and agree to abide by them.

Resident Signature Date

Witness Signature, WFS Position Date

Last Updated: January 16, 2024