



Guest Policies & Expectations During Your Stay 2025

The Mission of Villa International

Villa International Atlanta provides international scholars and public health professionals an affordable, inclusive, and supportive home to grow in friendship and promote global understanding.

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Welcome to Villa

Dear Villa Guests,

We hope that your stay at Villa International is an enjoyable experience and provides you with a convenient, affordable, and supportive place to stay during your time in Atlanta! As my family and I also live at Villa, I want nothing more than to create a warm and caring environment for our guests.

We have pulled together this packet of policies and expectations so that **guests and staff have a full understanding of what to expect from life while you are staying here.** As the Executive Director, I want our guests to feel at home, supported, and enjoy their stay. I also want my staff to feel respected and make their jobs as clear and easy as possible. My hope is that this offers guidance and structure to make our lives easier and ensure the security and comfort of both staff and guests.

Please use the following information as a guide for policies and expectations during your time at Villa. We hope that this offers you a clear view of what to expect during your stay and answers any questions you may have about the day-to-day workings and procedures of life at Vila.

Sincerely,

A handwritten signature in cursive script that reads "Rebecca J. Arayan". The signature is written in black ink and is positioned above the typed name and title.

Rebecca Arayan
Executive Director

Part 1: General Information for Villa Guests

Who we serve

Villa provides a home for a very specific group of people. We are a nonprofit set up to serve the following people:

- International guests working or training in Atlanta's higher education institutions, public health providers, and other nonprofit organizations.
- Guests 21 years of age or older with an undergraduate degree.
- Individuals or families
- Priority is given to guests in the public health sector.
- Priority is given to guests in need of affordable housing and social support.
- Priority is given to guests who are coming to the United States for the first time.

Summary: Guests must be international visitors over 21 years of age working or training in Atlanta.

What type of housing we provide

Villa has 33 total rooms with 13 private rooms, 2 family rooms, and 18 shared rooms (36 beds with two in each room). All rooms come with private bathrooms. Guests can stay in a private room for 6 months and then are asked to find outside accommodations or are welcome to stay at Villa in a shared room.

We have a communal kitchen and dining room where guests have access to everything guests need to store and prepare food. You are only required to purchase your food. There is a major grocery store in walking distance (Kroger), and Villa also coordinates volunteer drivers to take guests to specialty stores further from Villa on a first-come-first-served basis.

Villa also has free WiFi, study spaces, a small gym, chapel, TV, laundry room, and game room in the lobby. We try to provide everyone with spaces to both work and enjoy themselves. We also plan events, celebrate holidays, and do activities together. Guests staying at Villa are expected to be a part of the life of the house and support and interact with fellow guests.

Summary: Villa strives to provide everything our guests need to work productively and find the support they need during their time in Atlanta. Guests are expected to take an active part in the life of Villa.

Age restrictions

We welcome guests of all ages. Most of our guests are young professionals and scholars between 22 and 40. Guests under 18 are welcome but are required to have a parent or legal

guardian present. Guests aged 16 and older will be charged rent. Families with children 4 years of age and younger are welcome to stay up to one month.

Front Desk Information

The Front Desk is open from 8:30 a.m.-5 p.m. Monday through Friday. Please conduct all business during these hours. On-call staff can be contacted for **emergency situations** during evenings and weekends.

Staff and Contacts

Rebecca Arayan

Executive Director

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Front Desk Manager

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Katie Archibald-Woodward

Resident Assistant

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503-871-7685

Steve Spann

Facilities Manager

Steve@villainternational.org

404-290-4467

Maryam Moshrefi

Volunteer Manager

maryam@villainternational.org

978-518-0311

Part 2: Reservation, Change, Leaves, and Cancellation Policies

Application

All guests interested in staying at Villa must fill out an application and submit a non-refundable application fee of \$40. These applications help us ascertain the need for support for potential guests. There is often a considerable waitlist to enter Villa, and the application helps us to determine whether it is a good fit.

Check In and Check Out

Check in is after 3 p.m. If you arrive between 3 p.m. and 11 p.m., please ring the doorbell and the staff will check you in. If you arrive after 11 p.m., please enter with your room code and check in the following morning. Check out is 10 a.m. You can stay at Villa after 10 a.m., but you must leave the room for housekeeping to clean it for the next guest.

Departure Date Change Policy

Guests must be a resident at Villa for 30 days before changing their departure date while in residence. Written notice is required for any reservation changes including early departure. If less than 30 days'

notice is given, the guest will be required to pay for 30 days until/unless a replacement is found. There is a \$25 fee for EACH change to a reservation including early departure and all reservation changes must be submitted to the Front Desk Manager in writing to be considered. We will try to extend reservations, but you may have to change rooms.

Length of Stay in a Private Room

We ask that guests request a reservation of a private room for no longer than six months. After six months guests are required to share a room or find outside lodging. Villa is meant as a safe and friendly “landing space” for international guests traveling to Atlanta for work or study. Once you become familiar with the community, you will be expected to find permanent housing so that we can continue to welcome newcomers. There is a list of nearby apartments and housing options on the Villa website. There must be a 12-month break between stays to qualify for a private room upon return.

No-Show and Cancellation Policy

Reservations must be cancelled 30 days prior to your visit, or you will forfeit your deposit if you cancel after that time or do not show up.

Reservation Change Policy Prior to Check In

You are allowed one date change (not cancellation), but it must be approved 30 days or more before your visit. Guests will thereafter be charged a change fee of \$25 each time they initiate a change in their reservation. You may arrive late, but you will pay from the first day of the reservation. Villa will try to accommodate early arrivals with notice.

Room Deposit

All guests must pay a non-refundable deposit of \$200 to reserve a room. The deposit must be paid at the time of the reservation. Your deposit will be used to cover any cancellations or a portion of your first month’s rent.

Reservation Timing

Reservations must be made at least one week in advance of your arrival.

Room Rent Fees

Villa charges guests by the night by the bed. You are not paying for a room—you are paying for whether your bed is in a private or shared room. The annual room rates can be found at <https://villainternational.org/rates-and-policies/>. The Board of Directors reserves the right to review the rates and increase them on an annual basis.

Temporary Leaves

All guests must pay during a temporary leave of less than 30 days. If guests do not want to keep their rooms, they should check out and create a new reservation for their return.

Visitors

You cannot have visitors stay over without Villa's knowledge. If you have a guest over, you must pay \$26/per night. Charges will be added to your room fees for all visitors. (Visitors do not pay Villa—they are added to your personal bill.) All visitors must adhere to Villa's policies.

Part 3: Payment Policies

Application Fee

All applicants must apply and pay \$40 to be considered for acceptance at Villa International.

Credit Card Fee

There will be a 3% fee for all payments made by credit card. There is no fee for rent paid by cash or ACH bank transfers.

Deposit

All guests must pay a refundable deposit of \$200 to reserve a room. The deposit must be paid at the time of the reservation and will be used to cover any cancellations or for your first month's rent.

Room Tax

8.9% county tax will be charged on the first 30 days of your stay.

Additional Fees

Cleaning Fees

Guest rooms must be kept in good order. If at any time staff or housekeeping find a room unreasonably messy or with food, drinks, or contraband items (illegal drugs, weapons, etc.), guests may be issued a cleaning fee or may be asked to leave the premises. Likewise, upon leaving Villa, guests are responsible for cleaning their designated food storage space in the kitchen and leaving their rooms in good condition with minimal trash. Cleaning fees may be assessed if staff find excessive trash or uncleaned kitchen areas.

Kitchen Fines

1) All food must be eaten in the dining room or in dining areas outside the building. Any food outside of the dining room or in bedrooms will incur a \$20/occurrence fine unless it is a Villa activity. 2) All dishes must be washed, dried, AND PUT AWAY at time of use. AT NO TIME should dishes be left in the sink or drying racks unless you are physically eating in the dining room. You will be charged a \$20/day fine for each day if anything is left in the sink, dish rack, stovetop or on the counter **when you are not in the kitchen or dining room**. Do not leave dirty pans on the stove tops or counter tops. Put away all food immediately and wash and put away all pots and pans. Your food will be thrown away and you will be fined \$20/day.

Late Payments

Full rent will be charged for the upcoming month on the same day of the month that the guest arrives (e.g., if a guest arrives on March 10th, rent will be due and charged on the 10th of the following months.) A late fee of \$10 will be charged for every day the rent is not paid after the due date. If for any reason you cannot make your rent payment on time, it is your responsibility to have a discussion with the Front Desk Manager in advance of the due date. Nonpayment of rent will result in eviction.

Luggage Storage

Villa will store luggage if there is room. We will charge \$1/day per bag. Unclaimed bags will be donated to Goodwill after one month.

Parking

Guests are welcome to keep their vehicles in the Villa parking lot, but all guests who keep their car at Villa will incur a parking fee of \$40/month.

Visitors

Guests in your room will incur additional charges. All visitors you have sleep over will be charged \$26/night (plus tax). Charges for overnight visitors will be added to your bill.

Part 4: Rules of Conduct and Policies

Behavior to Staff and Fellow Guests

Guests are expected to behave with civility and respect at all times. Threat, harassment, shouting, and any other mistreatment of fellow residents or staff are grounds for immediate dismissal.

Children at Villa

Children are welcome guests at Villa. But, as most guests are adults, children are expected to be well-behaved and reasonably quiet. Families with children 4 years of age or younger are welcome to stay for up to one month. Villa is not responsible for the safety or supervision of children at any time. Children under the age of 12 cannot play pool, foosball, or play the piano without parental supervision. Parents are responsible for any damage caused by children to any Villa property. If you bring a child to live at Villa, you will be asked to sign a waiver upon arrival. Children of your guest visitors are your responsibility while they are at Villa

Harassment

Villa will not tolerate harassment by any person based on race, ethnicity, gender, sexual orientation, national origin, religion, age, disability status, or for any other reason whatsoever. Harassment is defined as unwanted, unwelcomed, and uninvited behavior that demeans, threatens, or offends the victim and results in a hostile environment for the victim. Harassing behavior may include, but is not limited to:

- Obscene or suggestive remarks, gestures, jokes, verbal abuse, or insults

- Displays of explicit, offensive, or demeaning materials
- Physical and/or verbal threats
- Impeding or blocking movement, offensive touching, or any physical interference with normal activity
- Any perceived form of harassment via any electronic device
- Sexual Harassment
- Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and/or verbal or physical contact of a sexual nature. The victim as well as the harasser may be a woman or a man. The victim does not have to be of the opposite sex.

Villa strives to maintain an environment where guests can work and live free of harassment. In keeping with this policy, sexual harassment is specifically strictly forbidden. Any concerns should be brought to the attention of the Director or Front Desk Manager.

In-house Disputes

In the case of ongoing or unresolved disputes that threaten the security and harmony of Villa and its residents, staff has the authority to terminate the occupancy of the individual(s) without notice. Those who are terminated are not allowed to return to live at Villa in future, participate in Villa functions, or visit Villa International. All issues and controversies that arise are to be referred to staff in a timely manner.

Other Prohibited Activities

The actions listed below are strictly prohibited. Any guest or participant who violates any part of this Code is subject to discipline, up to and including being asked to leave an activity, not being allowed to participate in future Villa activities, or being expelled from Villa all together. It is your responsibility to inform any guests you invite to Villa or Villa activities that they are also prohibited from these actions.

- Using abusive or offensive language towards a guest, staff member, volunteer, or other participant. Using profane, vulgar, or obscene language in public areas.
- Possession or use of illegal substances on Villa's property or when involved in a Villa activity.
- Abuse or overindulgence of alcoholic beverages when on Villa property or involved in any Villa activity or event.
- Bringing onto Villa property or to any Villa activity any dangerous or unauthorized materials such as explosives, firearms, weapons, or other similar items.
- Discourtesy or rudeness to a guest, fellow participant, staff, or volunteer.
- Actual or threatened violence toward any individual or group while on Villa's property or while involved in any Villa activity.
- Conduct on Villa property or while involved in a Villa activity which would endanger the life, safety, health, or well-being of others.
- Failure to follow any Villa policies, rules, or procedures.
- Failure to abide by all local, State and Federal laws, rules, and regulations.

Participation in the House

For Villa to provide the support and community that new arrivals need, it is important that guests take an active part in the life of the house. We realize that you will be busy with work, but we require that all guests participate and be active in various activities and sleep in their rooms regularly. Guests who are not participating in Villa's community or often absent from Villa may be asked to find different accommodations better suited to their experience in Atlanta.

Quiet Hours

Villa observes quiet hours between 10 p.m. and 8 a.m. Sunday-Thursday and midnight-8 a.m. on Friday and Saturday. All conversations, music, media, computers, and gaming must be kept at a low volume.

Part 4: Health and Safety Policies

Alcohol at Villa

Alcohol is allowed at Villa, but guests are expected to be responsible in their usage and behavior. Alcohol abuse and/or inappropriate behavior will result in consequences, fines, or eviction.

Controlled Substances

Possession, use, manufacture, sale, distribution, or consumption of illegal and/or dangerous drugs is prohibited and illegal under both Georgia and federal laws. Possession of paraphernalia containing controlled substances, or residue of controlled substances, is prohibited. Guests in violation of any of the above drug policies may be subject to dismissal or criminal prosecution and imprisonment.

Animals

No animals are allowed on the premises at any time except for registered service animals. Service animals must be properly licensed, registered, and vaccinated.

Appliances in Rooms

Villa does not allow guests to have kitchen appliances or space heaters in their rooms. This includes electric kettles, coffee makers, rice cookers, toasters, microwaves, and refrigerators. These are fire hazards and are prohibited.

Candles and Incense

Candles and incense/fragrance burners are a fire hazard and are prohibited. All items found in rooms will be confiscated.

Health Hazards

Body fluids and waste constitute a biohazard and pose a significant health risk. Please clean up any body fluids or waste you leave in the toilet areas and stalls, sinks and showers to prevent spreading germs and posing a health risk to the community. Clean up after yourself in your bedroom and be sure that all

personal waste items are disposed of properly. Residents who become sick must attempt to clean up after themselves and inform a staff to request gloves and cleaning supplies to sanitize the affected area.

House Security

All outsiders who do not live or work at Villa are not allowed beyond the dining room or lobby unless accompanied by a resident or staff member.

Villa is not responsible for loss, theft, or damage to any belongings.

Residents should keep their rooms locked and doors closed at all times. Never leave money or other valuables in clear view. Keep your passport in a safe place and make a photocopy of it.

All entrance doors should always be closed tightly. Never leave doors propped open.

Whenever residents notice someone or something suspicious in the area, they should immediately notify staff.

In case of emergency, call 911 immediately and then contact the Front Desk Manager or Staff Member on Duty.

The Staff Member on Duty conducts a walkthrough of Villa every night.

Medical Treatment

If you have a serious medical condition, please inform the Front Desk Manager or On-Call Staff Member. Villa provides some common medicines and first aid supplies in the fitness room for your convenience, but we are not responsible for any medical care for residents or guests.

If you have a medical emergency, please dial 911 immediately. The closest Emergency Room is at Emory University Hospital down the street at 1364 Clifton Road. If you are not feeling well, but it is not an emergency, there is Minute Clinic in the CVS Pharmacy on the corner or an Urgent Care in the Kroger shopping complex.

Neighborhood Safety

The Emory area is generally safe, but here are a few safety reminders for Atlanta:

- Always be alert.
- When outside at night, walk with a friend and always walk in well-lit areas.
- Be aware of the emergency call boxes (they have a blue light) scattered throughout the campus.
- Saferide is a free, on-demand service that operates on Emory's Clifton campuses from 9PM-5AM, 365 days per year. An Emory Shuttle vehicle provides the service. Rides may be scheduled in advance. REQUEST A RIDE FROM ANYWHERE ON CAMPUS, TO ANYWHERE ON CAMPUS using the Passio Go App or call 404-727-7555.
- Do not jog or run alone at night and we recommend not wearing headphones at night as you may appear vulnerable and may not be as aware of your surroundings. If you sense a potential threat, go to a well-lit public place, and call the police (dial 911 if you have access to a phone).
- Be aware of your surroundings when walking and riding the bus or metro.

- Never leave your possessions unattended in public places.
- If you are accosted or robbed, do not resist. Give up your valuables calmly, observe as much as possible about the robber, walk away and call the police.
- Conditions around metro stations vary widely, especially at night and in the downtown area.

Smoking

Smoking is prohibited inside the building including balconies, patios, stairwells, and elevators. Guests are allowed to smoke outside the building but must be at least 25 feet away from the building. All cigarette butts must be disposed of properly. Guests will be expected to enforce this rule with any visitors.

Weapons

Firearms, ammunition, fireworks, knives having a blade longer than 3 inches, martial arts equipment, instruments which pose a risk of damage or injury, and toxic chemicals are strictly prohibited and a violation of law. Guests are prohibited from maintaining, storing, or discharging any firearms on Villa property.

Part 6: Room Policies and Expectations

Check Out Expectations

All trash must be fit in the wastebasket or be taken to the large waste bin outside. Clothing and items for donation must be placed in the Goodwill donation bin in the office behind the conference room. Rooms must be returned to their original condition and configuration. Room left with excess trash, wall hangings left behind, donation items left in the room or holes in the walls will be fined a minimum of \$50.

Heating and Air Conditioning

All guest rooms are equipped with individual heating & air conditioning units. The room temperature is controlled by the guest but should be kept between 66 and 72 degrees Fahrenheit (18-23 degrees Celsius). Residents should turn off their unit during mild weather if the room. Atlanta can be very humid, to reduce moisture and mildew in guest rooms, please keep all windows tightly closed and the air conditioner running between June and September.

Luggage Storage

All luggage must be kept in your rooms while in residence. Any luggage kept at Villa while on vacation will be charged at the rate of \$1/day/bag. You cannot keep your luggage in another guest's rooms.

Maintenance Issues

Please report any maintenance issues (clogged sink or toilet, lightbulbs out, broken furniture, etc.) to the front desk as soon as possible. Emergency issues should be reported to the staff member on call with a direct phone call. Do not send a text message or message on the Villa WhatsApp group.

Maximum Length of Stay and Community Engagement

Villa does not have a maximum length of stay, but guests are only allowed to stay in private rooms for six months. Guests also must remain active and engaged in the community at Villa or may also be asked to find other housing.

Pest Control

Villa has the building exterior and common areas treated for bugs regularly. If you need any pest control in your room, please let us know and we will treat them. Atlanta is a very hot and humid area, and it is mandatory to use window screens on any open windows as bugs and animals will enter the building. Exterior doors must also be kept closed at all times.

Private Room Stay Policy

Guests can reserve a private room for **no longer than six months**. After six months, guests are required to share a room or find outside lodging. Villa is meant as a safe and friendly “landing space” for international guests traveling to Atlanta for work or study. Once you become familiar with the community, you can remain at Villa and share a room, or you will be expected to find permanent housing outside Villa. Guests returning to Villa after an outside stay will be required to share a room.

Room Access

All guests will be given a code to enter Villa as well as their room door. Each code is unique to each guest who is responsible for keeping their code secure. Codes are not to be distributed to visitors. Please keep your doors always locked and your personal items secured.

Room Changes

If the difficulties between roommates are insurmountable and you wish to change rooms, Villa will try and accommodate you if possible. If a vacant room is not available, we will try to find another guest willing to switch rooms. There will be a \$40 fee for guest-initiated room changes to help cover administrative and housekeeping time. Please understand that it is not always possible to change rooms or find people to swap rooms.

Room Cleaning

All rooms at Villa will be cleaned once a week and will receive a deep cleaning on check in and check out. Guests may not refuse or turn away housekeeping services and are expected to be out of their rooms by 9 a.m. on the day their room is scheduled to be cleaned. Rooms must be picked up and housekeeping must be able to clean the bathroom, furniture surfaces, and vacuum/clean floors. If a room is too messy to be cleaned, guests will receive a warning and will subsequently be fined \$25 for each week that housekeeping is unable to clean.

Room Damages

All rooms are deep cleaned and inspected by staff prior to arrival. Normal wear and tear is documented and expected, but any damage to furniture will result in a charge for repairing or replacing the furniture

item. Please report all broken furniture, fixtures, and other damage immediately so it can be fixed in a timely manner.

Roommates

Villa has 18 shared rooms, and we try to match individuals up as we are able. We expect all guests to treat their roommates with kindness and tact and encourage guests to discuss issues with roommates in an open manner. If you find yourself frustrated by responses and need help, please reach out to the Villa staff for assistance.

Staff Entering Guest Rooms

Villa employees or contractors may enter resident rooms as allowed by law during normal working hours for cleaning, inventory, repairs, plumbing problems, service, inspections, damage, emergency, or as deemed necessary. An attempt will be made to notify you in advance, but this is not always possible

Using Space in a Shared Room

All shared rooms at Villa have two beds, dressers, desks, and a nightstand. If a roommate moves out and there is only one guest in the room, the other space is to remain unused by the current occupant as the space could be filled at any time. If a new guest is brought into the room and any furniture or space is being used by the other guest, the guest will be fined \$40 if a staff member/new guest/housekeeping has to clean their belongings from the space.

Part 7: Kitchen and Dining Room Policies

Cooking and Food at Villa

Villa provides a kitchen which is open for your use 24 hours a day. We supply pots, pans, plates, cups, silverware, kettles, coffee makers and coffee for your use. Guests purchase outside food, but Villa provides the amenities to cook your own food. All food must be eaten in the dining room or outdoor dining areas. Any food outside of the dining room or in bedrooms will incur a \$20/occurrence fine unless it is a Villa activity.

Food Disposal Upon Check Out

Please empty your food and freezer bins, wash them, and put them on the free food table by 10 a.m. Also empty out and wipe your refrigerator space and freezer bin. If you are leaving food for other guests, it must be on the free food table OR in the space/bins of another guest. **Nothing must be left in your space, or you will incur a fine.**

Food Storage

Guests are allocated individual space in a designated refrigerator, a bin in a designated freezer, and two larger bins for storage of non-perishable food. All food stored in the refrigerators or freezers must be kept in the space allocated to the guest's room or in their bins space. Any food outside of the designated

space will be discarded. When moving rooms, guests are expected to move their food in the refrigerators to their new space and clean their previous space by 10 a.m.

Kitchen Expectations and Fines

All dishes must be washed, dried, AND PUT AWAY at time of use. AT NO TIME should dishes be left in the sink or drying racks unless you are physically eating in the dining room. You will be charged a \$20/day fine for each day if anything is left in the sink, dish rack, stovetop or on the counter when you are not in the kitchen or dining room.

Do not leave dirty pans on the stove tops or counter tops. Put away all the food immediately and wash and put away all pots and pans. Your food will be thrown away and you will be fined \$20/day.

Nothing should be left on the counters. Put everything away. If you leave food or containers on the countertop and you are not in the dining room, they will be thrown away.

Recycling

Villa staff and residents are encouraged to take an active role in caring for our planet. These include water and energy conservation during your stay including turning of unneeded lights, watching water consumption, closing your windows when using the A/C or heat, and recycling. Containers for recycling are located in the gas kitchen next to the freezer. Please read carefully what can be recycled and notice that glass, Styrofoam, and items with food residue cannot be recycled.

Refrigerator and Freezer Space

All food found in the incorrect designated space in the refrigerator or freezer will be disposed of and the offending guest may be charged a fee up to \$40 if staff or housekeeping need to clean out any incorrectly stored or food left behind after checkout.

Part 8: Amenities

Bicycles

Villa has 4-5 bicycles available for guest use on a first-come, first-served basis. They are in the small shed in the parking lot and the combination for the lock is posted on the bulletin board by the mailboxes.

Chapel

Villa has an inter-spiritual chapel for use by all Villa guests for rest, worship, and meditation.

Computer and Printer Use

There is a public computer in the conference room with a printer and scanned attached. Printing is available for \$.10/copy.

Conference Room

The conference room can be booked by guests for use for meetings with outside visitors. There is a fee for formal meetings which includes a reservation and access to Villa technology and refreshments. There is

no fee for use as a study area for informal meetings. The conference room is a good choice for making late-night calls and talking.

Game/Entertainment Room

There is a table tennis, pool table, and foosball table in the lobby for guest use. There is also a guitar and piano in addition to a large screen TV. Guests must adhere to quiet hours while using the area.

Internet/WiFi

WiFi is provided free of charge at Villa (please use Villa-50x).

Laundry Room

Villa provides three washing machines and three dryers for guest use between the hours of 8 a.m. and 10 p.m. Guests must write their names on the washers and dryers and move their clothing in a timely manner. Laundry detergent is supplied by Villa.

Library

Guests often use the library as a quiet place to study. There are tables set up for guests to use for work. Talking should be kept to a minimum. Please use the conference room for late night calls and conversations.

Lost and Found

Items found are placed in the container on the counter underneath the mailboxes. Staff generally post a picture and notice in the WhatsApp group as well.

Mailboxes and packages

Mailboxes are located in the lobby next to the conference room. Each room has a designated mailbox, and packages can be picked up on the counter underneath. **Please use the following address for all packages or they may be misdelivered:**

Your name
1743 Clifton Rd NE
Atlanta, GA 30329

Telephones

Villa bedrooms do not have telephones or public phones available for use. Please plan to use your personal cell phone.

We hope you have a warm and wonderful stay with us at Villa International!

Attachments

Participant Agreement and Release

THIS AGREEMENT AND RELEASE ("Agreement") is made and entered into as of _____, 20__ by and between Villa International Atlanta, Inc., a Georgia nonprofit corporation ("Nonprofit"), and _____, an individual ("Participant").

RECITALS

A. Nonprofit is a nonprofit corporation whose mission is to provide affordable housing to international guests and give them the opportunity to engage in fellowship and community with other international guests and local volunteers through a myriad of planned and informal opportunities.

B. *Nonprofit's program includes offering affordable housing, which is located at 1749 Clifton Road NE, Atlanta, Georgia 30329 (the "Housing") and community events for international guests (together with the Housing, collectively, the "Program").*

C. *Participant desires to participate in the Program.*

AGREEMENT

In consideration of the Recitals, the mutual promises set forth in this Agreement, and for other good and valuable consideration, the receipt and sufficiency of which are acknowledged by the parties, Nonprofit and Participant, intending to bind themselves and their respective heirs, administrators, executors, successors, and assigns, agree as follows:

1. **Participation.** Participant has been selected to participate in the Program. In connection with the selection process, Participant has completed and submitted to Nonprofit *this Agreement and the Participant Release and Waiver of Liability*. Copy(ies) of the *completed forms are attached to and made a part of this Agreement as Exhibit A*. Participant represents and warrants that the information submitted on the form set forth in Exhibit A is true, correct, and complete to the best of Participant's knowledge and belief.
2. **Compliance with Policies, Code of Conduct, and Decisions.** Participant agrees to abide by Nonprofit's policies and procedures set forth on Exhibit B and attached hereto, the code of conduct set forth on Exhibit C and attached hereto, and all other policies and procedures whether or not included in this Agreement, (a) other guidelines and information provided in writing by Nonprofit, and (b) any reasonable requests, instructions, or decisions made by Nonprofit. Participant agrees that Nonprofit in its discretion may change its policies, procedures, and guidelines by notifying Participant of the change. Participant acknowledges that if any policy or procedure is broken, as determined in the sole discretion of Nonprofit, then Participant will either be charged \$20 per day or \$20 per occurrence, whichever is appropriate and which is decided at the sole discretion of Nonprofit.
3. **No Guarantees.** Nonprofit has made no representations or warranties regarding Participant's successful completion of the Program or the results to be obtained by Participant.
4. **No Duties or Rights Created.** Participant agrees that unless expressly set forth in this Agreement, the Program does not create any duties or obligations on the part of Nonprofit or confer any rights on Participant. Participant also agrees that Nonprofit may deviate from the provisions of the Program at any time and that such a deviation is not to be deemed a breach of this Agreement or other breach by Nonprofit.

5. Evaluation of Participant. Nonprofit and any individual appointed by Nonprofit hereby are authorized to request information from third parties, as deemed necessary for evaluation prior to and during Participant's participation in the Program, and to provide that information and other relevant information regarding the Participant to staff, volunteers, and others having a bona fide need to know (as solely determined by Nonprofit).
6. Fees. Participant shall pay the following fees and costs for participation in the Program as set forth on Exhibit D and attached hereto. Fees or costs charged to Participant are subject to change by Nonprofit by giving notice to Participant.
7. Assumption of Risk and Release. Participant understands that the Program involves (a) interaction with Nonprofit staff, volunteers, and other participants; (b) activities that may be hazardous to Participant, including but not limited to, attending group outings that include traveling to and from events in and around the city of Atlanta, Georgia, injury, disease and even death. Nonprofit does not guarantee Participant's health or safety and does not assume any responsibility or risk of injury, sickness, property damage, or loss or death. Participant hereby expressly and specifically assumes the risk of damage, injury, sickness, harm, or death that may arise out of or result from participation in the Program. Participant for and on behalf of Participant and the heirs, successors, beneficiaries, and assigns of Participant, do hereby covenant not to sue, release, forever discharge, and hold harmless Nonprofit, its officers, directors, staff, employees, agents, volunteers, successors, and assigns (the "Released Parties"), from any and all liability, claims, demands, and causes of action of whatever kind or nature, either in law or in equity arising out of or relating to (i) Nonprofit's performance or non-performance of this Agreement, (ii) Participant's performance or non-performance of this Agreement, including without limitation breach of any of Participant's warranties and representations set forth in this Agreement, (iii) the Participant's participation in the Program, and (iv) any first aid or medical treatment rendered to Participant in connection with the Program. Without limiting the generality of the foregoing sentence, Participant understands and agrees that the foregoing covenant not to sue, release, discharge, and hold harmless discharges the Released Parties from any liability or claim that Participant may have against a Released Party for bodily injury, sickness, property damage, or loss or death, regardless of whether such injury, sickness, property damage, or loss or death is caused in part by the act or omission of a Released Party. Participant agrees that the covenant not to sue, release, discharge, and hold harmless set forth in this Agreement are intended to be as broad and inclusive as permitted by law.
8. No Insurance Provided. Nonprofit and the other Released Parties do not assume any responsibility for or obligation to provide or maintain liability, health, medical, or disability insurance coverage for Participant for injury, illness, death, disability, or property damage suffered by Participant or third parties.
9. Photographs and other Media. Participant agrees to allow himself or herself to be photographed or recorded in other media, such as video or audio recordings, in connection with the Program or other activities or events of Nonprofit. Participant understands and agrees that the photographs and other media recordings may be used to promote Nonprofit, its services, and events. Participant hereby irrevocably grants and conveys unto Nonprofit all right, title, and interest in any and all photographic images and other media recordings taken during the Program or other activities and events of Nonprofit, including, but not limited to, any royalties, proceeds, or other benefits derived from such photographs or other media recordings. Participant understands and agrees that Participant is waiving all rights to privacy and ownership regarding the use of such photographs and other media recordings.
10. Medical Treatment. Participant hereby authorize each employee and staff member of Nonprofit: (a) to act on Participant's behalf in securing all appropriate first aid and medical treatment for Participant; and (b) to act on Participant's behalf in accepting financial responsibility (which shall

be borne solely by Participant) for all first aid and medical treatment secured for Participant. Participant understands and agrees that any such expense will be Participant's responsibility.

11. Term and Termination. This Agreement shall begin on the date written in the first paragraph above and shall continue until [_____, 20__] or until it is sooner terminated in accordance with this Agreement. This Agreement shall terminate upon the happening of any one or more of the following: (a) Nonprofit can terminate this Agreement immediately without cause, (b) the parties mutually agree to termination of this Agreement, (c) either party gives 15 days' written notice of termination of this Agreement to the other party for termination without cause, or (d) Participant has not remedied a breach of this Agreement or other failure of performance or initiated satisfactory steps to remedy such breach or failure within 10 days after Participant's receipt of written notice from Nonprofit.
12. Confidential Information. Participant acknowledges that participation in the Program will give Participant access to confidential information about Nonprofit staff and others participating in the Program. Participant shall respect the right to confidentiality of the Nonprofit staff and others participating in the Program and shall not disclose any information learned during the course of participating in the Program.
13. Age. By signing in the signature block below, Participant hereby warrants and represents that the Participant is at least eighteen years of age. If Participant is under 18 years of age, this Release must be signed by a Parent or Legal Guardian of the minor. The signature of an individual in the Parent/Guardian signature block below certifies that he or she is the Parent or Legal Guardian of Participant with full legal authority to bind Participant and the Parent or Legal Guardian to the terms of this Release.
14. Children. Participant may bring children to stay in the Housing with Participant during the term of this Agreement. Children are the sole and exclusive responsibility of the Participant and Nonprofit does not guarantee their safety or well-being during their stay at the Housing. Participant is responsible for any damage caused by the children to Nonprofit's real or personal property.
15. Miscellaneous. This Agreement shall be governed by and interpreted under the laws of the State of Georgia without giving effect to its conflict of laws rules. If any clause or provision of this Agreement shall be held to be invalid by any court, the invalidity of such clause or provision shall not otherwise affect the remaining clauses or provisions of this Agreement, which shall continue to be enforceable. The sole and exclusive jurisdiction and venue for litigation between Participant and Nonprofit shall be the Superior Court of Fulton County, Georgia. This Agreement and any attachments hereto constitutes the sole and entire agreement of the parties with respect to the subject matter hereof and supersedes all prior understandings and agreements relating to the subject matter hereof and may not be modified except in writing and signed by all parties to this Agreement. This Agreement may be executed in multiple counterparts, each of which shall be deemed an original, but all of which, taken together, shall constitute one and same instrument. This Agreement may be executed electronically and the parties agree that electronic signatures on this Agreement or any counterpart hereof will be fully binding to the same extent and with the same legal effect as if this Agreement or such counterpart contained the original physical signature of the party or parties signing electronically. Executed copies hereof may be delivered by PDF or e-mail, and, upon receipt, shall be deemed originals and binding upon the parties hereto. Participant acknowledges having had an opportunity to read this Agreement in full and an opportunity to ask any questions regarding its contents.

Code of Conduct

Friendship stands at the heart of Nonprofit's mission: guests, staff, and volunteers. Together we learn through the amazing mosaic of cultures that the human family is truly rich and diverse in its makeup. All Nonprofit participants and guests must adhere to the following Code of Conduct:

As a guest of Nonprofit, Participant is committed to personal responsibility and respect for others, and Participant commits to:

Treating all individuals with a sense of dignity, respect, and worth. Making a personal commitment to be nonjudgmental about cultural differences, living conditions, and the lifestyle of the people Participant meets as a guest of Nonprofit.

Respecting the privacy of all Nonprofit guests. Do not enter any participant room without specific prior permission from the participant or guest. Avoid any appearance of impropriety.

Not pressuring anyone to accept any specific political, cultural, or religious beliefs.

Respecting and using all property and equipment appropriately and safely.

Reporting any and all unsafe conditions or concerns involving Nonprofit facilities or activities to Nonprofit administrative staff.

Harassment

Nonprofit will not tolerate harassment by any person based on race, ethnicity, gender, sexual orientation, national origin, religion, age, disability status, or for any other reason whatsoever. Harassment is defined as unwanted, unwelcomed, and uninvited behavior that demeans, threatens, or offends the victim and results in a hostile environment for the victim. Harassing behavior may include, but is not limited to:

- Obscene or suggestive remarks, gestures, jokes, verbal abuse, or insults
- Displays of explicit, offensive, or demeaning materials
- Physical and/or verbal threats
- Impeding or blocking movement, offensive touching, or any physical interference with normal activity
- Any perceived form of harassment via any electronic device

Sexual Harassment

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and/or verbal or physical contact of a sexual nature. The victim as well as the harasser may be a woman or a man. The victim does not have to be of the opposite sex. Nonprofit strives to maintain an environment where guests can work and live free of harassment. In keeping with this policy, sexual harassment is specifically strictly forbidden. Any concerns should be brought to the attention of the director or front desk manager. Any participant that engages in sexual harassment will be asked to leave the Program immediately and will not be allowed to return.

Other Prohibited Activities

Living at Nonprofit and participating in Nonprofit activities is subject to observing this Code of Conduct. The actions listed below are strictly prohibited. Any guest or participant who violates any part of this Code is subject to discipline, up to and including being asked to leave an activity, not being allowed to participate in future Nonprofit activities, or being expelled from Nonprofit all together. It is Participant's responsibility to inform any guests Participant invites to Nonprofit or Nonprofit activities that they are also prohibited from these actions.

- Using abusive or offensive language towards a guest, staff member, volunteer, or other participant. Using profane, vulgar, or obscene language in public areas.
- Possession or use of illegal substances on Nonprofit's property or when involved in a Nonprofit activity.
- Abuse or overindulgence of alcoholic beverages when on Nonprofit property or involved in any Nonprofit activity or event.
- Bringing onto Nonprofit property or to any Nonprofit activity any dangerous or unauthorized materials such as explosives, firearms, weapons, or other similar items.
- Discourtesy or rudeness to a guest, fellow participant, staff, or volunteer.
- Actual or threatened violence toward any individual or group while on Nonprofit's property or while involved in any Nonprofit activity.
- Conduct on Nonprofit property or while involved in a Nonprofit activity which would endanger the life, safety, health, or well-being of others.
- Failure to follow any Nonprofit policies, rules or procedures.
- Failure to abide by all local, State and Federal laws, rules and regulations.

Parent Agreement

Agreement Concerning the Care of Children at Villa International

I understand that Villa International Atlanta is not responsible for the care, welfare, health, or security of my child(ren) while we are guests at Villa International. I also understand that Villa is a community of many guests, and therefore I am expected to supervise or arrange for the supervision of my child(ren) at all times. Moreover, I assume responsibility for any disruption or damage my child(ren) may cause, should they behave in a manner such that staff or other guests are required to clean up after them in significant ways. A \$25 fine will be imposed per incident for clean up. I further understand that I am responsible to replace, repair or pay for any damage to Villa property caused by my child(ren) as deemed appropriate by the Director. I ensure that my child(ren) will behave in a considerate manner toward all Villa guests, staff and property.

