

# Central House 2021

Information on Central House Apartments

37-39 Boulcott Street, Wellington 6011

**Managed by Wellington Central Baptist Church**

## **General Introduction**

Central House is Central Baptist's accommodation for young people moving to Wellington to study or work and is part of the Church's ministry to young people. The aim in providing this accommodation is **to ensure that there is a place in which young people can develop and strengthen their Christian faith in a new city.** Residents are encouraged to join a local church while living in Wellington.

Central House community groups operate for most of the year. **Residents are required to attend a Central House community group as part of their commitment to living in Central House.** A group not only provides the opportunity for Christian teaching and growth but is also the major activity in which a sense of community can be developed in the apartments. Anyone who cannot make this commitment to a group should not apply for a place in the apartments. The community groups distinguish this accommodation from other accommodation in Wellington.

A camp for all Central House residents is held early in the year. This is planned for the 5-7 March 2021 and is compulsory for all students. The camp discussions include practical issues such as living in community and communication skills.

The Church takes an interest in the young people and opportunities for friendship with church families and people are encouraged. There are opportunities for residents to become involved in Central Baptist.

The apartments provide places for 27 people in five self-contained apartments. Four of the apartments have six residents each and one has three residents. All residents have a single room. The smaller apartment has access for people with disabilities. There is also a staff apartment on site.

Each apartment is responsible for their own day-to-day living arrangements including cooking and cleaning. It is preferable to have some experience of cooking and cleaning before going flatting.

Central House is located on top of an inner-city car park building and has two separate entrances: one by elevator from Boulcott Street and one by ramp from Church Street. There is good security.

Each resident will be supplied with a key that gives them access to the complex, their apartment and their room. Residents will be required to pay for lost keys to be replaced. However, as lost keys can compromise the security of the complex, every effort should be

made not to lose any keys. If a number of keys are lost then all keys will need to be replaced at a cost to everyone in residence.

Central House is within easy walking distance of most tertiary institutions and there is a good bus service nearby. Car parking is not provided although parking in the building may be available (at an extra cost - contact Wilson Parking). There is a secure place to store bicycles.

Each apartment is fully furnished and contains a basically equipped kitchen, lounge and dining facilities. There are lockable areas in each bedroom for valuable personal effects. There is a shared laundry with automatic washing machines and dryers.

Residents need to bring bedding, pillow, linen and personal effects.

### **Management of Central House**

Wardens live in the staff apartment and provide pastoral support to residents, encourage community life within the apartments, and take a leading role with the community night groups.

A group from the Church (the Ministry Team) administers the apartments, including the selection of residents, administration, maintenance and some pastoral work. The Ministry Team also has the responsibility for requiring any resident who does not abide by the House Rules (see below) or who causes severe disruption to other people to leave. A period of 7 days' notice will be given in this situation.

### **Personal Attributes of Residents**

Residents do not choose their flatmates. **Tolerance and an ability to resolve conflict are essential personal attributes of residents.** Intending residents should have good social skills as they are most likely to be placed in a six person apartment.

### **Financial Obligations of Residents**

Rent is payable fortnightly in advance, by automatic payment from a bank account. Each resident must have a bank account from which their rent can be paid.

Rent is payable from the first night of residency through to the last night of residency i.e. there is no refund for university holidays. Twenty one days' notice must be given of the final date of residency in the apartments. The rent is set at the lower end of market rental. **Rent for 2021 will be \$203.** Expenses such as power, internet and phone rental are included. Rent is adjusted each year to account for increases in the CPI and other factors.

Telephones in each apartment are toll-barred. Residents will need to make their own arrangements for chargeable calls. A bond equal to a week's rent is required to be paid before residency commences. If this is not paid the offer of residency will be withdrawn. At the end of the year the apartments are inspected and any cleaning or repairs over and above reasonable wear and tear will be charged against the bond. The bond may be held for up to two months after the end of residency until costs of any repairs required have been ascertained.

## **Tenancy Agreement**

Each resident will be required to sign a **Central House Tenancy Agreement and the Central House Rules** before being accepted into Central House. Each resident will keep a copy of the **Agreement** and the Ministry Team will keep another copy.

## **House Rules**

Central House residents must comply with the House Rules at all times. This is a condition of residence in the apartments.

### **House Rules**

#### **Community**

- Residents are required to attend the weekly Central House community night and are encouraged to be actively involved in a local church.
- Residents must refrain from any behaviour which brings the name or reputation of Central House into disrepute.
- Residents shall at all times consider the reasonable peace, comfort and privacy of other residents as well as those in neighbouring premises.
- Residents shall observe a quiet period from 10pm until 8am each day. The laundry appliances shall not be used between the hours of 10pm to 8am on any day. Living in an environment with many people requires consideration and respect. Noise must be kept to a reasonable level at all times and should not be able to be heard outside your room or apartment. There is no doubt that at any time someone could be studying, sleeping or preparing for an exam or test. Therefore, it is critical that you observe quiet times where no noise is to be heard from your room or apartment common area or the corridors. The use of portable sound devices are not to be used during the quiet period.
- Drinking alcohol on the premises is a privilege not a right and may be rescinded if abused. See alcohol policy at end of this document on what is allowed.

#### **Property**

- Insurance of personal effects is the responsibility of individual residents.
- Residents must ensure the main doors to the Central House complex are kept securely closed when not in use. These doors must not be propped open at any time.
- Residents are expected to keep their rooms and common areas in good order, clean and tidy and available for inspection or maintenance as required.
- With the exception of computers, small stereos and televisions, private electrical equipment (such as heaters and electric blankets) are prohibited. All other electrical equipment must be approved by the Wardens before use in residents' rooms.
- All damage to Central House property must be reported promptly to the Wardens. Any damage caused must be minimised, e.g. spills must be cleaned up immediately. Those responsible for damage may be required to meet the cost of repairs. This includes, but is not restricted to, damage to painted surfaces caused by the removal of items which have been stuck to them.
- Any use of fire extinguishers must be promptly reported to the Wardens. The cost of repairing any fire damage may be the responsibility of the resident(s) involved.

- Firearms of any kind, dangerous weapons, BB-guns, fireworks, lighted candles or flammable liquids are prohibited.
- All drunkenness, drugs and smoking are absolutely prohibited anywhere on Central House premises (including balconies, decks, stairs, the lift and the car park).
- Central House residents may not keep pets.

### **Visitors (non-residents)**

- Residents are required to ensure visitors adhere to the House Rules at all times and accept responsibility for their actions.
- For Fire Safety reasons no person other than current Central House residents may stay overnight without the express permission and knowledge of the Wardens. Details must be recorded in the guest book by the front door. Residents must also ask permission of each of their apartment members before inviting visitors to stay. Agreement should also be made on visitors' contribution to apartment expenses and the length of their stay.
- Parties are not permitted without the express permission and knowledge of the Wardens **48 hours** in advance of the event. Residents must also ask permission of each of their apartment members before holding a party.
- Members of the opposite sex may not sleep in the same room. Sexual activity between residents or guests is not allowed at Central House.
- Visitors are required to leave when the 'quiet period' comes into effect unless prior arrangement is made with the wardens.
- Keys and swipe cards to Central House are a main component of security. A resident shall not give their key or swipe card to any other person nor leave it outside Central House to allow other people access to the premises.
- Residents shall not let visitors into Central House unless they know them, and if guests are let in, the relevant resident will take full responsibility for the guest's actions.

### **Enforcement**

- House Rules will be enforced by the Central House Committee or part thereof. Any resident who has a question or complaint about a House Rule should notify the Wardens or another member of the Central House Committee.
- Any resident who does not observe the House Rules may be required to leave.
- House Rules may be changed as required and shall take effect after at least 7 days' written notice to all students.

### **Alcohol Policy**

Central House promotes a responsible and reasonable attitude to alcohol. The consumption of alcohol is one of the main factors contributing to disorderly behaviour and noise. As an adult we expect you to be responsible for your behaviour around alcohol and as a resident you agree to meet the following alcohol regulations;

- Persons under the age of 18 years will not be allowed to consume or be in the possession of alcohol on the premises.

- If you are 18 or over reasonable consumption of alcohol is allowed provided noise and/or damage is not a problem and no alcohol ban is in place. No spirits are allowed on site.
- Your guests will be your responsibility – their actions are your responsibility and we will require them to leave if their behaviour is unacceptable or if they are intoxicated.
- Total alcohol bans may be put in place during orientation, study and exam periods or at other times if required. This may be done by the Wardens or Central House committee at any time.
- No alcohol consumption is permitted on the premises during the stated quiet periods.

### **Complaints Process**

- If you feel that you have been treated unfairly by the wardens or Central House as an organisation you are encouraged to raise your concern with the CH committee via email [chcommittee@central.org.nz](mailto:chcommittee@central.org.nz). The wardens do not have access to this and all complaints will be dealt with in confidence.

### **Period of Residency**

Residents are expected to stay for the duration of the academic year or longer if agreed otherwise with the Ministry Team. Residents wishing to leave during the academic year will be required to give 21 days' notice or pay the equivalent rent in lieu of notice.

At the end of the year residents may be invited to reapply for the following year. Students who wish to stay in Wellington over the summer vacation may, on application to the CH committee, be able to stay. Neither of these is an automatic right.

### **Applications for Central House**

Any young person who fits the criteria of:

1. coming to Wellington to study or work
2. is preferably under the age of 23 years
3. is a Christian
4. commits to attending a Central House community group

may apply using the enclosed form. Two written references are required. The application form and references may be scanned and emailed to us at [centralhouse@central.org.nz](mailto:centralhouse@central.org.nz) or should be sent to:

Central House Ministry Team  
P O Box 11 551  
Manners Street  
WELLINGTON 6142

Applications close on 2 October 2019. Applicants will be notified by email by 10 October 2019. Procedures to confirm acceptance of a place in the apartments, arrange payments, etc. will then be put into place.

If you do not confirm acceptance of a place in the apartments by the date advised in your acceptance letter, your place will be offered to another person. If you have any further questions, or would like to arrange a time to look around the apartments, please feel free to contact the Wardens at e-mail: [centralhouse@central.org.nz](mailto:centralhouse@central.org.nz)

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