

*January 12, 2016*

***POLICY: TENANCY AGREEMENT, DISTRIBUTED EDUCATION NETWORK, SCHULICH SCHOOL OF MEDICINE & DENTISTRY, "STRATFORD APARTMENT"***

**Huron Perth Healthcare Alliance (HPHA)  
Stratford Accommodations Policy  
Centennial Apartment, 118 John Street, Apt. #1, #2 & #6  
Stratford, Ontario**

**Herein referred to as "Centennial Apartment"**

**Preamble**

The Schulich School of Medicine & Dentistry, Western University, Distributed Education Network leases two and three-bedroom apartments from the Huron Perth Healthcare Alliance (HPHA) for the exclusive use of medical trainees in Stratford; the name of the complex is "Centennial Apartments".

Basic housekeeping services are provided. Trainees are expected to participate in the day-to-day care of the Centennial Apartment and pick up after themselves to ensure that it is a clean, quiet and comfortable place for all to reside.

**Trainee Placements:** DEN notifies Lori Hartman and Laurie Roberts, our primary contacts at Stratford General Hospital, of upcoming placements.

Lori Hartman - [lori.hartman@hpha.ca](mailto:lori.hartman@hpha.ca) - 519-272-8210, ext. 2438

Laurie Roberts – [laurie.roberts@hpha.ca](mailto:laurie.roberts@hpha.ca) - 519-272-8210, ext. 2426

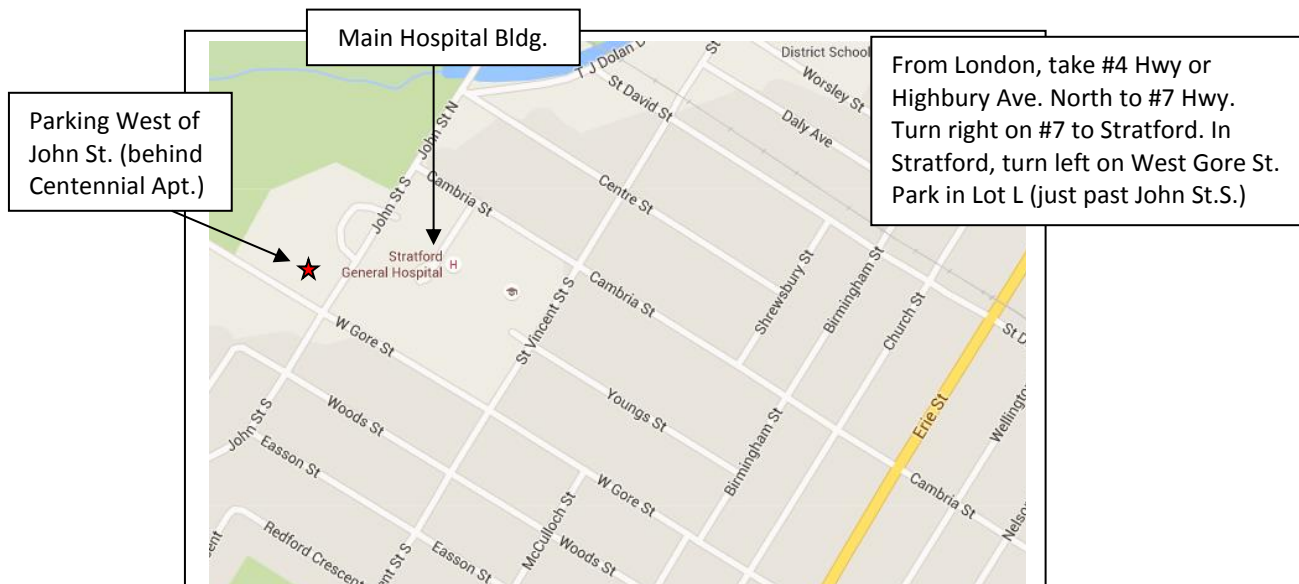
**Location:** The property is located at 118 John Street South, Stratford, ON N5A 2Y8

Apt #1 – Phone: 519-273-7334 x 2131

Apt #2 – Phone: 519-273-7334 x 2132

Apt # 6 - Phone: 519-273-7334 x 2136

The property is a two story walk up apartment, with Apt # 1 & #2 being on the main floor and Apt # 6 on the second floor.



**Keys:** Key pick up is at the hospital main switchboard in an envelope bearing the trainee's name. When you vacate the premises, trainees are instructed to return the keys to the main hospital switchboard.



**Check-In Time:** Confirm with Lori Hartman - [lori.hartman@hpha.ca](mailto:lori.hartman@hpha.ca) - 519-272-8210, ext. 2438.

**Check-Out Time:** Must be before NOON on the last day of your rotation.

**Parking:** Parking is located behind the property to the west of the Apartment (off West Gore Street) or across the street from Stratford General Hospital.

### On Your First Day:

Park behind Centennial Apartments (off West Gore Street). You will need \$ or a pass to get back out. On your first day you will receive a Photo ID card which gives you access to all parking lots and departments within the hospital. You'll need to meet with Lori Hartman, Administrative Assistant, Medical Services in Room W1-220 to obtain Photo ID.

Please note: You will need to bring the following with you.

- **Food**

**Bedrooms:** There are 2-3 bedrooms per unit and each has a lock. Each bedroom has a closet, and is fully furnished with a double bed, dresser, desk, and lamp. Bedding and linens are provided.

**Bathroom:** One fully equipped bathroom.

**Kitchen:** A **fully equipped kitchen** with refrigerator, freezer, stove, microwave, kettle, toaster, coffee maker and dining table/chairs.

**Sitting Room/Common Area:** A fully furnished common area offers comfortable seating including a television, and DVD player.

**Housekeeping:** Huron Perth Healthcare Alliance (HPHA) housekeeping staff will come in once a week to clean the building. The cleaning day will be posted in the apartment. Please note: bedding is changed by housekeeping staff at the end of your rotation only.

### **Housekeeping will:**

- wash bathroom, laundry room and kitchen floors
- vacuum the common room and hallways
- wipe down furniture and window sills in the commonly used areas
- clean the bathroom fixtures
- clean the kitchen counters
- remove garbage that day
- re-stock the kitchen utility cupboard with toilet paper and garbage bags

The housekeeping staff will not remove newspapers, magazines, dirty dishes, or personal items left about. They will not clean the refrigerators when they are being used.

The Apartment has access to a vacuum cleaner, broom, bucket and mop in storage room on main floor of building for minor clean-ups.

**Laundry Room:** Coin Laundry is located on the main floor of the building.

**Mail & Deliveries:** It is highly recommended that trainees use their preceptor's office address for mail or courier deliveries.

**Telephone:** The unit has **one telephone located in the common room** capable of making local calls only. Long distance service is blocked. Therefore trainees are encouraged to use their own personal cellular phones or calling cards for all long-distance calls.

**Computers:** DEN does not provide computers in Centennial Apartment. Trainee accessible computers are available in the hospital. Trainees should consider bringing their computers to Stratford.

**Internet:** Wireless connection is available using "HPHAGuest" wifi network. (from available wireless networks) or when "HPHAGuest" can't be found, choose "other network" and type the SSID name "HPHAGuest". Once connected, open any internet browser, HPHAs policy will pop-up, scroll down and click agree and you're connected to wifi.

**Cable Television:** Cable television is provided only in the common room.

**After Hours Key Lockout:** Contact Laurie Roberts 519-276-7175

**Maintenance/Repairs:** Please contact Lori Hartman, Ext 2438 or Laurie Roberts Ext 2426

**After Hours Emergency Only:** Please contact Hospital Switchboard 519-272-8210

**Police:** 911

**For Extreme Emergencies:** Hospital Security or police.

**For Non-Emergencies:** Contact Lori Hartman during traditional business hours. Ext. 2438 or Laurie Roberts Ext. 2426.

**Trainees will abide by the following rules.**

1. During occupation of the premises by the trainee, the trainee will abide by the Schulich School of Medicine & Dentistry, Western University Code of Conduct and the Western University Code of Student Conduct.
2. The trainee will be solely responsible for insuring his or her own personal property, and agrees that DEN and the Huron Perth Healthcare Alliance (HPHA) will not be responsible for any damage to that property during the trainee's occupation of the premises.
3. The trainee will be solely responsible for any loss or damage to the premises or the property of DEN or Centennial Apartment located on the premises, including any loss or damage caused by the trainee and his or her guests or invitees. The trainee agrees that any such loss or damage may be recovered by DEN from the trainee in the same manner as outstanding fees or fines, including the sealing of the trainee's academic record, until the loss or damage have been paid.
4. Any damage to the premises, furnishings or property (including any maintenance requirements with respect to plumbing, electrical, etc.) should be reported as soon as possible to Stratford General Hospital.
5. The trainee will not make long distance telephone calls billable to the premises while staying in the premises. Personal cellular or third party credit card billing is suggested.
6. No pets, reptiles, animals, fish etc. are allowed in the premises at any time.
7. The trainee will be responsible and cognizant of utility costs and play a reasonable role in controlling DEN Stratford housing costs.
8. Any alterations to the property (i.e. wallpaper, paint, etc.), is not allowed under any circumstances.
9. DEN and the HPHA reserve the right to make additional reasonable rules with respect to the use and occupation of the premises from time to time. Such rules, when communicated with the trainee in writing, shall be deemed to be part of this Agreement.
10. In addition to any other remedies available to it, DEN and/or the HPHA may terminate this agreement for any breach thereof.
11. The Centennial Apartment residence and the Hospital property is entirely a no-smoking. Persons wishing to smoke must do so off hospital property.

**I have read and agree to abide by the terms of this agreement.**

\_\_\_\_\_  
Trainee (printed name)

\_\_\_\_\_  
Trainee (signature)

\_\_\_\_\_  
Date

*Please indicate your rotation / occupation dates of the accommodation:*

*From:* \_\_\_\_\_

*To:* \_\_\_\_\_