

## HOMESTAY ROLES AND RESPONSIBILITIES

Global Immersions, Inc. is a company devoted to Intercultural Services. The Homestay division provides homestay services for international visitors in Boston. Ensuring that the experience is rewarding for both the host and the visitor is important for Global Immersions. We strive to provide a comfortable and safe home that allows the international visitors to learn more about daily life in the United States.

### Homestay Hosts agree to:

1. Providing a safe, clean and comfortable environment
2. Including visitor in daily activities (e.g., shopping, conversation, helping cook, joining in excursions, etc.)
3. Completion and passing a background check for all adults over the age of 18 living in the home. A valid social security number is required. Any new information brought to our attention via the background check may be grounds for rescinding hosts' acceptance.
4. Accommodating up to 4 international visitors (same gender), except under special circumstances that must be agreed upon by all affected parties
5. Providing dinner (Standard Homestay and Executive Homestay only) to be eaten with the host(s) and breakfast food for self-serve breakfast. Meals, excluding lunch, must be provided 7 days a week.
6. Providing Internet access (wireless)
7. Being accessible to the public transportation system (local bus and subway "T" only – 10 minutes walking distance) and having a commute time within 45-60 minutes of downtown Boston using public transit
8. Having a way to communicate with visitors (local phone, cell phone, or communication apps)
9. Providing in-house laundry facilities free of charge including laundry detergent
10. Being available or making appropriate arrangements to greet visitors between 8am and 10pm on the day of the arrival, if the host has not received prior notification of a specific arrival time
11. Having at least one native English speaker living in the home and speak English only with visitors
12. Providing visitors with a key to the house
13. Discussing safety issues with visitors (alarm systems, 911 calls, etc.)
14. Helping visitors become oriented with the public transit and their new neighborhood - location of bus stops, shops, cinema, etc.
15. Discussing any concerns or problems that you may be having with your visitor(s) directly with them. Contacting Global Immersions when necessary about issue.
16. Involving visitors in your daily life and activities to introduce U.S. culture
17. Having appropriate insurance coverage (homeowners or renters)
18. Advising Global Immersions of availability and visitor stay plans
19. Contacting Global Immersions immediately should there be any damages to your home made by a visitor and complete the damage reimbursement form
20. Abiding by the Global Immersions Marijuana Policy

**Visitors agree to:**

1. Completing an accurate application and paying all fees to Global Immersions
2. Responding and communicating with Global Immersions in a timely manner
3. Providing arrival information to Global Immersions or contacting host directly prior to arrival
4. Having medical insurance and paying all fees associated with medical emergencies
5. Reading and going over “Tips for a Positive Homestay Experience” with either Global Immersions, Inc. or the host
6. Honoring and following all house rules
7. Providing personal toiletries
8. Communicating with hosts and/or Housing or Program Coordinator and Global Immersions when there is an issue
9. Informing host and Global Immersions of changes in stay plans (break in study, vacation, move to apartment, etc.)
10. Reimburse for any damages made during visit up to a set fee if fault is determined. Provide details and images of incident to Global Immersions
11. Abide by Global Immersions' Drug and Alcohol Policies

**Global Immersions Homestay agrees to:**

1. Screening potential hosts
2. Matching visitors and hosts appropriately
3. Providing visitor details and information
4. Providing arrival details when available
5. Acting as a liaison between hosts, visitors and the housing or program Coordinator
6. Addressing host questions and concerns
7. Addressing visitor questions and concerns
8. Handling all issues and resolving in a timely manner
9. Working closely with Housing or Program Coordinator
10. Conducting homestay orientation for new visitors (group programs only)
11. Sending homestay materials to individual visitors via mail prior to arrival
12. Conducting cultural training for hosts
13. Providing a newsletter for hosts
14. Issuing host payments in a timely manner to hosts (checks are issued ten business days after arrival on a 4-week basis)
15. Issuing 1099's – Misc. Income (*non-employee compensation*) by January of the following year
16. Discontinuing hosts when necessary (see details below)

### **Specifications for Visitor Bedroom:**

1. All bedrooms must have a private study space, including desk, chair and lamp a closet and/or dresser for clothing for each visitor. Shared bedrooms (two beds) must have two desks, chairs, etc.
2. All beds must have a proper bed frame and be on the frame
3. Day, trundle, and bunkbeds are not allowed
4. A "pass-thru" to another room/bathroom is not acceptable.
5. The bedroom must have a proper door that closes (no French doors, folding or curtains allowed)
6. Hosts may not modify other rooms in their home to be used as bedrooms, i.e. three-season room, dining room, living room, etc.
7. The visitor bedroom area must not have outside access, i.e. separate entrance or door that leads directly to the outside.
8. Basement bedrooms must be in a finished basement, have window(s) and no direct outside access

### **Reasons for Host Discontinuation:**

1. Accepting or requesting money from visitor(s) for services (laundry, food, electricity, etc.)
2. Making informal stay arrangements with visitors after completion of program
3. Placing two or more visitors in one bedroom, unless requested by Global Immersions
4. Not informing Global Immersions of gender and nationality of other international visitors in home prior to placement
5. Providing inaccurate or misleading host information on the application
6. Improper conduct with visitors
7. Background check completed returning results revealing criminal history and/or convictions
8. We do not accept hosts who have a conflict of interest with Global Immersions, such as your own homestay business or online site. This is also reason for host discontinuation.
9. Participation or involvement with home-sharing rental agencies such as but not limited to Airbnb, Craigslist, etc.
10. Failure to abide by Global Immersions' Marijuana Policy