

TRANSITIONAL HOUSING

RESIDENT RULES

General House Guidelines / Daily Routines

1. Housekeeping – Each individual/family will maintain their own living quarters. This includes sweeping and mopping the floors, cleaning the oven and stove, cleaning the bathtub and toilet, and so on. Staff may enter and inspect the apartment unit at any time during the program. Residents must thoroughly clean the premises before moving out, and leave all furnishings intact. Residents are responsible for any damage to an apartment or its furnishings. In the building, other chores will be routinely assigned by staff.
2. Hope House – All furnishings and other property on the premises that belong to Compassion Ministries will not be damaged or removed. No structural changes may be made to the premises, either inside or outside. Any maintenance or repair needs, damages or hazards will be reported during office hours (9 a.m. – 5 p.m. Monday through Friday) to the Executive Director or a staff member. Candles and incense are not permitted.
3. Meals – Food is to be prepared and eaten in the residents' own kitchen and dining room areas only. Food is prohibited in the hallways, lobby area, laundry and computer rooms.
4. Security - The Compassion building should be secured each evening by curfew. Curfew is 10:00 p.m., Sunday-Thursday nights. On Friday and Saturday nights, the curfew is 11:00 p.m. Employment or a pass is the only exception to this rule. If you are not working past these hours and come in after the set curfew without previous arrangements, you will be given a written warning.
5. Guests - Guests will be allowed in the lobby area or outside only from 5:30 pm until 9:30 p.m. Monday through Friday. Visitation on the weekends is from Noon to 9:30 p.m. No guests are allowed in individual apartment units.
6. Smoking - Absolutely no smoking permitted inside any building at Compassion Ministries. If you do smoke on the property outside, do not throw butts on the ground. Use proper receptacles.
7. Hygiene - All residents need to be clean and presentable on site. Children need to be kept clean in order to avoid health problems (colds, lice, etc.). Teach the children good hygiene skills - washing hands, brushing teeth after meals, combing/brushing hair, etc.
8. Alcohol/Drugs - Residents are not allowed to use alcohol, illegal drugs or misuse of prescription drugs either on or off the property while residing at Compassion Ministries. Compassion Staff will perform random drug tests as well as after residents return after

any weekend pass. If the test is positive, staff will recommend an appropriate drug treatment facility and the resident will be asked to leave immediately.

9. Physical/Verbal Abuse - Physical and verbal abuse is not allowed at the shelter. If you are having difficulty with how you deal with negative feelings, staff will try to help you learn better coping skills. Any resident or staff member witnessing abuse of a child needs to report the abuse or neglect to the Child Abuse Hotline (1-800-252-5400).
10. Dress Code – Residents need to dress appropriately at all times when outside their living quarters: reasonable length shorts, shoes, undergarments. You may wish to ask staff for guidance regarding your attire when preparing for job search. Provocative attire is inappropriate at the shelter. Clothing depicting drug/alcohol or sexually explicit materials is not to be worn.
11. Weekend Passes- A weekend pass may be taken after the first three weeks of residency here in the shelter and every week thereafter, if you meet **all** three of the following conditions:
 - a. Employment has been established.
 - b. Resident is current with his/her rent.
 - c. Resident is complying with all other rules of the house. If all three of these conditions have been met, a resident will be allowed to take up to two nights away from Compassion.
12. Meetings – There is one weekly scheduled required meeting while staying at Compassion Ministries. Co-Partners meeting is on Thursday night at 6:00 or 6:30 p.m. You must complete your budgeting form and bring all receipts to get credit for the meeting. In addition, at least one weekly Life Skill session is required which is agreed to by both Case Manager and resident.
13. Daily routine for unemployed – See Job Search Requirements.
14. Animals – No pets of any kind are allowed. No strays will be fed.
15. Phones –All residents have access to a voice mail box from the lobby phone. Apartment phone service (local calls only) is available at a cost of \$10.00 per month as long as rent is paid. After employment is obtained, rent must be current in order to be eligible for phone service.
16. Thermostats – Thermostats will be kept within the following guidelines.
 - Summer (Air conditioning) – Not below 75 degrees
 - Winter (Heat) – Not above 72 degrees
18. Residents are totally responsible for all personal belongings, including but not limited to medications, ID's, money, personal appliances, etc. Residents may obtain their own personal lock box for such items.