

## **RULES & EXPECTATIONS**

DATE \_\_\_\_\_

This program is open to those who are seriously attempting to create change in their lives. This program is up to a 90 day commitment with exceptions being first approved through case manager. Your situation is extreme and the coalition desires to help you return to a state of normalcy as quickly as possible.

By accepting temporary transitional housing from the coalition, I-we agree to the following:

- Assigned coalition representatives may inspect your living space at any reasonable time and as often as deemed necessary. They will be wearing identification. You need not be present. We will always attempt to have two people together perform the inspection. If you are not in when we come by, we will still check your room. All living areas must be clean, and no papers or clothing scattered about and no dirty dishes in the sink. We are not your mother. Please pick up after yourself.
- Only those persons authorized to stay in the emergency housing may occupy the premises. **No visitors unless previously cleared with case manager.** **No Exceptions.** You are not allowed into any other person's room for any reason. Violation of this rule will result in immediate removal of both parties from the program.
- **No alcohol or illegal drugs at any time. On or off property, zero tolerance!**
- No eating in beds
- **No smoking inside any of our units. Resident must use butt can in smoking area only and no cigarette butts or trash on the ground.**
- Noise must be kept to a minimum. Please respect other residents and neighbors. This applies to all hours of day or night.
- A daily job search log kept or verification of employment will be required. **7-10 job applications submitted, per day minimum.** All jobs apps must be listed with contact information of person giving you interview or accepting application. This rule may be adjusted but any change must be approved by case manager prior to exception.
- Removal of White Mountain Homeless Coalition property from premises is strictly prohibited.(towels, etc..) You will be prosecuted to the fullest extent of the law.
- **No animals**

- No dying of hair on premises. Hair dye stains permanently if spilled anywhere.
- Any damage to the premises will be the financial responsibility of the resident
- Communication with the **Salvation Army office** or case manager (928) 368-9953 is required in person **twice weekly** or more often if deemed necessary by case manager, **Room checks do not replace office check ins with case manager.**
- You may be required to attend classes which will assist you in reaching your goals. These classes are free and inclusive of, but not limited to: decision making, various life skills, parenting, budgeting, checkbook maintenance,. as well as others
- You may have roommates. If that is the case, you will be aware of the fact that each person/family will have food that is for their own or their family's use. We ask that you respect the property of others and under no circumstance remove someone else's food or any other of their property to use for yourself or your family without the person's permission.
- Because you may be sharing space, be respectful of others at all times. Walk away if there is a confrontation and immediately contact your case manager.( Maria 207-4090 **client use only!**) Failure to make every attempt to avoid confrontation may result in both parties being expelled from the program.
- The key you are given is the property of the homeless coalition. Do not attempt to make copies **and key must be returned upon exiting the program.**
- You are required to apply for all available public assistance upon entry to the program, i.e; food stamps, W.I.C., etc.
- You **will be required** to place a minimum of 50% of all income you receive in our safe for your planned exit from the program, to be used for deposits on permanent housing. We will hold this money until you exit the program. **This is Mandatory!**
- **This program is for sober living.** You may be asked to submit to drug/alcohol test if it is suspected you are using alcohol or illegal drugs. This applies to all adult members of any family. If any member of the family is using illegal drugs or drinking, the entire family will be removed from the program.
- You will be required to search for low income housing. You will apply for and get on the appropriate waiting lists, even while you are performing job search.
- No pornography on premises at any time.
- No confrontation or harassment of visitors. This is a program operated by many people and entities and there may be visitors, inspectors, etc. Please be respectful of those who come to visit. Inspectors will have ID
- Proper attire must be worn in all common areas. Please be fully clothed whenever you are out of your room. And good personal hygiene is required @ all times

- You must respect others and their property at all times.
- Washing and drying clothes is only done by a schedule found on outside of laundry room door. You may only use these facilities at your scheduled times. **You must run anything fabric through a hot dryer for min. 20 minutes prior to bringing it into your room/apt. from off property. Do not be in laundry rm. unless you are on schedule prior to entry!**
- Thermostats must be set at moderate temperatures during the winter.
- After hours, the on-site supervisor is responsible to report all problems to case manager, & to address issues should management not be available.
- **Common areas must be kept clean at all times.** Dishes must be washed and put away immediately after eating. Floors must be kept clean. Just remember to be respectful of others food and property.
- We adhere to a "zero tolerance" policy. All rules are expected to be obeyed. We expect all residents to act in a responsible and adult manner. If you are unsure of what that means, ask your case manager.
- Keep sidewalks and outside areas neat and clean. **All kids must be supervised at all times** and it is parents responsibility to clean up after them.

***Our goal is to assist you in your quest to obtain your own permanent housing in as short amount of time as possible. You are in an difficult position. We understand that. Because of that difficult situation, we have many people involved in this coalition who are extending you this assistance. This program is not easy, but has a very high success rate. Any violation of any of these rules may result in you being asked to leave the program immediately and make you ineligible for participation for a minimum of 90 days.***

SIGNATURE \_\_\_\_\_

Date \_\_\_\_\_

SIGNATURE \_\_\_\_\_

Date \_\_\_\_\_

For Salvation Army \_\_\_\_\_

Date \_\_\_\_\_