

Acknowledgement of Receipt of House Rules

The purpose of this form is to acknowledge my receipt of, and understanding of the House Rules for Organization of Hope, Inc..

I have been fully explained of each rule and hereby agree to comply.

I further acknowledge that my failure to adhere to these rules can be grounds for my dismissal from Organization of Hope, Inc..

Signature

Date

Witness

Date

Program and House Rules

1. No drugs, drug paraphernalia, or alcohol is to be tolerated at anytime. These are automatic grounds for dismissal.
2. A failure to provide a urine sample or a positive urinalysis is an automatic dismissal from the program.
3. Fighting, stealing, or threats will not be tolerated and will result in automatic dismissal from the program.

Other automatic termination grounds are:

- Within the first 30 days during the Orientation Period if performance is unsatisfactory
 - 4th offense of being late
 - 4th offense of not paying on time
 - Not paying rent after 30 days
 - 10th program infraction
 - Not complying with the rules/Insubordination or failure to do choices/instructions
 - Being disrespectful and insubordinate to the staff and cursing (profanity) at staff
 - Sneaking people who are not residents and allowing them to stay overnight
 - Sexual Harassment or violation of patient rights
 - Violence on premises
 - Non participation in urinalysis test
4. No sleeping in the living room.
 5. No personal items should be in the common area.
 6. You must sign in/out for every destination.
 7. House Telephone usage limited 15 minutes at a time.
 8. Overnights/Weekends must be submitted one week in advance. You are limited to 2 times a month for overnight/weekend stays and you must have the house manager's Approval prior to leaving.
 9. All dishes, glasses, pots, pans, and cups must be washed after use.
 10. Female Guests are not allowed anywhere except in the sitting or eating area.
 11. Proper dress code adhered to all times.
 12. Curfew. You must sign in and out of the facility daily.

Program and House Rules (con't)

Day of the Week	Curfew Time
Monday-Thursday, Sunday	11:00 am/2300
Friday and Saturday	2:00 am/0200

Any deviation or late notices must be approved by the House Manager or Coordinator and informed at least 30 minutes in advance

13. Breaking curfew is grounds for dismissal from the program. Please see below the ranges of offense and the consequences associated with it.

1 st Offense	2 nd Offense	3 rd Offense	4 th Offense
Warning	New Curfew. Have to report back an hour earlier	Loose monthly Travel/Vacation Privilege	Immediate Termination

14. You must follow the chain of command.

Level 1- House Manager	Level 2- House Coordinator
Level 3- Deputy Director	Level 4- CEO/Founder

15. No cursing.

16. Going into other clients rooms is prohibited and grounds for dismissal from the program.

17. No loud music playing.

18. All lights, radios, fans, and televisions must be turned off when leaving a room.

19. All rooms must be neat and clean at all times.

20. Chores are to be completed daily and no later than 9:00 am

21. G.I. cleaning is to be done every Thursday and will rotate according to the House Manager.

22. All house meetings are mandatory unless you have prior approval from the House Manager or Coordinator.

23. Monthly DD/ CEO meeting with the Deputy Director or CEO/Founder is mandatory. They will occur during the third week of each month at 7:00 pm or 1900.

Program and House Rules (con't)

24. Fire evacuation plan procedures are posted. Please read these instructions carefully. Drills will be held periodically. Be prepared. If you hear smoke detectors going off, do not ignore them or assume they have been set off by accident. Please leave the house immediately.
25. Smoking is not permitted in the house or on the front porch. Smoking is allowed in the **rear of the building and 10 feet away from any entry way.**
26. All medications (including over-the-counter medication) must remain in your lock box. (Lock boxes are mandatory for ALL clients) Compliance with any and all psychiatric medication is expected throughout tenancy. Please advise a staff member immediately if your prescriptions have changed to include a mood altering substance (anything that may alter urinalysis results) so that it may be noted in your chart.
27. Prior to moving out, the night before, the house manager will conduct a room inventory and the final walkthrough will occur at 0800 with having to be off the premise by 0800.
28. The house manager will coordinate with the House Coordinator for team building. This trip will occur initially quarterly, but could be done monthly. We will also conduct a volunteer/community project at least three 3 times a year.
29. This is a 6th month program and would like to offer some of the following services:

Potential Services			
Support Groups	Pre- employment Prep	Vocational Assistance	Business Incubator
Resume preparation	Continuing Education	Community Outreach	Family Counseling
Mentorship	Pastoral Support	Mental Health	Case Management
Substance Abuse	Housing Resources	Financial Planning	Special Projects

We will conduct a Graduation Ceremony for all participants 30 days after they have completed the program.

30. Rent payments are due by the 5th of every month. Money orders should be addressed to Organization of Hope.

For those who submit after the 5th of the month, the below chart reflects the penalty fee that is also required.

1 st Offense	2 nd Offense	3 rd Offense	4 th Offense
\$10	\$20	\$30	Termination
Over 30 Days			Termination

Program and House Rules (con't)

In-take, please bring the admission fee (\$150.00) **in cash** and the **first month's rent in a money order** addressed to Organization of Hope.

The CEO/Founder can only approve that the admission fee be prorated for 2 months (\$75 dollars extra).

I further acknowledge that my failure to adhere to these rules can be grounds for my dismissal from Organization of Hope, Inc.

Signature

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Witness

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