

BRIDGEHAVEN RULES AND GUIDELINES

Revised on 09/17

Prospective residents – In order to maintain a safe, healthy and clean environment for residents and staff and to assist you in obtaining permanent housing, the following rules must be followed. If you agree to the rules, initial each as it is read to you.

THERE IS NO GUARANTEE OF THE LENGTH OF TIME YOU MAY STAY AT BRIDGEHAVEN, IT IS ON A DAY TO DAY BASIS. THE STAFF WILL MEET WITH YOU WEEKLY TO DISCUSS YOUR GOALS. THE RESULTS OF THIS MEETING WILL DETERMINE THE LENGTH OF YOUR STAY. ANY RESIDENT WHO IS NOT FROM PIKE COUNTY WILL ONLY BE ABLE TO STAY FOR 30 DAYS MAX.

IN CASE OF EMERGENCY, FIRE OR IF ALARMS GO OFF

ALL RESIDENTS AND STAFF ARE TO PROCEED WITH CAUTION TO THE NEAREST EMERGENCY EXIT AND GO ACROSS THE STREET TO THE PARKING LOT OF THE FIRST NATIONAL BANK. **CALL THE FIRE DEPARTMENT AND OR POLICE.**

IN THE EVENT OF A TORNADO

ALL RESIDENTS AND STAFF ARE TO PROCEED TO THE BASEMENT FLOOR OF THE SHELTER (STAFF ARE TO LEAD)

1. There will be no alcohol or illegal drug use or selling – **UNDER ANY CIRCUMSTANCES!** Violation of this rule requires immediate dismissal from the shelter. If any illegal drugs, prescription drugs or over the counter medicines or any others of like kind are found on your person or in your belongings, or in your room, bed, etc. you will be told to leave and/or the police will be called.
2. ALL tobacco usage is only permitted out back at the picnic table. There is to be no smoking or chew used anywhere else on Bridgehaven or Outreach property. This includes in front of the building, on the side of the building, or on our block of West Second Street. There is to be no snuff, chewing tobacco usage or smoking in the bedrooms or anywhere inside of the shelter. You cannot sit on the bank wall and smoke, hang out with your friends or socialize. No smoking after 10:45p.m.
3. No weapons of any kind (including toy guns) are allowed inside of this shelter or on its grounds. Pocket knives or other items of like kind will be locked up by the staff, and **given back when you exit.**
4. For your protection and that of others **ALL** medications will be locked in a cabinet and logged. If you take any medications you must bring them with you when you enter the shelter. You must give all medications, including over the counter medications, to the staff.

5. Your belongings will be searched when you enter and exit the shelter. You must empty your pockets. A search of your room or belongings may be done at any time. Purses, diaper bags, and strollers will be searched as well. You may not carry a backpack in this house.

6. There is to be no physical or sexual contact between unmarried partners. No public physical displays of affection are allowed in this shelter for married or unmarried couples. Everyone is to keep their hands to themselves. You are not to touch anyone for any reason.

7. Under no circumstances are residents to be in each other's rooms (unless you are assigned to that room).

8. All residents are to help with housekeeping chores. Sleeping rooms must be kept clean and beds made daily before leaving the shelter. A chore chart will be posted on the refrigerator. Ask the staff member in charge to check the chore and initial the chore chart when complete. You will be told when whole house cleaning will be done. You must help. House meetings may be called at any time and it is mandatory that you attend.

9. Food and drinks are permitted in the kitchen and dining room ***only***. Food is not permitted on the back porch, however drinks are. You must clean up after yourself. Do not leave cups, cans, or bottles lying around. There is NO snacking between meals. There are specific meal times. They are as follows:

BREAKFAST is until 8:15A.M.

Clean up by 8:30 A.M.

LUNCH: 1:00 P.M. (Pizza ONLY unless otherwise stated by staff)

Cooking and eating 1:00 p.m. – 1:45 p.m. Clean-up 1:45 p.m. – 2:00 p.m.

DINNER 6:00PM

All resident are to cook or to help in kitchen clean-up. The staff will supervise but not do the cooking. Residents are responsible for cleaning up their own breakfast, lunch and snack dishes. Please wash, rinse, dry and put dishes away. There is to be no food or drink in the bedrooms. If residents are eating dinner they must be here by dinner time. If you are not here on time you do not eat. Food is not to be brought into the shelter. Food cannot be taken from the shelter without permission by staff. There is a weekly menu made by staff, residents and the OSU nutritionist. The menu must be followed. Changes will be made by staff if food is donated. All residents are expected to help plan the menu each week. You will be told what day and time the menu will be planned. If you do not attend the planning, then do not complain about the food. No phone use during dinnertime. If you bring in pop, you can only bring in 1 can or one 20 Oz bottle at a time.

10. There are to be no residents in Bridgehaven's office, staff restroom or basement at any time.

11. Cooperation with and respect of, the staff is expected at all times.

12. No profanity, threats, or disorderly conduct is allowed in this shelter or on the grounds or in the street in front of the building.

13. Guests are responsible for their own children at all times. Children may not be left with staff or other residents. They are your responsibility. You are not to leave minor children alone at the shelter. They must be with you at all times. Parents are responsible for picking up after their children or having them pick up after themselves. This includes toys (inside and outside) food, cups etc.

No exceptions!!

14. Bridgehaven staff is required by law to report any acts of violence, negligence, or abuse towards children to Children's Services. Spanking a child is not permitted in this shelter under any circumstances.

15. Residents must sign in and out when leaving the shelter and upon return.

16. Daily bathing and clean hygiene is a requirement at this shelter. Hygiene items are available for you. Ask a staff member if you need any items.

17. The shower times in this shelter are:

9:00 a.m. - 9:30 p.m. (for residents with children under school age or working 3rd shift)

1:00 p.m. - 9:30 p.m. EVERYDAY

(There are to be no showers taken before or after these times. Last shower is at 9:30 p.m.)

18. The laundry times at this shelter are:

1:00 p.m. - 10:00 p.m.

8:00a.m. -- 10:00 p.m. (for residents with children under school age or working 3rd shift)

Last load of laundry has to be in washer no later then 8:00 p.m. Laundry soap is provided ask the staff and we will assist you.

(Clothes must be out of machines and put away by **10 P.M.**)

Ironing must be done downstairs and completed by **10 P.M.**

DO NOT start laundry and then leave the shelter with clothes in the machines or on the floor in the laundry room. Clothes left in machines or on the floor will be given to charity or discarded. When entering into the shelter, you must put your laundry in the dryer before you can take them upstairs and put them away.

19. The shelter's telephone may only be used for employment and housing calls and are limited to 5 minutes. Only a staff member can dial a number.

There are telephone times that must be followed:

Everyday 8 A.M. -- 10:00 P.M.

20. There is a curfew at this shelter. Failure to make curfew will result in dismissal from the shelter. The curfew time is:

EVERYNIGHT 10:00 P.M.

The doors will be locked at curfew times. No one will be permitted into the shelter past curfew. **(Times are adjusted for people working 2nd & 3rd shift jobs)**
On the nights you are not working, you still must be in by curfew.

21. Due to health Department regulations, no bare feet outside of bathroom or sleeping rooms.

22. There are bedtimes and wake up times in this shelter.

Bed time at this shelter is:

EVERYNIGHT 11:00 P.M.

Wake-up time is:

EVERY DAY 7:00 A.M.

MUST BE DOWNSTAIRS BY 7:30 A.M.

23. You must be dressed in street clothes when you come downstairs. No robes, pajamas or other sleep wear is permitted downstairs.

24. There is no television during business hours. **Monday – Friday** from 9 A.M. to 5 P.M. No televisions are allowed in the bedrooms. While television and movies are permitted after 5 P.M. and on weekends, we do not allow programs or movies or music that contains any inappropriate or obscene language, violence, sex or anything else that might be offensive or inappropriate towards a family setting. We do not allow any Not Rated, R rated or X rated programming in this shelter. We do not allow the following programs or channels: MTV, VH1, CMT, BET, The Comedy Channel, South Park, Family Guy, The Simpsons, Wrestling, and King of the Hill, Walking Dead and any other shows of the kind. If you have a question about a program please ask a staff member. The television is for everyone. If there are any arguments or if someone is, watching something, inappropriate the staff will turn off the television. The television will be turned off during dinner and will be turned back on after the kitchen is cleaned up.

25. **Due to confidentiality of all residents**, residents may not have visitors inside of the shelter or in the backyard. Guests or friends may call or knock on our front door to see you. As a resident here at Bridgehaven, you can not disclose anyone else that is living at Bridgehaven. Residents may not sit on or hang out on the front porch, at the side of the house or on the steps next door.

26. You must seek employment or financial assistance on a daily basis. This is a requirement. This is an emergency shelter. You will need to save any money from employment or financial assistance for housing when you leave. Finding employment or financial assistance is a priority at this shelter.

27. No overnight stays outside the shelter without prior authorization from the Director is permitted. The Director will determine if it a reasonable request. Her answer is final. Staying out overnight or missing curfew without consent from the Director is grounds for immediate dismissal from the shelter. You must give at least a **24 hr.** notice to stay out overnight. If there is an emergency we need to be notified prior to staying out overnight. It is a requirement to call for approval and to have proper written documentation to show proof of where you have been when you return, or you will be asked to leave or not permitted to return.

28. Practical jokes are never to be played on the staff or residents.

29. Residents are not permitted at any time to lie on the furniture or put their feet on the furniture.

30. **ANY** illegal activity will be reported immediately to the proper authorities and you will be asked to leave. If you are arrested while you are a resident here, a complete review of the incident will be done to determine if you may continue to stay at Bridgehaven.

31. There are to be no residents upstairs without permission by staff. Residents must remain downstairs until bedtime. There is to be only one resident upstairs at a time. You may go upstairs to use the restroom or to take a shower only. Naps are not permitted. You are **NOT** allowed to hang out in your room during the day, or evening time. Every time you go upstairs, you must sign to go upstairs, when you come back down, sign that you are back downstairs.

32. Anyone who steals anything from other residents or from this shelter or its grounds will be prosecuted and asked to leave this shelter and not permitted to return.

33. The shelter will be closed to residents Monday- Friday from 9 am to 1pm. At this time you should be out putting in applications and looking for a place to live. **Exceptions are for:** residents working 3rd shift or parents w/ kids younger than school age.

34. If asked to help unload and put away truck or donations you must help.

35. Upon exiting the shelter you may leave at your convenience. Staff will go thru your belongings at this time. Any property or belongings left at Bridgehaven will become the property of Bridgehaven.

WHO CAN WE CALL IN CASE OF EMERGENCY? (Must give this info)

Name & Phone number _____

What is your cell phone number? _____

I have been read the policy and rules of this shelter and understand that my family or I can be dismissed from this shelter for violating this agreement.

Client's Signature _____