

Loaves & Fishes Ministries WAGEES

Oak Haven Rules of Residency

PLEASE INITIAL EACH PAGE AND SIGN THE DOCUMENT TO INDICATE YOUR FULL UNDERSTANDING AND AGREEMENT TO FOLLOW THESE HOUSE RULES.

1. Sobriety

- A. Prior to admission at Oak Haven, participants **must provide a 100% clean UA.**
- B. Absolutely no alcohol or drug use by any resident, staff or visitor of the house on the premises. Parole officers will be notified if there is illegal drug use or alcohol in the house by any resident or visitor. Any resident possessing or using alcohol or drugs at the house may be immediately discharged (loss of residency).
- C. If residents have more than two unclean urine samples in a row this may be grounds for termination from the house. This will be determined on a case by case basis.
- D. Residents must be sober. Urinalysis tests (UA's) will be administered randomly on an as-needed basis (such as if signs of possible substance use become evident such as reduced cleanliness, sleeping late, change in attitude).
- E. Residents agree to submit to a **minimum** of one drug/alcohol test per month and/or to provide reports of drug testing done by any other agency. A resident who receives a positive UA will be required to get a follow-up test at an accredited testing facility such as RMBH (Rocky Mountain Behavioral Health) or PeronaLabs (<https://www.personalabs.com/>).

2. Health and Medications

- A. Please inform staff of any and all medical conditions.
- B. All residents are responsible for the safety and administration of any medications they may have. All medications must be documented with Loaves & Fishes Ministries WAGEES administration staff at intake.
- C. The use of medical marijuana is not permitted due to the utmost importance of the sobriety of all residents (use of marijuana is grounds for termination of the lodging agreement).
- D. Oak Haven is not a rehabilitation or treatment facility and, as such, does not provide treatment drugs such as Vivitrol, Anabuse, Methadone, etc, or vapor cigarettes, or allow their use for indefinite periods of time. Temporary use of these substances may be allowed on a case by case basis provided that these substances are prescribed and administered by a licensed physician. Residents must provide copies of prescriptions to WAGEES staff.

3. Guests and Visitors

- A. There are no guests/visitors allowed in the house without the consent of the Loaves & Fishes WAGEES administration staff.
- B. Guests/visitors are only allowed in common areas and are not permitted to stay overnight.
- C. Guests must sign in and sign out when entering and leaving. Visiting hours are limited to 8:00 a.m – 9:00 p.m.

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- D. No door codes will be shared with anyone living outside the Oak Haven residence.
- E. Use of the facilities including showers, laundry room and kitchen is limited to residents only. Visitors are restricted from using these facilities.

4. Utilities

- A. Utilities (electric, gas, heat, water, and basic phone use) will be provided at no additional charge as long as they are consumed conservatively. **Electronics and lights must be turned off when not in use.** Heat must not be set above 72 degrees daytime and 68 degrees during the nighttime. Air Conditioners must not be set below 72 degrees. Total utility charges (gas, electric and water) of more than \$50 per person per month will be split between the residents of the apartment.
- B. Basic phone charges are included in the rent. However, any additional charges, such as, directory assistance, will be billed to the person incurring the charge. If Loaves & Fishes is unable to determine who caused the charge, the bill will be split among all residents.
- C. Any tampering with the indoor/outdoor camera equipment will result in removal from Oak Haven housing.

5. Weapons

- A. Absolutely no weapons of any kind are allowed on the premises at any time.

6. Smoking

- A. There is absolutely no smoking in the house or on the adjacent property, including e-cigarettes or vapor devices.
- B. Smoking and vaping will only be allowed in designated areas outside of the building.
- C. All cigarette butts and vaping materials **must be disposed of properly.** Littering on the property may result in loss of smoking privileges on the property.

7. Employment

- A. Employment is a mandatory criteria for ongoing housing supports. In the event that a resident loses their job they will immediately begin job searching. Job searching should be considered a 'full time' activity and residents should be looking for work several (e.g. six hours) hours each day.
- B. If unemployed or unable to work a minimum of 10 hours a week must be spent volunteering.

8. Case Management

- A. Residents must meet weekly with a WAGEES case manager. Disengagement from WAGEES will result in immediate loss of residency.

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9. Complaints

- A. If a resident is unable to resolve a disagreement on his own, he should submit a written grievance to Loaves & Fishes Ministries WAGEES administration staff. Complaint forms will be provided.
- B. If three separate complaints are made concerning the same issue, that resident will be subject for removal from the home.

10. Behavior and Personal Relationships

- A. Residents will be courteous and respectful to everyone but particularly including each other, house staff, visitors and neighbors.
- B. Residents are not allowed to borrow money from other residents or staff.
- C. Stealing of anything will result in immediate discharge.
- D. No threatening, violence, or acts of dishonesty will be tolerated and could result in immediate loss of residency and/or dismissal from the WAGEES program.
- E. Residents will take good care of the home, furniture, appliances, and shared items such as electronics, dishes, etc. Residents will be held responsible for any damage caused by their actions or inactions.
- F. Residents will notify house staff of any maintenance problems that are noticed such as leaking plumbing or roof, electrical malfunction, bugs/pests or appliance malfunction.
- G. Residents will purchase their own food and contribute toward household products that are shared by everyone. House staff shall provide instructions pertaining to shared items. Ask permission before using or borrowing anything each time.
- H. Residents shall clean up and pick up after themselves at all times in shared spaces. Dishes, food, trash, personal items shall not be left unattended at any time.

11. Curfew and Check-in

- A. Residents must sign in at house meetings and at other required times.
- B. Residents must adhere to the curfew of 9:00 p.m. to 5:00 a.m. unless it is related to their employment and approved by WAGEES management staff.

12. Overnight Absences

- A. Overnight absences from the house without permission from Loaves & Fishes WAGEES administration staff, are not allowed.
- B. Residents may obtain permission for overnight absences only after a written request has been approved by both Parole and Loaves & Fishes WAGEES administration staff.
- C. Requests WILL BE DENIED if residents do not submit their request DURING BUSINESS HOURS.

13. Emergencies

- A. In the case of an emergency, call 911 immediately and then notify staff.

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14. Mandatory Meetings

- A. One monthly housing meeting. (Meetings are subject to change to weekly or bi-weekly per housing manager)
- B. Weekly meeting with the Care Manager.
- C. Other mandatory meetings may be set by their parole officer.

15. House Chores & Maintenance

- A. Each resident must complete chores as designated by Loaves & Fishes WAGEES administration staff and must keep his/her personal areas clean and orderly. This includes, but is not limited to, the kitchen, bathroom and bedroom. Beds must be made daily upon rising.
- B. Shoes will be removed when entering the home to prevent damage to the hardwood floors from objects stuck in shoe tread. Socks will be provided at the door if needed.
- C. Residents must periodically help with major chores, such as spring and fall cleanup, major house cleaning, painting, moving furniture, and other tasks as made available.
- D. All residents will help keep the house clean and uncluttered. Beds are to be made immediately upon rising and remain so until bedtime. Common areas are to be cleaned daily and kept free from clutter. Bathroom(s) and the kitchen are to be cleaned after each use. Toilets should be checked frequently for running water and clogs. Waste and unauthorized use will not be tolerated. Residents will be responsible to pay any costs incurred for inappropriate use of supplies or equipment.
- E. In warm months, residents will mow the lawn on a regular basis. In winter months, residents will keep all sidewalks and walkways free from snow and ice. This will be managed through the household chores assignments.
- F. Residents will not burn candles or incense in the house or on the property. Residents will not hang anything on the walls without the permission of WAGEES staff. Any items hung on walls must be hung with removable Command brand hooks.
- G. Moping will be done with water only on hardwood floors, to preserve original hard wood unless otherwise specified by WAGEES Case Management.**
- H. No furniture will be moved, removed, altered or added to the home without permission from Case Management.**

16. Community Rooms and Basement

- A. The piano is not to be played during the quiet hours of 10:00 pm and 7:00 am.
- B. Residents are welcome to play or learn to play the piano as long as they are respectful of the instrument and other residents. ANY misuse of the piano will result in it being removed from the home.
- C. The pool table will only be used when approved by WAGEES staff and must remain covered when not in use, pool balls and cues must be checked out and back in by the end of business day.

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- D. The pool table will be treated with respect. No sitting on, eating at, or placing objects on or near the pool table.
- E. Use of total gym equipment, ping pong table, and any access to the basement is limited to office hours only. No one is permitted to sleep in the basement or access the basement without WAGEES staff authorization.
- F. No furniture is to be moved off of provided area rugs and no additional furniture is to be added without permission from WAGEES staff and an area rug to prevent damage to hardwood flooring.

17. Room Checks & Personal Searches

- A. Room checks may be done by Loaves & Fishes WAGEES administration staff or Parole at any time to ensure that rooms are maintained in clean order and to check for illegal items and activities.
- B. Any non-perishable food in bedrooms will be kept in a sealed container. Lack of proper packaging will result in a loss of food privileges outside of the kitchen area.
- C. Personal belongings may be searched thoroughly at intake. All bags and boxes will be emptied out, all containers, pouches, etc., will be inspected. Residents may be required to empty out the contents of their pockets and may be patted down by intake personnel.
- D. Staff reserves the right to search personal possessions and residents at any time. If contraband is found, it will be cause for immediate withdrawal from the program and housing. No narcotics, marijuana, or alcohol products are allowed. Non- prescription and prescription medication must be recorded by staff. Contraband (drugs, alcohol, tobacco, weapons of any kind, sexually based materials) will be disposed of.

18. Vehicles

- A. Any motor vehicle on the property must be registered and insured.
- B. Parking is limited to on street parking and should not block any driveways or mail boxes.
- C. All drivers must have a valid driver's license.
- D. Cars must be in working condition.
- E. Car repair projects are not allowed, unless specific permission is granted from Loaves & Fishes Ministries WAGEES administration staff.
- F. Garage access is prohibited.
- G. Bicycles are to be secured to the bike rack provided and are not allowed on the deck or inside the home.

19. Departure and Discharge

- A. Residents must leave the premises immediately if they lose residency privileges.

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20. Personal Belongings

- A. I agree to accept full responsibility for any personal property. I have been advised that I am fully responsible for any item of sentimental or significant monetary value that I have brought into the house. I understand that Loaves & Fishes and the Oak Haven Property owners will not be responsible in the event of loss or theft.
- B. Pets or animals of any kind are not allowed.
- C. I agree to hold the WAGEES staff and Historic Church Conservancy staff harmless from any and all property and casualty losses I may have, from theft or otherwise. I understand that my belongings are not insured unless I obtain my own insurance policy at my own cost.
- D. Upon leaving the house for any reason whatsoever, I will immediately remove my personal belongings. All personal belongings left behind after three (3) business days, will be donated without compensation.

I, _____ (print name), agree to follow all house rules. I understand that violation of any of these rules will constitute grounds for immediate loss of residency.

Resident Signature _____ Date _____

Staff Signature _____ Date _____

VIOLATION OF ANY RULE MAY RESULT IN IMMEDIATE DISCHARGE FROM THE PROGRAM AND LOSS OF RESIDENCY.