

BRIDGEHAVEN RULES AND GUIDELINES

Revised on 04/14

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. IF YOU DO NOT FOLLOW THE HOUSE RULES YOUR STAY WILL BE TERMINATED. THE STAFF WILL MEET WITH YOU WEEKLY TO DISCUSS YOUR GOALS. THE RESULTS OF THIS MEETING WILL DETERMINE THE LENGTH OF YOUR STAY. THE STAFF WILL EVALUATE YOU AFTER BEING HERE FOR 2 WEEKS, AND LET YOU KNOW IF YOU CAN CONTINUE TO STAY HERE.

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 stimulants like Stackers, Yellow Jackets, energy drinks 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. Random drug testing may be done. If you fail a drug test you must leave the shelter for 30 days. If you refuse a drug test, you will NOT be able to enter Bridgehaven or you will be asked to leave. Once drug test is given, if you fail we will not administer another drug test that day if the control lines are all present.

NO EXCEPTIONS OR EXCUSES WILL BE TOLERATED.

2. It is a requirement of this shelter that an assessment be done by the Pike County Recovery Council and/or the Scioto Paint Valley Mental Health Center. All plans, groups and appointments must be followed and kept, or you will be asked to leave the shelter.

3. ALL tobacco usage is only permitted 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 can not sit on the bank wall and smoke, hang out with your friends or socialize. No smoking after 10:45p.m.

4. 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.**

5. For your protection and that of others **ALL** medications will be locked in a cabinet and logged. It is a requirement of the shelter to give all medications (including over the counter medications, vitamins, herbs, etc.) to the staff.

6. 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.

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

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

9. All residents are required 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 to 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.

10. 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 and lunch dishes. 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 dinner time. If you bring in pop you can only bring in 1 can or one 20 Oz bottle at a time.

11. There are to be no residents in Bridgehaven's office, staff restroom or basement at any time.
12. Cooperation with and respect of, the staff is expected at all times.
13. No profanity, threats, or disorderly conduct is allowed in this shelter or on the grounds or in the street in front of the building.

14. 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 this shelter by themselves. 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!!

15. 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.

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

17. Daily bathing and clean hygiene is a requirement at this shelter. Hygiene items are available for you in the office.

18. 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.)

19. 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.**

20. The shelter's telephone may only be used for employment and housing calls and are limited to 5 minutes. No incoming or outgoing personal calls are permitted. Only a staff member may dial a number. **If you have a cell phone, at bedtime the phone is to be off. You may not stay up and talk, text or play on the internet.**

NO LONG DISTANCE CALLS.

There are telephone times that must be followed:

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

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. You will be drug tested when you return.

29. Residents are limited to only two shelter stays a year.

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

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

32. **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.

33. 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.

34. 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.

35. 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.

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

37. 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 _____

Staff Signature & Date _____