



Rules & Regulations

Residents agree to comply with rules and regulations as per paragraph 27 of Lease Agreement. In order to help you become more comfortable with your surroundings, we have listed the following rules and regulations for House residents. We ask that you review it periodically during your stay here.

- _____ 1. Residents and Residents guests will park only on driveways and legal street parking. No parking on grass or other non-paved areas permitted.
- _____ 2. **Residents agree to abide by the following curfew: 12:00 am.** This is to respect the quiet and privacy of the residents of the house.
- _____ 3. Residents are responsible for preventing a need for pest control. No eating in bedrooms.
- _____ 4. No use and/or possession of alcohol, drugs or any mood altering chemicals are allowed including prescription narcotics. Violation will result in immediate discharge. No refunds. (No energy drinks or vaping are allowed.)
- _____ 5. Residents agree to comply with all the rules, regulations, and guidelines of Matthew House, as well as any recommendations Center of Hope BH' staff feels will be helpful to their progress and recovery.
- _____ 6. Residents agree to take a drug and alcohol test when requested. Failure to do so will result in discharge.
- _____ 7. NO men or mates are allowed on property at any time for any reason including in driveways and yards.. No visitors are allowed without prior approval of the staff. **No overnight guests.**
- _____ 8. All activities are quieted by 10:00 p.m. so as not to interfere with other residents' sleep. Residents are asked to keep TV, radio and phone conversation volume down to a minimum. This will be monitored.
- _____ 9. Residents must have full-time employment on admission or within two weeks of admission.
- _____ 10. Residents will not loan, lend, buy or sell anything to another resident.
- _____ 11. Residents agree to be responsible for their own hygiene and appearance, no night clothes including robes are to be worn outside at any time.
- _____ 12. No physical or verbal threats will be tolerated. Any such instance will result in

discharge. The same applies to stealing. (Charges may be filed.) No weapons of any kind are allowed on the property.

- _____ 13. Smoking is not permitted on the property. Residents may not smoke on the property at any time. Violation could result in termination of lease.
- _____ 14. Any damage caused by Resident not following these rules and regulations, or any other part of the agreement, will be repaired and charged to the Resident.
- _____ 15. Residents are allowed to keep over-the-counter medication in their room. Center of Hope BH will not provide residents with over the counter meds. Medications Must be stored in a lockbox at all times away from the children.
- _____ 16. No pets allowed. No feeding outside animals.
- _____ 17. Resident rooms are to be neat and orderly. Beds are to be made at all times. Chores are to be completed and personal belongings put in order before morning routines begin. Residents who do not keep their living space clean or do their chores in a timely manner are subject to a behavioral plan to help with management of time and cleanliness. **No candles are allowed in the house.**
- _____ 18. Each resident will only be allowed to keep as many clothes as will fit in the dresser and closet. All other possessions will have to be stored off of the property.
- _____ 19. No mail will be held after discharge. Residents must complete a change of address. No exceptions.
- _____ 20. A resident phone is available in the common area. Residents are asked to be respectful with the phone by limiting their calls to 15 minutes. (15 minutes on the phone and 15 minutes off the phone). If a resident does not want to take a message for someone in the house, they should not answer the phone.
- _____ 21. There is a television available in the common area and resident rooms. Residents are asked to monitor the types of programs they watch (no drug related, extreme violence programs). The house abides by a standard of no pornography or loud music.
- _____ 22. Upon discharge, all residents have 24 hours to pick up all their belongings. Center of Hope BH Inc. is not responsible for any items that are left behind and does not have a facility to store such items. All items left behind will be donated to Goodwill.
- _____ 23. If a resident becomes unemployed, they will have to be off property for job search from 8:00 am until 4:00 pm and will be required to turn in a job search log each day to the Program Coordinator.. These residents have 2 weeks to find a job and begin working.
- _____ 24. Residents are not allowed in any other bedroom. **No exceptions.**

- _____ 25. Residents are responsible to purchase their own food and keep the receipt for it. Paper products, trash bags, cleaning supplies, etc., will be bought by the Program Coordinator.
- _____ 26. Residents are responsible for buying their own medication, including over the counter medications.
- _____ 27. Residents are not allowed to bring any furniture into the house, move any furniture or change bedrooms without staff permission. Personal, decorative possessions (knickknacks) must be kept to a minimum and in the resident's bedroom.
- _____ 28. Residents are not allowed to fraternize, flirt or engage in any sexual or intimate relationships, behavior or language while in Matthew House. Additionally, no sex toys or devices are allowed.
- _____ 29. If a resident has a car on property, they must make a copy of their insurance policy and driver's license and give it to the Program Coordinator.
- _____ 30. Clients are expected to be respectful and act appropriately when volunteers come in for activities and groups.
- _____ 31. Residents understand that the Center of Hope BH its owner, management or staff will in no way be held responsible for the loss, damage or theft of property of any resident at any time.
- _____ 32. Residents understand that the Center of Hope BH Inc., its owner management or staff does not discriminate in any way.
- _____ 33. Residents understand that the Center of Hope BH Inc. will not be held responsible for any personal housing accidents or injuries of any kind. Residents further waive any legal rights they may have under the law in connection with any personal accidents or injuries while a Center of Hope BH Inc. resident.
- _____ 34. Residents understand that if they choose to ride with a resident or staff member to and from any destination, Center of Hope BH, Inc. is not responsible for any accidents or injuries.
- _____ 35. Clients agree and understand that any information about a client or Center of Hope BH Inc. is confidential and should not be disclosed to anyone outside of Center of Hope BH Inc. including their sponsor. Staff at Center of Hope BH Inc. understands the importance of confidentiality and what information can be shared, how, and with whom. Upon admission this will be explained to you.
- _____ 36. If a resident knows someone is breaking the rules, they are to report it to staff immediately. If they do not, they will be deemed as guilty as the person breaking the rules.

_____ 37. No physical discipline of any child/ren at any time.

I _____ have read and initialed all of the rules above (1-37). Any violation of stated rules may result in dismissal from the program and violation of lease agreement.

Resident