Policies for Staying as a Guest at Hospitality House

Welcome to Hospitality House. Our mission is to provide temporary emergency housing. We offer an alcohol, drug and tobacco free environment that is safe and as stress free as possible in a group living facility. In order for you to stay at Hospitality House, it is your responsibility to abide by all these policies.

POLICIES

1. Possession or use or being under the influence of alcohol or drugs (without a prescription), including marijuana, is not allowed on premises. We do not allow marijuana under any circumstances, including not allowed with a 215 card (in line with federal law).
2. Random drug/alcohol tests may be made at any time and you are required to comply with all testing. Refusing to take a test is treated as seriously as a positive test result. Drug search will be conducted without notice on these premises by the Fort Bragg Police Department.
3. Prescription drugs must be kept in the house safe unless there are special circumstances that are approved by day management staff. In such cases, Guests must have management approval in writing to keep prescription drugs in Guests' possession.
4. All guests are required to have a TB test and provide the results to Hospitality staff within 30 days of beginning their stay here.
5. Smoking is allowed only in Hospitality House's back yard.
6. No weapons of any kind are allowed on the premises.
7. Do not enter any sleeping area except the one assigned to you.
8. No intimate physical relations are allowed between unmarried guests.
9. Guests must be in the house by the 9:00 PM curfew on your bed night.
10. Overnights without notice are prohibited, unless you have the permission of the day management staff, based on a verifiable appointment needing time out overnight.
11. Cooperation with all management staff is mandatory.
12. Guests are required to keep themselves and their area clean, to help with daily chores and any other duties that may be required to keep Hospitality House neat and clean.
13. Profanity or inappropriate behaviors are prohibited in or on Hospitality House property.
14. No Food or drink (except water) is allowed upstairs. Coffee and tea are not allowed in the living room. Food must only be eaten at the dining table or taken outside to the backyard
15. Pets of any kind are not allowed in Hospitality House or its premises, except when the animal is in compliance with the Hospitality House Animals Policy and has the permission of the Executive Director and/ or Board. Animals.
16. You are responsible for supervision of your children at all times.
17. Panhandling, on or off the premises, is not allowed while staying at the Hospitality House.
18. Loitering in the front or back of Hospitality House is not allowed. This includes no loitering in the back parking lot.
19. House meetings are held weekly and all guests are required to attend unless exempted by day management staff.

20. Guests who have previously stayed at Hospitality House and been discharged for cause are first required to complete a Second Chance Application for consideration by the Executive Director and/or Board.
21. Conflicts will be deal with by the management staff only. Should a conflict arise, ask the management staff for assistance. Do not attempt to interact with anyone who is angry, belligerent or violent.
22. Only one Safeway size bag of clothing/personal belongings is allowed because there is minimal storage space.
23. A medical certificate is required for bed rest or to miss chores.
24. When a guest leaves and their belongings remain, the belongings will be kept for 7 days only (because of lack of storage).

The above listed Conditions for staying at Hospitality House have been reviewed with me (us). I/we understand that it is my (our) responsibility to abide by these Conditions and that failure to comply is grounds for discharge with cause.

Guest 1_____ Guest 2_____

Date:_____ Date:_____

Approved by: Bill Gibson Date: May 15, 2009
President, Board of Directors

HOSPITALITY HOUSE
HOUSE RULES AND SANCTIONS

Hospitality House is a safe and friendly environment for all guests. To help our vulnerable homeless clients with behaving appropriately, we have a clear set of House Rules and Sanctions.

The rule violations in italics will result in a discharge.

All other rule violations below will require the House/ Assistant Manager to talk with the guest about the circumstances of the rule violation so that EACH CASE is given attention. The sanctions below are a GUIDE for staff.

Incidents not covered below WILL be handled on a case-by-case basis

RESIDENT GUESTS			
Rule Violation	**1st Time**	**2nd Time**	**3rd Time**
Violence to others	*Discharge*		
Threatening someone with a weapon	*Discharge*		
Destroying or vandalizing property	*Discharge*		
Possession or exchange of unlawful drugs and/ or paraphernalia	*Discharge*		
Theft of property	*Discharge*		
Annoying or intimidating children	*Discharge*		
Not complying with a drug test or breathalyzer test	*Discharge*		
Bringing animals onto the property	Written warning	Discharge	
Allowing non-residents into HH outside the mealtimes for outside guests	Written warning	Discharge	
Use of unlawful drugs or alcohol – including positive test result	Written warning and individualized behavior contract	Discharge	
Verbal or physical threats	Written warning	Discharge	
Bringing alcohol	Discharge		

onto HH property			
Spending the night away when not agreed by staff – 2 days' notice is expected	Written warning	Discharge	
Profanity	Verbal warning	Written warning	Discharge
Not being in by the 9pm curfew	Verbal warning	Written warning	Discharge
Racial, ethnic, gender based slurs, remarks or epithets	Written warning	Discharge	
Under the influence/ intoxicated of drugs or alcohol on HH property	Written warning and individualized behavior contract	Discharge	
Possession of a weapon (dependent on what weapon – e.g. pocket knife)	Written warning	Discharge	
Possession of a weapon (dependent on what weapon – e.g. deadly weapon)	Discharge		
Not handing in prescribed medication to the office	Written warning	Discharge	
Smoking inside the HH buildings	Written warning	Discharge	
Having something inside your room that could cause fire (e.g. candles or incense)	Written warning	Discharge	
Having sex not with married partner or outside the allocated family room	Written warning	Discharge	
Littering or making a mess on HH property	Verbal warning	Written warning	Discharge
Failure to carry out chores to the required standard	Verbal warning	Written warning	Discharge

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EXTERNAL GUESTS			
Rule Violation	**1st Time**	**2nd Time**	**3rd Time**
Violence to others	*Discharged and banned*		
Threatening someone with a weapon	*Discharged and banned*		
Destroying or vandalizing property	*Discharged and banned*		
Possession or exchange of unlawful drugs	*Discharged and banned until application for re-entry is considered and accepted by ED or Board*		
Theft of property	*Discharged and banned until application for re-entry is considered and accepted by ED or Board*		
Annoying or intimidating children	*Discharged and banned until application for re-entry is considered and accepted by ED or Board*		
Bringing animals onto the property	Told to remove animal	Told to remove animal and self for that day	Discharged and banned until application for re-entry is considered and accepted by ED or Board

Use of unlawful drugs or alcohol – including positive test result	Written warning and individualized behavior contract	Discharge	
Verbal or physical threats.	Told to remove self	Discharged and banned until application for re-entry is considered and accepted by ED or Board	
Bringing alcohol onto HH property	Told remove alcohol	Told to remove alcohol and self for the day	Discharged and banned until application for re-entry is considered and accepted by ED or Board
Profanity	Verbal warning	Told to remove self	Discharged and banned until application for re-entry is considered and accepted by ED or Board
Racial, ethnic, gender based slurs, remarks or epithets	Told to remove self	Discharged and banned until application for re-entry is considered and accepted by ED or Board	
Under the influence/ intoxicated of drugs or alcohol on HH property	Told to remove self	Discharged and banned until application for re-entry is considered and accepted by ED or Board	
Possession of a weapon (dependent on what weapon)	Told to remove weapon	Told to remove self and weapon	Discharged and banned until application for re-entry is considered and accepted by ED or Board
Smoking inside the HH buildings	Told to stop	Told to remove self	Discharged and banned until application for re-entry is considered and accepted by ED or Board
Littering or making a mess on HH property	Told to stop	Told to remove self	Discharged and banned until application for re-entry is considered and accepted by ED