



Unless the Lord builds the house, the builders labor in vain. Ps 127:1a

HOUSE RULES AND REGULATIONS

Statement of Philosophy

House of Grace is a short-term (12 month) transition house for women recently released from incarceration or live-in programs. House of Grace provides support to a diverse group of women who come from all walks of life. Our program is designed for motivated individuals who are committed to making positive changes in their lives. Residents must be able to live cooperatively in a group setting and show respect for others. Any acts of discrimination, racism or harassment (physical or verbal) will not be tolerated. Because the conduct of one person cannot be permitted to jeopardize the recovery of others, disruptive attitudes and behavior will not be tolerated. _____

Expectations

Upon admission to House of Grace, you will complete a **contract that outlines the goals** that you would like to work on during your residency. Goals are extremely important and should be agreed upon by both you and the Director. The contract is valid for 4 weeks and is re-assessed on a monthly (or as needed) basis through a monthly Progress Report, where you document the progress of your goals to date. Our maximum length of stay is 12 months. Any residency beyond 12 months must be approved by the Board of Directors. _____

House of Grace staff are here to support you in the completion of your stated goals. This includes: attending appointments, doing job searches/working, volunteering, going to meetings or securing future housing, etc. Please note that we do not accept clients who are employed as bartenders, or who serve alcohol as part of their work while they are in residence. Any exceptions will be made on an individual basis. _____

House Hours and Curfews

Residents are expected to be out of the house Monday through Friday from 9:00 AM to 4:00 PM. Exceptions can be negotiated with the House Manager in the event of illness, shift work, or working from home. Curfew from Sunday to Thursday is 9:00 PM sharp; with lights out at 10:00 PM. Curfew on Friday and Saturday is 10:00 PM sharp, with lights out at 11:00 PM. _____

Rights and Responsibilities

Residents of House of Grace have the following rights and corresponding responsibilities:

- The right to live in a **drug, alcohol and gambling free** setting and the responsibility to abstain from alcohol, drugs and gambling while living in residence. Random drug and alcohol screens will be administered to all residents. You may be discharged immediately under evidence of use. _____
- The right to live in an environment, which is free from any form of physical or verbal violence, harassment and discrimination. This includes threats to other residents, intimidation, swinging of hand or fist, curse words that are threatening, letters or other forms of intimidation or any body language that may be seen as threatening. We have a ZERO tolerance for physical violence. Any harming of another, on or off residence, will be immediate terms for dismissal from the program. _____
- The right to live in a **smoke free setting** and the responsibility to smoke/vape only in designated areas outside of House of Grace (this includes not smoking/vaping from curfew until 6:00 a.m.). _____
- The right to have your belongings in House of Grace and the responsibility to **respect others' private property**. House of Grace is not responsible for lost or stolen belongings. Residents are not to leave valuables lying around and should not be visiting another's room. Theft of property, from either a fellow resident or House of Grace, will result in an immediate discharge. _____
- The right to be **treated with respect and dignity** and the responsibility to treat others accordingly. _____
- Failure to comply with any of the above conditions will result in a discharge. _____

Rent

You will be required to pay rent while living here. Rent is set at \$120/week. Failure to pay rent on a regular basis may result in a discharge. Rent is non-refundable. Rent is due weekly, every Sunday. The Sunday payment covers rent from 3 PM Sunday to 2:59 PM the following Sunday. Rent may be prepaid by the month. Monthly rent is due the first of the month. Move-ins other than Sunday will have a prorated weekly rent up to 2:59 PM the following Sunday. _____

Work

Residents are expected to seek employment immediately. Residents are not allowed to go to or work in bars, clubs, massage parlors or escort services at any time while they reside at House of Grace. Everyone who is employed must turn in a **work schedule every week to the House Manager**. _____

Move In Procedures

When you arrive for move-in, please allow at least 3 hours for the process. Thank you for helping us to keep House of Grace a clean and safe place for all. In order to keep our house free of bed bugs and other pests, we really appreciate your cooperation in following these guidelines when moving in.

Residents must be available to take the following steps when they move into the house:

- Taking a drug and alcohol screen test at Amazing Grace.
- Obtain new clothing from Amazing Grace clothes closet and change in the restroom.
- All other clothing obtain from clothes pantry and original clothes will go through the Hot Box on site, for sterilization.
- Putting the rest of your clothing into the washer/dryer on hot settings (items that have been dry cleaned may be put through the dryer only).
- Applying a small amount of insecticidal spray to treat your bags and shoes in order to protect you and the House of Grace from bed bugs (Staff will be supervising to ensure that this process is being followed correctly).
- Completing all necessary paperwork with the staff.
- You are required to bring any prescribed medications with you. Staff will store them for you in a secure place, and you will be asked to take your medication regularly, as prescribed. _____

Please Note: You are only able to bring two bags (approximately the size of regular kitchen garbage bags) of clothing and personal toiletries into the house. If you bring more than this, we will ask you to send it home, or store it elsewhere. We are not able to store excess belongings for any resident. In addition, we are unable to provide safe lock up for valuable items. Minimal closet space is also available in your rooms.

- Bring enough clothing for about 2 weeks. We have laundry facilities, which you are welcome to use during posted hours. Bring any toiletries that you need, however, we will provide one hygiene kit per resident, which may include some toiletries (i.e. toothbrush, toothpaste, razor, shaving cream, etc.). Please do not bring any products that contain alcohol with you (i.e. mouthwash, cough syrup)
- If you do move into House of Grace, staff will ask to see the bags that you bring into the house during your stay to ensure that you are not bringing in additional belongings. We conduct regular room checks as well. All bags and belongings are to be presented to staff upon move in for inspection. We also require that any time you bring any other belongings into the house, that these are also shown to staff for approval.
- Unfortunately, we are not able to accommodate any personal furniture or electronics, with the exception of cell phones, ipods/mp3 players, and clock radios in the house.
- Do not bring weapons of any kind into the house. This includes pocket and utility knives.
- Do not bring any clothing that contains pictures, logos or slogans that may be offensive or triggering to others. Remember that our goal in all aspects to honor God in behavior, clothing, and actions.

• Staff reserve the right to ask you to remove any item which we consider to be inappropriate to the safety of the house. There will be no exceptions to these policies and procedures. Failure to follow through on these procedures or comply with house structure and expectations may lead to discharge. Thank you very much for your cooperation.

Checking In and Out

It is important that you check in with the House Manager when you come home. You should also let staff know when you leave the house. Staff should be kept informed of your daily activities as they pertain to your goal plan including: meetings, or appointments with your work, probation officer or other mandatory meeting. Keeping staff informed of your daily activities enables us to help you follow through on your goal plans. _____

Meals

Your participation is expected at family meals on Monday and Thursday. The Wednesday meal will be at Amazing Grace each week. The second Tuesday of the month, Celebrate Recovery will provide a meal.

You are responsible for making your own meals. **Immediate cleanup is required after preparing and cooking all meals.** _____

Chores

Please use respect by cleaning up after yourself on a daily basis. Once completed you must inform staff in person or via the chore sheet . **Consistent failure to follow through on chores will result in a discharge.** _____

Facilities

- Computer – please limit use to approximately **20 - 30 minutes per day.** _____
- Laundry Room – Please do not leave laundry unattended, when clothes are completed. In other words, remove laundry and dry clothes immediately. _____
- Living Room – T.V. is allowed only in the living room, not in the bedrooms. Residents are not allowed to sleep on the couch. No pillows or blankets are allowed outside of the bedroom at any time. _____
- Visitors are not permitted at House of Grace, except as pre-approved by the House Manager and if necessary the probation officer. _____

Residents are not allowed to move any furniture or bedrooms without staff permission.

Bus Passes

Bus passes for job search only may be given out on a limited basis. The House Manager will be responsible for giving out bus passes to the residents. These passes are very limited and will not be continued past the initial job search.

Other

House of Grace is a safe, clean and supportive environment. In the unfortunate event that you have a slip/relapse while residing at House of Grace do not return to the house under the influence of drugs or alcohol. In doing so you place staff, residents and yourself at risk. This will significantly impact your chances of using House of Grace in the future. If you relapse, please get yourself to a safe environment i.e. detox, shelter, a friend or relative's place(*) Call House of Grace as soon as possible to let us know what happened and that you are safe. If you have any questions or concerns, please feel free to speak with the staff.

*Community Bridges Inc. phone number: 602-273-9999

*Copper Springs Detox: 480-565-3035 _____

Weapons or other controlled contraband are not allowed in your room or on your person. This includes but is not limited to guns, knives, swords, brass knuckles or any item that could be considered a weapon. _____

When You Leave

Please return any and all items (i.e. linens, towels and pillows) to staff before moving out. We are not responsible for articles left behind. In the event of an unplanned discharge, House of Grace will hold your belongings (including medications) for a maximum of 7 days. Any unclaimed items will be properly disposed of and/or donated.

HOUSE RULES

All residents shall be familiar with the House Rules along with Fire and Safety Procedures as posted in your room. I attest that I that I have not been convicted of arson, violent crimes, or sex offenses. I also attest that all answers on my application are accurate and truthful. If any information is found to be inaccurate/untruthful, this residency agreement is subject to termination. _____

ALCOHOL/DRUGS/GAMBLING

Absolutely **no alcohol** will be permitted while you are a resident of the Home. This applies at all times including when you are away from the Home. This applies to the usage of **drugs and possession of drug paraphernalia**. Violations of this will result in immediate discharge and possible prosecution according to the law. This same rule applies to anyone on the premises. _____

All **prescription medications** will be turned over to the Staff for safe keeping and proper administration. Non-prescription medications must be approved by the Staff and may be kept by the resident with the approval of the House Manager. Check with a pharmacy for medication that may show positive on drug screens. All medications are to be secured. Residents are not to take medications that would show positive on a drug screen or they will be discharged. _____

Residents are subject to **random Drug and Alcohol tests** at any time the House Manager decides to test. Failure of these tests or refusal of these tests will result in immediate discharge from the Home. _____

The House Manager and Staff or law enforcement entities reserve the right to perform a **room search** at any time it is deemed necessary to insure the serenity and security of the Home. This includes personal items and vehicles if appropriate. _____

Gambling is strictly prohibited, including the purchase of Lottery Tickets. _____

BEHAVIOR AND RESPECT FOR OTHERS

Threats or acts of violence toward the staff or other residents will not be tolerated and will result in immediate discharge and prosecution according to the law. _____

No firearms, hunting knives or other weapons are permitted by the residents of the Home. _____

No resident will **borrow or loan money to other residents**. _____

You must **respect the rights of the other residents** at all times. Each and every resident will be given a fair and equal opportunity to continue their recovery at the Home. Give respect by avoiding gossip/negativity about other residents, managers, or volunteers. Be considerate, tolerant and peaceful. _____

Residents are expected to be **respectful and act appropriately** when volunteers come in for activities and groups. Attitude is everything, always be respectful. _____

No resident is to enter **another residents room** without the other resident being present. _____

Residents will keep **the volume of their radios/music/cell phones** at a level not to be heard in the hallways or other parts of the house. Failure to do so will result in loss of this privilege. Headphones must be used after 9:00 PM. _____

Televisions will be turned on only after 5 PM weekdays, or after house activities, unless approved by the Staff. No TV's are allowed in any residents' bedrooms. Residents are asked to monitor the types of programs they watch (no drug related programs). The house abides by a standard of no pornography or loud music. _____

There will be no nude or partially nude pictures on the walls of the residents rooms. No **pornographic materials** of any kind are allowed on the property. _____

NO men or partners are allowed on property at any time for any reason including in driveways. No visitors are allowed without prior approval of the staff. No overnight guests. Visiting in vehicles is not allowed. Residents are not allowed to fraternize, flirt or engage in any sexual or intimate relationships, behavior or language while in House of Grace. We ask that you commit to living relationship-free for the duration of your program to focus on YOUR personal growth and progress. Relationships WILL be a distraction and hindrance to your progress. _____

Residents must be **fully clothed daily**. No night clothes including robes are to be worn outside at any time. No swimming suits are allowed. Dress modestly as Christian women are instructed to do in the bible. _____

SMOKING/VAPING

Smoking/vaping in the Home is **NOT PERMITTED** and will result in immediate discharge. Smoking/vaping is permitted in the smoking area only. Smoking is not permitted from 11:00 PM to 6 AM. Dispose of cigarette butts properly. _____

PERSONAL VEHICLES

Any resident that has access to a **vehicle** may bring their vehicle to the Home if they are working, or after 60 days if not. This is at the discretion of the House Manager. If a resident has a vehicle on property, they must make a copy of their insurance policy, registration and driver's license and give it to the House Manager. Residents understand that if they choose to ride with a resident or staff member to and from any destination, House of Grace is not responsible for any accidents or injuries. _____

CURFEW

House **curfew** is 9:00 PM (Sunday-Thursday) and 10 PM (Friday/Saturday). The doors will be locked at that time. Unless approved by the staff, any resident returning after curfew must find other sleeping arrangements for the night. Failure to return by curfew may result in discharge from the Home. _____

All residents must use the **sign in/out sheet** when leaving the property. This must be done to ensure that the Staff knows where residents are at all times. _____

CLEANLINESS & CHORES

All residents are to assist in keeping the Home and surrounding grounds neat and clean. This includes **daily assigned chores**, special work assignments and your own room. Beds will be made daily and chores completed by 9 AM daily. Resident rooms are to be neat and orderly. Chores are to be done and personal belongings are to be put in order before leaving the Home. Property is to be respected.

If a resident goes to work, they are still responsible for their chores. You may ask another resident to help you do them, however the responsibility of the chore being done will fall upon the resident originally assigned the chore. _____

All food and snack items will be eaten in the dining room. No eating in the bedrooms. _____

All residents will be responsible for keeping the **kitchen cleaned**. Any violations of this such as dirty microwave, crumbs, spills not cleaned up, etc. may result in discharge from the Home. All dishes must be washed using hot, soapy water and must be towel or air-dried per the Maricopa County Health Dept. _____

Laundry is to be done during assigned times unless approved by staff. No resident will put laundry in and leave the premises. Lint filters will be cleaned after each load. At no time, will laundry be done after 10 PM unless approved by the Staff. _____

Residents are also expected to maintain good hygiene and personal cleanliness. **This includes taking a shower daily.**

SCHEDULES

All appointments, other than probation inspections, should be scheduled during the day when you are out of the Home. _____

Residents must participate in group meals 2 times weekly. _____

All residents **must attend scheduled Celebrate Recovery meetings**. Failure to attend required meetings may result in discharge from the Home. _____

All residents must attend **two weekly Bible Studies**. Failure to attend required meetings may result in discharge from the Home. _____

All residents must **attend regular church worship services**. Failure to attend required meetings may result in discharge from the Home. _____

FOOD

All residents must **apply for Food Stamps (EBT)** or pay for their own food to insure they have food in the Home. _____

WORK

All residents that are able to work, must start looking for full or part time **work immediately** unless waived by the House Manager, due to extenuating circumstances. _____

All residents are responsible for finding their **own transportation** to and from work. _____

LIABILITY & CONFIDENTIALITY

The **Home will not accept responsibility for medical or other expenses** incurred by the Resident while staying at the Home. _____

If a resident is discharged or leaves the Home, **all sums of money paid** to the Home shall be forfeited to the Home. _____

When discharged from the Home, all **personal effects must be removed** immediately. The Home will not accept responsibility for items that have been left. The home will make every effort to protect personal items and will hold them for 7 days (without assuming responsibility) to give time for the resident to make arrangements to pick them up. After 7 days, items will be donated to local charities and will not be stored at the Home. _____

The **House Manager has the final decision** as to whether a resident is following the rules and whether the resident can remain at the Home. Every effort will be made to ensure that the resident understands the rules and is complying with the rules of the Home before resident is discharged. The House Manager must immediately notify the Director or the appropriate Board Member of any resident dismissal. _____

If a resident has a **grievance** against the Home, another client, and/or a staff member, there is a grievance policy form for you to fill out and give to the House Manager. Do not take House business out in the public community and **DO NOT CONTACT A BOARD MEMBER**. Follow the grievance procedure. _____

Residents understand that House of Grace 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 House of Grace resident. _____

Clients agree and understand that any information about a client or House of Grace is **confidential** and should not be disclosed to anyone outside of House of Grace. Staff at House of Grace understand the importance of confidentiality and what information can be shared, how, and with whom. Upon admission this will be explained to you. _____

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. _____

PETS

No pets are allowed. No feeding/water to stray animals on the premises. _____

MAIL

Mail is handed out by the House Manager. Outgoing mail can be put in the mailbox. All mail must be addressed to House of Grace (Resident initials) 7572 West Northview Avenue, Glendale, AZ 85303. No mail will be held after discharge. Residents must complete a change of address. No exceptions. All mail is handed out by the House Manager daily. _____

GOALS

You are expected to make progress through the program to the best of your ability. **Satisfactory progress, obeying policies and completing/progressing toward monthly goals is a necessary part of your compliance.** _____

In addition to Pastoral Counseling, each resident is provided a Christian mentor about one month after move-in. The purpose of providing this mentor is for each resident to have another person to come alongside them, help with goals, with being a friend/confidant, having another person to pray with and to aid in learning growth principles. Our goal is that each resident has every opportunity to grow through adversity and everyday issues into Christian maturity. _____

“Liberty Passes” will be considered after 90 days, if the resident has not received any verbal or written infractions.

DISCIPLINE

In the event disciplinary action is required, residents may receive a verbal or written reprimand. In severe situations, immediate removal will occur.

Examples of immediate removal, but not limited to these examples, include drug use, violence, verbal intimidation, inappropriate sexual behavior, etc. _____

RULES ARE SUBJECT TO CHANGE WITHOUT NOTICE.

I _____ have read and understand all of the rules and regulations listed above, and agree to abide by them while I reside at House of Grace. Any violation of stated rules may result in verbal or written warnings, suspension or dismissal/discharge from the program and forfeiture of all funds.

Client Signature: _____ Date: _____

Staff Signature: _____ Date: _____