

## GRACE HAVEN MINISTRIES

### BASIC HOUSE RULES

“DO UNTO OTHERS AS YOU WOULD HAVE THEM DO UNTO YOU”.

Matthew

#### **Mail**

- You may receive mail at Grace Haven. Letters/Packages may be mailed. All incoming mail will be searched at discretion of the Director, GH Designee. Your mail may come to **PO Box 2345 Lancaster, Ohio 43130, not to the residence.**

#### **Phone**

- No phone calls will be permitted after 10:00pm unless it is an emergency.
- Leave all messages on the entrance desk.
- House phone by permission.

#### **Cell Phones:**

- No cell phones first 90 days. House phone only by permission.
- May only receive calls during posted hours.
- When job is found cell phone permitted. Grace Haven reserves the right to search phone for pictures, contacts and messages. Phones turned in to house supervisor by 10pm.
- No social media permitted, eg. Facebook, Twitter. Grounds for phone confiscation.

#### **Internet**

NONE

#### **Curfews**

- **Wake Up is 8 am Monday-Friday. 9:00 am on Saturdays. This will allow for more productive days and to create attainable daily structure for when jobs are obtained.**
- **All residents must sign in and out on house sheets.**
- Curfew 8:00pm. No Exceptions unless pre-approved by GH designee or unless church or evening meetings are being attended in aid of your recovery/sobriety.
- Lights out at 10:30pm. This means you will be in your rooms and quiet. Be considerate of other residents in the house. Especially those who have obtained jobs and need adequate rest.

#### **Safety**

- Do not open doors to anyone you perceive as a threat in any way.
- If you are waiting for a ride, be ready and wait for them. Do not invite guests in unless pre-approved.
- No Guests.
- Door key must be returned immediately to the key lock box after door is opened. No excuses.
- **Log Out and Log In.** It is imperative you are accountable for your activities and whereabouts.
- Call 911 in case of an emergency first and then call the Director 740-808-6255
- If there is severe weather, go to ground floor/basement.

#### **Transportation**

- Do NOT ask other residents for rides.
- Sundays are an exception if you need a ride to church but should return to GH immediately.
- Grace Haven volunteers may assist you in transportation otherwise it is up to you to make transportation arrangements with pre-approved non-users.
- Unless it's raining, residents can walk to recovery meetings and counseling apt. with pre-approval.

#### **Drug Screenings**

- You must call in to drug test daily. Each day you will either be told to report or not. The test is random but not calling in is grounds for removal.
- All counseling and probation appointments are to be done 9-12 noon.

- If you test positive for unknown substance, you may be asked to leave immediately.
- Refusal to submit to the test means you have something to hide.

### **Smoking**

NONE EVER.

NO WHERE IN PREMISE OR OUTSIDE. NO VAPOR CIGS OR CIGARETTE SUBSTITUTES.

### **Dress Code**

- Residents are required to dress in modesty at all times; also take pre-cautions not to expose cleavage.
- Tube tops, Halter tops or T-shirts promoting alcohol, sex, drugs or violence is not tolerated.

### **Rooms**

- **Daily** keep floors, dressers and closet space clean and organized.
- Bed sheets must be changed weekly.
- Nothing that is not personal property is to be removed from rooms, eg. Beds, dressers, drapes, rugs.
- You may not decorate or hang décor on the walls.
- Candles are not permitted.
- No food in bedrooms. Water is acceptable.
- Do not enter other resident rooms unless assigned as roommate.
- Rooms will be inspected at random each week at any time by Director, GH Designee, House Supervisor.
- Clothing/Personal belongings left at GH after dismissal will be held for 14 days and donated if not claimed.

### **Kitchen**

- Kitchen is off limits between 10:30 pm and 6:00am. No meals during this time. All meal clean-up and chores must be completed before 10:30 pm.
- Only light snacks may be eaten in the living room. Meals/Dinners must be eaten at the kitchen table and clean up immediately after you are finished eating.
- All food items that you purchase must have your name written on it.
- Meals and food purchases is your responsibility. Basic staples may be provided until food card is received. Group meals can be planned among residents each week. Everyone must contribute to meal plan. Turns will be taken for cooking and clean up. Pat Larabee will help plan meals for the week, help grocery shop Saturday's.
- Replace dish rags and hand towels daily.

### **Bathroom**

- Morning showers must be completed before 10:00 a.m. daily or 10:00pm daily. 15 minute shower time. . Have a container to keep personal items in either to bring with you or store in bathroom closet with name on it.
- Clean bathtub/shower after each use disposing of loose hair/products etc.
- If you use the last of the toilet paper, replace it.
- Use your personal hygiene products. Do not share.
- DO NOT FLUSH FEMININE PRODUCTS DOWN TOLIET.
- Do NOT share razors.
- Wash bath towels twice a week and hang them to dry on your towel rack in your room.

### **Laundry**

- Laundry days will be assigned by House Supervisor.
- Last load should be in the dryer no later than 9:00pm.
- Clean lint trap after each use.

### **Television / Music**

- No TV unless a movie night is designated. Movies will be chosen by supervisor, usually as a reward for jobs well done.
- Music will be kept at low volume; not to disturb other residents.
- Only Christian music radio stations are permitted.

### **Sickness Medications**

- Please inform a Grace Haven representative that you are feeling ill immediately.
- Over the counter medications may be available for illness symptoms.
- All prescription or over counter medications must be turned into house supervisor and taken downstairs.
- **NO MEDICATION OF ANY KIND OR VITAMINS IS PERMITTED IN YOUR ROOM**
- Grace Haven does not administer Saboxin or other drugs. We believe in letting God do the clean up of lives.

### **Borrowing/Loaning Items**

- Do not borrow or loan money, cosmetics or personal belongings.
- If stealing is reported, Grace Haven has the right to search everyone's belongings, and perpetrator will be asked to leave.

### **Money**

- Do NOT loan money to other residents.
- You must attempt to open a bank account/savings account.
- Grace Haven is not responsible for any loss you may incur while residing at the house.
- **WHEN YOU GET A JOB 10% of pay** will be donated to GH towards living expenses along with copy of each pay-stub.

### **Lock Box Code**

- Lock box code is changed after each resident leaves. Giving out new codes to non-residents is grounds for dismissal.

### **Medication**

- Daily Medication will be given at times set by House Supervisor (times to be determined).
- When a new prescription is given by physician resident is to give it to the Director, GH Designee or House Supervisor unopened/in pharmacy bag.
- NEVER give prescriptions to other residents. This is grounds for immediate dismissal.

### **Household Belongings**

- Do not move items from one Grace Haven home to the other without permission. The only exception to this is rule is Books, CD's, DVD's.
- No one is to leave premises unless with an **authorized** supervisor or volunteer.

### **Dismissal**

- The dismissal of any resident could result from any of the following and is the right of the director to put into effect at any time. Any behaviors deemed TOXIC to other residents including but not limited to the following:
  - Drug use, drunkenness, possession of firearm or weapon, romantic behavior, smoking in the house, stealing, deceptions, violating probation, defiant attitude, aggressive behavior, violation of curfew, overnight absence without permission, misuse of house keys, harassment, unapproved absence, getting fired from job, increased health complications, threatening behavior, lying, vulgar language, offensive personal photos, found devices that were taken on GH premises, refusal to participate in Grace Haven activities/programs.
- Upon dismissal you could be asked to leave immediately or up to 24 hour period. If you have violated your probation and are incarcerated, Grace Haven representative will pack your belongings carefully and hold them for you until a safe family member/friend can pick them up.

**HOUSE SUPERVISOR IS TO BE RESPECTED AND ALL DIRECTIONS FOLLOWED WITHOUT QUESTION. ISSUES THAT ARE BROUGHT TO THE DIRECTORS ATTENTION WILL PROBABLY NOT WORK OUT TO CLIENT ADVANTAGE. ( much like going to the principals office ). SOLVE PROBLEMS WITHIN THE HOUSES.**

*\*These rules and guidelines are subject to change and new rules/guidelines will be posted immediately when updated. Effective July, 2016.*

Client

Signature\_\_\_\_\_Date\_\_\_\_\_

Representative of GRACE HAVEN MINISTERIES\_\_\_\_\_