

**Grace Haven Ministries**

**Basic House Rules**

**"Do Unto Others As You Would Have Them Do Unto You"**

**Mathew 7:12**

**Mail:**

**You may receive mail at Grace Haven Ministries you must use the PO Box address and all incoming mail will be searched at director discretion.**

**Do not fill out a change of address card for PO Box**

**Phone:**

**You will not be allowed to have a cell phone for the first 90 days and/or before obtaining a job.**

**Cell phones are to be turned in when you return to house and may be searched for pictures and social media activity. This would be grounds for confiscation.**

**You may not receive or place any calls prior to the completion of your first thirty days, except probation**

**You can only make and receive calls during posted times**

**Curfew:**

**Wake up 8:00 am Monday –Friday, 9:00 am on Saturday. This allows for more productive days and creates attainable daily structure for a regular work week.**

**Curfew is 6:00 pm with no exception without prior approval from director.**

**Lights out at 10:00 pm this means in your room and quiet. Be considerate of others that have to work the next day and anyone sharing a room with you.**

**Safety:**

**Do not open the door to anyone you do not know or you perceive as a threat**

**Call 911 in case of emergency, then call director 740-808-6255**

**The lock box code is changed after every resident moves out, giving out house code to non-residents is grounds for dismissal**

**If there is severe weather, go to ground floor inside wall or basement.**

**Transportation:**

**If someone is coming to pick you up make sure you are ready when they arrive**

**Do not ask other residents for rides, this must be approved by director**

**All transportation with anyone other than staff needs director's approval**

**Unless bad weather residents outside 30 days may walk to probation and testing with approved accountability partner.**

**Drug screening:**

**Drug screening is required before approval to come to Grace Haven Ministries, drug**

**screen must be free of illicit drugs**

**You must call ACS daily, each day you will either be told to report or not. The test is random but not calling is grounds for removal**

**All appointment including probation, counseling, and doctors appointments must be scheduled according to house schedule.**

**If you test positives for illicit drugs or medication not prescribed to you, it is ground for removal**

**Refusal to test is reason to believe you are hiding something and grounds for removal**

**Dress Code:**

**Residents are required to dress modestly at all times , also take pre-cautions not to expose cleavage**

**no tube tops , halter tops or T-shirts promoting alcohol, sex drugs or violence is not tolerated.**

**No short shorts**

**ROOMS:**

**Clean daily, keep floors clear of clothes and trash. Closets need to be clean and organized**

**Bed sheets must be changed & washed weekly**

**Nothing that is not personal property is to be removed from rooms, eg bed linen, dressers, drapes, rugs**

**You may not hang things on the walls with nails only tape**

**Candles are not permitted**

**No food in bedrooms, water is acceptable**

**Do not enter other resident's room unless assigned as roommate**

**Rooms will be inspected at random each week at any time by director/ House Supervisor**

**Clothing/personal belongings left at Grace Haven will be held for 14 days and donated if not claimed**

**KITCHEN:**

**Kitchen is off limits between 10:30 pm and 6:00 am. No meals during these hours. All meal clean-up and chores must be completed before 10:30 pm**

**Only light snacks may be eaten in living room. Meals/Dinners must be eaten at the kitchen table and cleaned up immediately after finishing 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.**

**Kitchen towels and wash clothes need to be changed daily**

**BATHROOM:**

**Morning showers must be completed before 10:00 am daily or 10:00 pm daily. Daily showers are required, showers to be limited to 15 minutes**

**All personal care items are to be keep in your room and taken to bathroom for showers**

**Clean tub/shower after each use disposing of loose hair**

**If you use the last of toilet paper, replace it**

**Use your own personal hygiene products, do not share, never share razors**

**Replace/wash bath towels and wash clothes twice weekly**

**LAUNDRY:**

**Laundry days will be assigned by director**

**Last load must be in dryer before 9:00 pm**

**Clean lint trap after each use**

**TELEVISION/MUSIC/INTERNET**

**No internet at any time without directors approval**

**Movie with rating no greater than PG-13**

**Christian music only, keep volume low as to not disturb other residents**

**SICKNESS and MEDICATION:**

**Please inform staff if you're not feeling well**

**Over the counter medication maybe available**

**All prescription and over the counter medication must be turned into house staff unopened**

**No medication of any kind including vitamins are permitted in residents room**

**Daily medication will be supervised by house staff**

**All new prescription must be turned into house staff in unopened pharmacy bag**

**Never give your medication to other residents, this is ground for dismissal**

**BORROWING/LOANING ITEMS**

**Do not borrow or loan money, cosmetics or personal belongings**

**If stealing is reported, staff will search everyone's belongings and perpetrator will be asked to leave**

**MONEY:**

**All money will be turned into house staff, this includes ATM and credit cards**

**When you get a job you will give 10% of your pay as a donation to Grace Haven for living expenses along with copy of pay stub**

**DISMISSAL:**

**The dismissal of any resident could result from any of the following and is the right of the director. Any toxic behavior , using drugs, drunkenness, possession of firearm or weapon, romantic behavior, smoking in 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, . premises, refusal to participate in Grace Haven activities/programs.**

**Upon dismissal you could be asked to leave immediately or up to 24 hours 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.**