

BETHLEHEM INN RULES AND GUIDELINES – SINGLE ADULTS

The Bethlehem Inn (the “Inn”) offers emergency shelter to Single Men, Single Women, and Families. Couples without minor children (regardless of marital status) are housed in separate men’s and women’s quarters. Registered sex offenders cannot be sheltered at the Inn. Adult applicants must pass urinalysis and breathalyzer tests at intake and may be retested during their stay. All residents must be able to navigate the facility without staff assistance unless granted a reasonable accommodation, as discussed below.

IMPORTANT: A condition of residency during the intake signature process is to sign an agreement which accepts that you have read the rules, understand the rules and will follow the rules. Residents are not able to pick and choose which rules residents will follow and which rules residents will not. All resident will be held to account for following the rules. **Once intake is completed you may not leave the Bethlehem Inn property until the following day. Please speak to staff immediately if you need to leave for any reason. If it is found that you are refusing housing or refuse housing while a resident you will be asked to leave.**

SHELTER REVIEW PERIODS: The Inn offers an initial 7-day stay. A resident may apply to extend residency past the first 7 days. To apply, the resident must agree to the Inn’s Singles Case Management Program (Next Steps) and develop an Action Plan with staff. An extension is not guaranteed. Any resident who fails to make progress or violates their case management Action Plan may be asked to leave at any time and must then wait 30 days from exit date to reapply for residence at the Inn. Any resident suspended for 30 days or more will be considered a new intake following such suspension and subject the initial 7 day trial period.

CASE MANAGEMENT PROGRAM: Inn resident Case Management involves the development, with the resident, of an Action Plan to move to self-sufficiency. An Action Plan may involve budgeting, agency referral, personal development, and educational/training opportunities or other items.

RESIDENT ACCOUNTABILITY: Residents of the Inn are responsible for their behavior and actions while at the facility. Failure to abide by these rules and guidelines may affect continued shelter at the Inn. In extreme cases a resident may be told to leave and not allowed to return.

DAILY MEETING: Residents **MUST** attend the daily meeting at 5:50 p.m. unless not onsite.

ACCESSING STAFF: Staff members and/or volunteers are available to contact at the Front Desk to assist residents. Please use the resident assistance window located at the office building. Residents may approach staff areas in case of emergency or outside the operational hours of the Front Desk (10 p.m. to 6 a.m.).

PRIVACY AND CONFIDENTIALITY: Inn will employ best efforts to ensure the confidentiality of its residents. Inn residents must respect the confidentiality of other residents. Resident information may be shared by Inn staff with agencies and other organizations only under the conditions of the *Release of Information (ROI)* agreement signed by the resident during intake. Privacy, including, without limitation, auditory privacy, is not guaranteed in common areas of the Inn, which are subject to video and other surveillance. Resident property is subject to search and Inn staff perform regular Safety and Security checks, during which they may open any closed door. An announcement will be made prior to opening the door. Inn staff perform daily room checks for cleanliness and compliance with Inn rules and guidelines.

REASONABLE ACCOMMODATION REQUESTS: Any Inn resident may request reasonable accommodation in relation to Inn rules, procedures, and practices. Inn management and the Inn Fair Housing Officer will evaluate the request on a case-by-case basis and attempt to resolve the issue through an interactive process. All reasonable accommodation requests should be directed to Inn management and/or the Inn Fair Housing Officer. Forms are available for this purpose at the Front Desk.

SERVICE ANIMALS: Residents with service animals must submit a written request for reasonable accommodation as provided above. Service animal immunizations **MUST** be current. The resident is responsible for the behavior of the service animal for its care and grooming. The resident is required to dispose of all animal waste. Service animals must be kept under control and on leash at all times. Residents are required to have a crate available for the service animal. Any damage to the Inn facility by the service animal and/or hostile behavior or harm to other residents by the service animal may result in immediate loss of housing or the setting of an exit date. An animal cannot be onsite until the Reasonable Accommodation has been resolved.

EMERGENCY SHELTER RULES AND ACCESS:

Key Cards: Keys **MUST** be kept on resident's person while on-site and **MUST** be turned in to staff when leaving site.

Access: All residents **MUST** be off-site between 8:30 a.m. and 4:00 p.m. Monday thru Friday unless they have made prior arrangements with staff. Keys **MUST** be turned in by 8:30 a.m. All residents **MUST** check in between 4:00 p.m. and 5:45 p.m. Once checked in a resident may not leave site (unless approved) until the following day at 4am. Saturday – Sunday (unless otherwise approved by staff): Residents may leave site at any time after signing out, but **MUST** return to site and check in by 5:45 p.m.

Employment: Residents whose full time work requires them to be off-site after lights out (2nd & 3rd shifts) may stay on-site until the start of the next day's shift. Full time workers may stay onsite on days off or not working. Part-time (fewer than 32 hours a week) workers need to discuss their schedule with staff.

Entering and Exiting the Inn Facility: Residents on foot may use only the main entrance facing Highway 97 for entering and exiting the Inn. Residents must not walk/drive/ride through neighboring parking lots (Midas, etc.), driveways, or alleys. All residents must drive slowly and carefully through the Inn parking lot. **During construction resident vehicles may use back entrance as needed.**

FTR (Failure to Return): If a person just does not return by curfew without explanation or notification they are believed to have ended their residency at the Inn. If staff is contacted within 24 hours we will listen to any explanation and may allow an individual to return. Exceptions are made in the case of jail or hospital stay. If not, the former resident will have 48 hours from exit to pick up any belongings they have left behind. Beyond 48 hours the belongings are considered abandoned. An FTR results in a 30 day suspension.

Late Curfew/Chore Excusals: Written late curfew and chore excusals requests must be submitted **48 HOURS** in advance of the requested day. Forms are available at the Front Desk. Late curfews requests will be approved only for church, work, AA/NA, school, family and friends, etc., and may not be used for entertainment. Residents must still sign in and out at the Front Desk. No more than three late curfews will be approved per week unless work related or part of a mandated program. Where necessary, a chore excusal

form must be submitted with late curfew. Staff may require a breathalyzer test on return. Residents must be offsite by 6am to be exempt from AM chores.

Overnight Request: After 30 days of residency (based on entry date), residents may request two overnights per calendar month. Written overnight requests must be submitted **48 HOURS** in advance of the day overnight requested. Forms are available for this purpose at the Front Desk. Requests will not necessarily be approved. Residents must still sign in and out at the Front Desk.

Visitors and Pickups: On-site visitors and pick-ups **ARE STRICTLY PROHIBITED** unless coordinated with and approved by staff and involves an official agency (DHS, Parole and Probation, Medical transport, etc.). **Any personal visits and/or pick-ups involving non-residents MUST occur off-site.**

Resident Vehicle (*PARKING ARE SUBJECT TO AVAILABILITY – SEE STAFF*):

Each resident is permitted to have one vehicle on site. The vehicle must be in running condition and currently licensed, registered, and insured. No vehicle maintenance may be performed on-site. Once parked, no resident may remain in the vehicle. Police will be notified if a resident fails a Breathalyzer test and attempts to drive off site. Male residents must park between rooms 109 and 116; female residents must park between rooms 116 and 120. Residents may not park in front of Family units, or in parking lots of neighboring businesses. Bicycles must be parked in designated bike area. Residents may not park bicycles in front of the Front Office, even temporarily when checking in or out. Each resident must supply his or her own bike lock. The Inn is not responsible for the security of any vehicle left on-site. Abandoned vehicles will be towed after 72 hours.

Off-limits Areas:

The following areas are off-limits to residents: (a) behind buildings; (c) Family areas, including Family units, parking areas; (d) dining hall kitchen and pantries, including refrigerators and freezers; (e) rooms or lounges of the opposite gender and rooms that are not assigned to a resident (g) unaccompanied in clothing rooms; and (h) storage sheds.

Resident Services:

Meals: Breakfast, Sack lunch, and Dinner. (The Resident Schedule lists meal times.) Residents who wish to take a sack lunch with them Monday – Friday may sign up at the Front Desk the day before.

Bus Passes (BAT) (good for an entire day): Bus passes may be purchased at the Inn from staff. Passes are sold individually or a book of six may be purchased at a discount. (See Schedule for purchase times.)

Phone Calls: Phone messages will be taken by staff and distributed to residents during check-in. The resident phone may be used for outgoing calls upon request. Residents wishing to use the phone must sign up at the Front Desk in advance. Calls are limited to 15 minutes. Residents are not permitted to use the Front Desk landline phone.

Laundry: A resident's personal laundry may be done in the Laundry Room in the dining hall. Hours are listed on the Resident Schedule. Residents doing laundry may not leave the premises while their laundry is in the Laundry Room. Loads must be shifted and removed promptly. Residents may not hang out in the laundry room. Any laundry left in either the washer or dryer will be removed by staff and may result in a warning.

Proof of Residency: A letter of residency is available from staff after 5 days. Residents may use the Inn's physical address for essential services only (Social Security, etc.) and not for magazine subscriptions and credit

applications. **Because the Inn's address is a business address, it is not possible to use a change-of-address form to alter the delivery of mail. DO NOT USE THE INN'S P.O. BOX ADDRESS**

Warnings, Suspensions, and Involuntary Exits: The purpose of the warning/suspension/involuntary exit system is to ensure that the Inn is a place of safety and accountability:

Warning: A resident who fails to follow the following rules and guidelines may be given a warning detailing the offense.

Suspension: A resident who receives three warnings for the same offense will be suspended and must leave the facility during the suspension period. Beds will not be held during a period of suspension, and suspended individuals may not use Inn resources during the suspension period.

Involuntary Exit: A resident who fails to follow the rules and guidelines outlined below may be required to exit for a period of time. Involuntary Exited individuals may not return to the Inn under any circumstances and will be immediately trespassed. These exits are effective immediately.

RULES:

Damage to Inn Property: Residents must respect Inn property. Any damages, whether intentional or otherwise, will be the responsibility of the resident and may result in disciplinary action. Residents must clean up after themselves. Kitchen, lounges, smoking areas, etc. Residents must refer any unknown/ nonresidents found onsite to staff immediately.

Hygiene: All residents must maintain personal hygiene, including appropriate showering and grooming. The Inn has hygiene products at the front desk for resident use. Ask staff about donated clothing for men and women.

Clothing: Residents must be appropriately attired at all times. It is not appropriate for any resident to wear a sleeveless undershirt as a t-shirt, sleeveless muscle shirts, or spaghetti-strap or revealing low-cut tops. Shorts must reach finger-tip length. No swim suits or pajamas may be worn outside a resident's room. Shirts must be worn at all times and may not be left open or unbuttoned to expose the torso. Clothing must not contain profanity or lewd or suggestive images. Ask staff about donated clothing for men and women.

Language and Behavior: Residents are to treat staff, outside agency workers, volunteers, and fellow residents with respect. Abusive language and aggressive behavior is prohibited. The Inn will not tolerate abusive language, yelling, gossip, bullying, aggressive actions, or speech or actions that are racist, homophobic, and/or sexist or that in any way disparage an individual's race, sexual orientation, gender, or religious beliefs. Any unwanted sexual advances either in person or electronically will not be tolerated. Threats of harm or the causing of actual harm are prohibited. Residents must report any such instances immediately to staff. Staff may request a written statement. Spitting is prohibited.

Communication with Family Residents: For the safety and security of residents enrolled in the Inn's Families First Program, single residents are not permitted to communicate with Family residents.

Public Displays of Affection: Public displays of affection among residents, such as hand-holding, kissing, hugging, etc., are prohibited.

Tobacco: Tobacco use in a non-designated area is prohibited. Regular and e-cigarettes and chewing tobacco are permitted in the smoking area only from 4 p.m. to lights-out. No cigarettes are to be rolled in resident

rooms, the dining room or lounges; please use the smoking area for rolling cigarettes. Residents are responsible for using a container and disposing of the container when chewing tobacco. Tobacco use in a non-designated area will result in an exit date.

Drugs and Alcohol: All residents must submit to random urinalysis and breathalyzer tests. Resident use and/or possession of drugs and alcohol, including, without limitation, marijuana (all ways you can consume), both on- and off-site, is strictly prohibited. Being under the influence of drugs or alcohol while a resident will result in an immediate 30-day suspension for a first offense. Possession of either drugs or alcohol on site will result in immediate involuntary exit.

Drug paraphernalia (including needles, pipes, syringes, cooking devices, etc.) are not permitted. Violation will result in immediate involuntary exit. Residents may not possess prescription drugs that they themselves have not been prescribed. Prescribed medications must be kept in the original container and new medications must be reported to staff.

Personal Possessions: The Bethlehem Inn is not responsible for any lost, missing or stolen property. Personal possessions must fit into the two totes provided and assigned to each bed. Three pairs of shoes and a bag for dirty laundry are permitted to be stored under the bed. Only dirty laundry is to be stored in dirty laundry bag. Residents may have four items on the hanging clothes rack- no double hanging. All toiletries are to be stored in the provided tote or on the assigned toiletry shelf in room-no bags or baskets on toiletry shelf. Any medications and valuables must be stored in the locking totes. Residents are not to store any items outside or on the first- or second-floor walkways (shoes or boots are allowed outside doorways). Residents will be issued a combination lock that must be returned upon exiting the Inn.

Residents are not to use personal bedding, sleeping bags, personal pillows, or decorative pillows/items in rooms. Possessions are considered abandoned if left for 48 after leaving Bethlehem Inn residency.

Electronic Devices: Electronic devices may be used only in resident rooms between wake-up and lights-out hours. As a courtesy to all residents, electronic devices, including cell phones, must be in "silent mode" from 9 p.m. until lights-out. At lights-out, all electronic devices must be turned off (cell phones may remain in silent mode, but no outgoing or incoming calls or texts may be answered during this time). Electronics and lounge TVs must be turned off during scheduled cleaning (including Double Scrub) and during dinner, chores and meeting times. Hacking activity or computer crime on Inn property will result in immediate involuntary exit. Unauthorized use of Inn networks or equipment (TV, cable boxes, wiring) will result in immediate involuntary exit. Filming or audio recording of residents or staff are not permitted without permission from the person(s) being recorded.

Weapons and Tools: **Projectile weapons (guns/bows) are never allowed.** Weapons (non-projectile) and tools of any kind must be turned over to the Monitor during intake. If a tool is needed for work, it may be picked up from the Monitor before leaving for work and returned to the Monitor at check-in.

Pornography: Pornographic or sexually-explicit material (electronic/video/print) is not permitted anywhere on Inn property.

Lending, Borrowing, Trading, or Sale of Belongings: Residents may not lend, borrow, trade, or sell belongings or request the same, including, without limitation, over-the-counter medications, prescription drugs, tobacco products, and rides to, from, or with any other resident, staff member, volunteer, or donor.

Resident Rooms: Residents may not switch rooms/beds or use totes that belong to a different room unless directed by staff. Residents are permitted to be in their own assigned room only and are not allowed to be in any other resident's room. Residents may not knock on another resident's door, including residents of the same gender. Mattress covers may not be removed. Residents must notify staff if assigned a bed without a cover or if the cover is damaged. Beds must not be obstructed. Bunks are not to be shadowed or tented by any material. All towels must be hung on hooks and not on bed posts. Residents may not use windows to access rooms. If locked out, ask staff for assistance.

Fire Safety: Fires or burning of any kind (candles, smoking, incense, oils, plug-in deodorizers, etc.) are not permitted in any room. Tampering with smoke detectors or unnecessarily discharging a fire extinguisher is prohibited. Fireworks or explosives may not be on the property at any time. Violation will result in an immediate involuntary exit.

All residents must participate in random fire drills. In the event of an emergency, a foghorn sound will be heard, and all residents must proceed immediately to the Smoking Area.

Individuals using oxygen cannot be in the Smoking Area with their oxygen.

Food and Drinks: No food or drinks (except water) are permitted in rooms. If found, these items will be confiscated. Dry goods not immediately consumable (*i.e.*, instant coffee) may be stored but not consumed in rooms. Personal food items may not be stored in the facility's kitchen or pantry, including in the refrigerators or freezers. Food and drinks may not be stored or brought outside of rooms except in a vehicle.

Cleaning and Chores: Residents are to keep their beds and rooms and the common areas neat and orderly at all times.

Residents are responsible for cleaning the bathrooms as a general principle and after specific use if needed.

Residents are responsible for changing bedding once per week. Blankets may be exchanged once per month as set forth on the Resident Schedule. All residents **MUST** participate in Double Scrub on Saturday. Saturday-room inspections begin at 2:00 p.m.

Residents **MUST** participate in their assigned morning and evening chores. Chore Assignment is posted on the wall in the Dining Room. (See Resident Schedule at back for general info).

EXITING THE INN:

Residents exiting the Inn voluntarily should fill out an Exit Form (available at the Front Desk). When exiting the Inn as a result of a suspension or involuntary exit, residents must sign the appropriate paperwork. Key cards and combination locks to totes are to be returned before exiting the facility. All linens, blankets, pillows, and towels are to be taken to the laundry room.

After exiting the Inn, an individual may not return for 30 days. The Inn will hold personal items left behind for **48 HOURS** only.

If a mail forwarding address is provided on the Exit Form, mail will be forwarded for two weeks. All mail received after this two-week period will be returned to sender. If no forwarding address is provided on the Exit Form, mail will be held for seven days. After seven days, mail will be returned to sender. As noted above, change-of-address forms do not work for business addressed. Accordingly, it is the resident's responsibility to notify all businesses, agencies, and employers of an address change.

GRIEVANCE REPORTS: Grievance reports are available from the Monitor on Duty. A grievance is filed against a staff member(s) or can be a grievance against the organization.

WARNINGS, SUSPENSIONS & INVOLUNTARY EXITS									
						After Return		After Return	
		verbal	1st	2nd	3rd	1st	2nd	1st	2nd
PERSONAL ACCOUNTABILITY		Offense	Offense	Offense	Offense	Offense	Offense	Offense	Offense
Failure to Return		30 day susp. upon return	NA	NA	NA	30 day susp.	NA	90 day susp.	NA
- Pornography (electronic or print)		Involuntary Exit							
- Room cleanliness		“	“	“	“	“	“	“	“
- Laundry left in machines		“	“	“	“	“	“	“	“
- Excessive amount of belongings		“	“	“	“	“	“	“	“
- Personal Hygiene		“	“	“	“	“	“	“	“
- Non-participation in Chores/ Double Scrub		“	“	“	“	“	“	“	“
- Trade, sell, borrow, etc.		Verbal	Written	Written	5 day	Written	30 day	Written	90 day
- Inappropriate, profane language or non-violent threats (not safety concern)		warning	warning	warning	susp.	warning	susp.	warning	susp.
- Inappropriate behavior (public displays of affection, etc. - not a safety concern)		“	“	“	“	“	“	“	“
- Being in off-limits areas		Could be immediate Involuntary Exit depending on seriousness							
SAFETY & SUBSTANCE ABUSE		1st Offense		2nd Offense		3rd Offense		All Future Offenses	
Arrive Under the Influence: - fail a drug test - blow above .03		30 day suspension must pass drug test on return if you failed a drug test		60 day susp. & pass drug test to return		90 day susp. & pass UA to return		Possible Inability to Access Shelter	
Refuse a Drug or Alcohol Test		EXIT		Possible Inability to Access Shelter					
Possess/Consume Drugs or Alcohol on site		EXIT		NA					
Buy/Sell/Give any Prescription Meds/Possession of Prescription Meds not prescribed		EXIT		NA					
Threatening or abusive language that compromises safety) Inappropriate behavior that compromises safety		30 day min. susp, may be immediate involuntary exit		90 day min. susp possible involuntary exit		EXIT		NA	
Threats of Violence Acts of Violence		EXIT		NA					
Smoking/Tobacco use in a non-designated area Entering Family area, room or lounge of the opposite sex, or an unoccupied staff office without permission		EXIT		NA					

Vandalism		EXIT Restitution	NA
Theft		EXIT	NA
SUSPENSIONS AND INVOLUNTARY EXITS			
<p>Suspensions: - A suspended resident must take all of their personal belongs with them at the time of suspension. Any personal items left at the Inn (during suspension must be picked up within 48 hours (2 days). Any remaining possessions will be considered abandoned. Suspended residents must sign Suspension Form within 48 hours. Suspended resident are not allowed to be on Inn property during the time of suspension other than to pick up their personal belongings (48 hours from exit). Suspended residents are not guaranteed a bed or the same room assignment at the end of their suspension period. Suspended residents are required to continue with any active case management upon return.</p>			
<p>Involuntary Exits: Involuntary exit is the most serious sanction placed on a resident by the organization. Some subject to involuntary exit must take ALL personal belongings off the property IMMEDIATELY following the involuntary exit or make arrangements for a third party to return to retrieve these items. Any remaining/unsecured possessions will be considered abandoned and disposed of immediately. Residents that are required to involuntarily exit the Bethlehem Inn property and program may not return onsite without management approval.</p>			

RESIDENT SCHEDULE							
	Mon.	Tues.	Weds.	Thurs.	Fri.	Sat.	Sun.
Daily Check-out:	by 8:30 AM (must be off-site between 8:30 AM and 4:00 PM)					can be on-site	
Key Turned by:	by 8:30 AM					when leaving property	
Daily Check-in & Key Pickup:	between 4:00 and 5:45 PM					by 5:45 PM	
MANDATORY Daily Meeting:	Every day - 5:50 PM - outside the dining area						
Wakeup:	6:00 AM					8:00 AM	
Lights out:	10:00 PM				11:00 PM	11:00 PM	10:00 PM
Holidays:							
MEALS	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.
- Breakfast	5:00 - 7:00 AM					7:00 AM	
- Lunch	Sack Lunch (sign up day before – limited availability)					Noonish	
- Dinner	6:00 PM					6:00 PM	
Smoking & Chewing Permitted	4:00 am - 10:00 PM (designated Smoking Area ONLY) NO SMOKING DINNER/CHORES						
RESIDENT SERVICES							
Mail/Message Hand-out:	between 4:00 and 5:45 PM (no mail on Sunday)						
Hygiene Supplies:	all day except meal times					all day except meal times	
Bus Pass Purchase:	7:30 - 8:30 AM						

Resident Personal Laundry:	6:00 - 8:30 AM and						8:00 AM - 4:00 PM,	
	6:30 PM to lights out						after Double Scrub & Cleanup to lights out	
Clothing Room:	After 7pm see staff							
Resident Phone Calls:	(sign-up for 15 min. blocks): 8:00 AM-12:00 PM, 1:00 - 5:30 PM, 7:30 - 9:00PM							
ELECTRONICS USAGE								
Televisions:	6:00 - 8:30 AM and 4:00 PM to lights out						8:00 AM to Lights Out	
	(turned off during meetings, meals, Double Scrub and scheduled Cleaning)							
Handheld Personal Electronics:	Between Wakeup and Lights Out but not during scheduled cleanings, meetings or meals in dining room.							
Electronics in Silent Mode:	9:00 PM to Lights Out							
NO Calls or Texts Allowed:	between Lights Out and Wakeup and in dining hall during meals							
HOUSEKEEPING & CHORES	Room Checks	Room Checks	Room Checks	Room Checks	Room Checks	Room Checks	Room Checks	
Double Scrub						11:00am		
Assigned Chores	Men	Women	Everyone	Men	Women	Everyone	Everyone	
Sheet & Towel Exchange							Friday PM & Saturday AM	
Blanket Exchange	(monthly):							
- Women							1st Sat.	
- Men Upstairs							2nd Sat.	
- Men Downstairs							3rd Sat.	
						Updated: 8/03/17		