

## 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 will not 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 maneuver the facility independently. Once an intake is complete, all residents are required to stay on site until the following morning.

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### **SHELTER REVIEW PERIODS:**

The Inn initially offers an emergency 7-day stay for individuals that can pass criteria.

Residency past the 7-day emergency stay is always contingent upon participation in case management, following the rules, and upholding the facilities safety and security.

**CASE MANAGEMENT PROGRAM:** Bethlehem Inn resident Case Management involves the development, with the resident, of an Action Plan to guide the resident in progressing toward self-sufficiency. An Action Plan may involve budgeting, agency referral, personal development, and educational/training opportunities.

**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 and/or failure to follow the “Good Neighbor” policy may affect continued shelter at the Inn.

**DAILY MEETING:** Residents MUST attend the daily meeting at 5:50 p.m.

**ACCESSING STAFF:** Staff members and/or volunteers are available through the Front Desk to assist residents. Staff are not available between the hours of 5pm and 6pm unless an emergency. DO NOT go directly to any office (including the Monitor’s office) or knock on office doors. 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 shall be shared by the Inn with agencies and other organizations only under the conditions of a *Release of Information* (ROI) agreement signed and executed by resident.

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.

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 requests 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.

**ASSISTANCE ANIMALS:** Residents with assistance animals must submit a written request for reasonable accommodation as provided above. Assistance animal immunizations MUST be current. The resident is responsible for the behavior of the assistance animal for its care and grooming. The resident is required to dispose of all animal waste. Assistance animals must be kept under control and on leash at all times. Residents are required to have a crate available for the assistance animal. Any damage to the Inn facility by the assistance 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.

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**EMERGENCY SHELTER RULES AND ACCESS:**

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

Monday – Friday (unless otherwise approved by staff):

All residents **MUST** be off-site between 8:30 a.m. and 4:00 p.m. 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. and **MUST** thereafter remain on-site.

Saturday – Sunday (unless otherwise approved by staff):

Residents may leave site throughout the day after signing out, but **MUST** return to site and check in by 5:45 p.m. After checking in, residents **MUST** remain on-site until 4 a.m. the next day.

*(Exception for Residents with Extended Employment Hours)*

Entering and Exiting the Inn Facility: Residents may use only the main entrance right-of-way 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.

Exit Failure: Failure to return to the Inn without properly exiting the facility (*i.e.*, informing staff, completing exit form) will result in an immediate 14-day suspension if the resident contacts staff, signs the suspension form, and collects his or her possessions within 48 hours of the violation; such failure will result in a 30-day suspension if the resident fails to contact staff within 48 hours. Consideration will be given to a resident who is able to prove that the violation was beyond his or her control (*i.e.*, arrest, hospitalization, reasonable explanation).

**LATE CURFEW REQUESTS/CHORE EXCUSALS:** Written late curfew and chore excusals requests must be submitted **48 HOURS** in advance of the day that the resident will not be able to make curfew or chore. Forms are available for this purpose at the Front Desk. Late curfew requests will be approved only for church, work, AA/NA, school, family and friends, etc. Residents must still sign in and out at the Front Desk. No more than three late curfews will be approved unless work related or part of a mandated program. Where necessary, a chore excusal form must be submitted. Staff may require a breathalyzer test on return. Residents must be offsite by 6am to be exempt from AM chores.

**OVERNIGHT REQUESTS (NOT WORK RELATED):** 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 RIDES:** On-site visitors and pick-ups **ARE PROHIBITED** unless coordinated with and approved by staff and involving an official agency (DHS, Parole and Probation, etc.). Any personal visits and/or pick-ups involving non-residents **MUST** occur off-site.

**ON-SITE VEHICLES (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 by staff offices, 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.

**OFF-LIMIT AREAS:**

The following areas are off-limits to residents: (a) staff offices, parking, and smoking areas; (b) behind buildings; (c) Family areas, including Family units, parking areas, and playground; (d) kitchen and pantries, including refrigerators and freezers; (e) rooms or lounges of the opposite gender or rooms of the same gender; (f) clothing rooms; and (g) 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 (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 next to Room 101. Hours are listed on the Resident Schedule. Quarters (in exchange for dollar bills) are available at the Front Desk. Residents doing laundry may not leave the premises while their laundry is in the Resident Laundry Room. Loads must be moved 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 three days. Residents may use the Inn 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.

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**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. Any resident suspended for 30 days or more will be considered a new intake following such suspension.

Involuntary Exit: A resident who fails to follow the following rules and guidelines may be exited. Involuntary Exited individuals may not return to the Inn under any circumstances and will be immediately trespassed. These exits are effective immediately.

#### **RULES:**

##### 1. *Inn Property*

###### 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.

##### 2. *Appearance*

###### 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 shirts, tank tops, 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.

##### 3. *Communication and Behavior*

###### 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.

4. *Tobacco, Alcohol, and Drugs*

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 a.m. to lights-out. No cigarettes are to be rolled in resident rooms, the dining room, library, 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.

Use and/or possession of drugs and alcohol, including, without limitation, medical marijuana, both on- and off-site, is strictly prohibited while a resident. Arriving at the Inn while under the influence of drugs or alcohol 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 have not been prescribed.

Prescribed medications must be kept in the original container.

5. *Resident Possessions and Belongings*

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 supplied totes. Residents are not to store any items outside or on the first- or second-floor walkways. 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.

Electronic Devices:

Electronic devices are permitted, subject to the following.

Electronic devices may be used only in resident rooms between 4am and lights-out hours. Please do not disturb other residents with your electronics. 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).

Televisions in rooms must be approved by staff.

Electronics and lounge TVs must be turned off during scheduled cleaning (including Double Scrub) and during dinner and meeting times.

Hacking activity, tampering with BI electronics, or computer crime on Inn property will result in immediate involuntary exit. This includes all public TV areas. Unauthorized use of Inn networks or equipment will result in immediate involuntary exit.

Weapons and Tools:

Weapons 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.

## 6. Resident Rooms

### 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.

## 7. Food and Drinks

### 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 outside of rooms except in a vehicle.

## 8. Resident Cleaning Responsibilities and Chores

### 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 for general info).

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### **EXITING THE INN:**

Residents exiting the Inn voluntarily must 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.

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**GRIEVANCE REPORTS:** Grievance reports are available from the Monitor on Duty.