

*Serve Reedley: Faith House*  
Rules for Residence

**Admission and Discharge**

1. Maximum time of residence at the FAITH House is **30-days**.
  - a. It will be your responsibility, during your stay to seek proper housing and employment on a continual basis.
  - b. A **one-week extension up to 4 weeks** may be requested and will be considered if residents have no citations and progress is acceptable. Recommendation for such an extension is considered and reviewed by the Director of Operations.
  - c. \_\_\_\_\_ Please Initial
  
2. The FAITH House hours of operation are as follows:
  - a. Monday-Friday the FAITH House will be closed from 9am-12pm.
  - b. Sunday, closed from 10am-2pm
  - c. Tenants are allowed to be in the home during times of operation.
  - d. Most families have children in school, or are working during these hours. If not, this is the time to working on obtaining sustainable housing or employment.
  
3. Those eligible for residence at the FAITH House are as follows...
  - a. Single Females
  - b. Mothers with children
  - c. Mother and Father with children
  - d. Father with children (who maintains legal full custody)
  - e. **NO** Single Males
  - f. \*Please note, all male applicants with children **MUST** have at least one biological or legally adopted child in their custody, or legally married to a mother with children who are not biologically his.
  
4. PLEASE BE ADVISED:
  - a. Your stay at the FAITH House is considered a gratuitous stay.
    - i. This means that your stay at the FAITH House can be terminated at any time at the discretion of the Director of Operations.
    - ii. \_\_\_\_\_ Please Initial
  
5. The FAITH House is secured each evening by curfew.
  - a. Curfew is 10pm, Monday-Thursday and 11pm Friday, Saturday, and Sunday.
  - b. Curfew, meaning “a regulation requiring people to remain indoors between specified hours, typically at night.” \_\_\_\_\_ Please Initial
  - c. Employment or a pass is the only exception to this rule. If you are not working past these hours and come in after the set curfew without previous arrangements, you will be given a citation.
  - d. In case of Employment, a copy of your work schedule and a note from your employer stating the reason. \_\_\_\_\_ Please Initial
  - e. Please be courteous of other tenants by keeping the noise level to a minimum in the mornings before 7am.

6. Residents will be required to meet with Support Staff/Social Worker for an intake assessment on the 1<sup>st</sup> Monday of their stay at the FAITH House.
  - a. Residents will be required to attend all mandatory workshops
  - b. Bible studies will also be available every week. (Bible studies are encouraged but not mandatory)
  
7. At final checkout, you are required to...
  - a. Checkout is 11am. \_\_\_\_\_ Please Initial
  - b. Return your key
  - c. Clean the room that has been provided to you
  - d. Wash all linens
  - e. Remake the beds
  - f. Return it clean and ready for the next resident's use
  - g. Once being fully discharged from the FAITH House, returning without proper authorization WILL BE considered trespassing.
  
8. The FAITH House is not responsible for the loss or theft of your property or money.
  - a. All belongings need to be picked up within 48 hours of departure.
  - b. Anything left will be donated or properly disposed of.
  - c. \_\_\_\_\_ Please Initial

### **Transportation**

9. The FAITH House does not currently provide transportation.
  - a. At this time, residents are responsible for securing their own transportation to and from work/school.
  - b. Residents may use public transportation if needed, however, they are responsible for any costs that may occur.
  - c. Also, residents are asked NOT to transport other residents. Doing so against policy, and will be at your own risk.
  - d. \_\_\_\_\_ Please Initial

### **Meals**

10. Any special foods or dietary needs are the responsibility of the tenant.
  - a. All meals (3-a-day) will be provided by the FAITH House and it's staff.
  
11. Eating and drinking is only allowed in the dining room.
  - a. If you are found to have food or drinks in the rooms, a citation will be issued, and your stay may be terminated.
  - b. Coffee, tea and/or other hot drinks can only be consumed in the dining area.
  - c. Meal times are as follows:

**Monday-Friday**

Breakfast - 7:00 a.m.    Lunch - 12:00 p.m.    Dinner - 5:30 p.m.

**Saturday**

Breakfast - 8:00 a.m.    Lunch - 12:00 p.m.    Dinner - 5:30 p.m.

**Sundays**

Breakfast – N/A    Lunch – N/A    Dinner - 5:00 p.m.

\*The FAITH House is closed from 10am-2pm on Sundays. We would hope that all of our families would find a place to worship during this time.

**Cleanliness of Residents**

12. Cleanliness makes living in crowded conditions more pleasant.
  - a. We request that you bathe daily and leave the bathroom clean and ready for use by others.
  - b. You and your family must be free of head lice before entering the facility and a spot check may be asked for at any time.
  
13. Residents are to clean their rooms and make their beds daily by 9am, or before they leave for the day.
  - a. We reserve the right to, at any time, to enter the rooms for inspection.
  - b. \_\_\_\_\_ Please Initial
  
14. Modest dress is required at all times.
  - a. No short shorts, halter tops, see-through apparel, or pants that are too low will be allowed.
  - b. Straps to T-shirts, tank tops, and blouses must be at least two inches wide.
  - c. Undergarments must be worn.
  - d. Everyone, children included, must be washed, combed, and presentable for meals.

**Disciplinary Action**

15. A citation system is utilized a FAITH House.
  - a. These rules have been put into effect for your safety and well-being.
  - b. For each rule your break, a citation will be issued to you.
  - c. If you receive 3 citations, your stay will be terminated.
  - d. For those who are on extension, 5 citations will serve as the maximum.

**Zero Tolerance Policies**

16. Drugs and alcohol are not allowed.
  - a. Residents must be clean for 90-days or more
  - b. If you return to the facility under the influence of any drug or alcohol, your stay will immediately be terminated.
  - c. A drug/alcohol test may be required at any time.
  - d. Any refusal may result in temporarily terminating your stay until testing is completed.

e. \_\_\_\_\_ Please Initial

17. Smoking is **NOT** permitted on the FAITH House property.

- a. In accordance with Reedley Municipal Code 4-3, which prohibits smoking in all city owned or operated facilities, smoking is not allowed anywhere on the premises, including the garage, parking, and all outdoor areas.
- b. If you are found to be smoking on the premise or anywhere inside the home a citation will be issued, and your stay may be terminated.
- c. \_\_\_\_\_ Please Initial

18. Weapons will not be accepted allowed in the facility.

- a. Shelter staff will make the determination as to what constitutes a weapon.
- b. Attempts to bring weapons into the facility will result in an immediate denial of service.
- c. Work tools and any other devices, which may be used in a manner that could cause serious bodily injury, will also NOT be allowed within the home.
- d. \_\_\_\_\_ Please Initial

19. There is a zero tolerance policy in effect for any resident being disrespectful to any volunteer or staff.

- a. Any violation will be addressed immediately and will result in a citation and/or termination of stay at the FAITH House.
- b. \_\_\_\_\_ Please Initial

20. Foul language and off-color jokes will not be tolerated.

- a. Any disagreement and/or bickering among residents will not be tolerated and will be dealt with accordingly.
- b. Any form of sexual harassment will not be tolerated and will result in immediate termination of stay and privileges.
- c. \_\_\_\_\_ Please Initial

21. There is absolutely no reason any tenant of the FAITH House needs to be wandering or walking through surrounding neighborhoods.

- a. Anyone picking up a tenant from the house will be directed to not park outside. That person must be pre-approved by a staff member and will be given access to enter the property for pick-ups.
  - i. Any complaints received from neighbors will be investigated.
    - 1. If such investigation results in the confirmation of a broken rule, you will be issued a citation.
    - 2. No loitering, panhandling, or soliciting is allowed in the facility, on the premises, or adjacent to the facility.

3. If you are found to violate any of the above, you will be terminated from your stay at the FAITH House.
- b. \_\_\_\_\_ Please Initial

### **Privacy**

22. Residents are not allowed to enter another resident's rooms.
  - a. If you are accused of stealing another resident's property, the police will be called, a police report will be completed, and your stay may be terminated.
23. No recorders (audio, video, digital or otherwise) or TV's are allowed in the rooms.
  - a. Cell phone use is allowed within reason. We ask that each tenant conduct personal phone calls in the privacy of their assigned rooms.
24. For the safety and privacy of our staff and residents, the Faith House does not allow any outside guests into the home, this includes family or friends of residents.
  - a. Our staff, including but not limited to the House Manager, Weekend Manager, and Volunteer Live-in staff are the only exceptions to this rule (at the discretion of the director).
  - b. All residents complete a vetting process, it would be impossible to vet all of their friends and family as potential visitors.
  - c. \_\_\_\_\_ Please Initial

### **Children**

25. Children must be accompanied by their parent or guardian at all times.
  - a. No other residents may babysit your children while at FAITH House.
  - b. Children are not allowed to leave the premises unsupervised.
  - c. They are not allowed in the kitchen, office, or food distribution areas without a parent or guardian.
  - d. Children must be disciplined by their parents and must comply with the rules of FAITH House.

### **Laundry Facilities**

26. Washers and dryers are available for your use at the FAITH House.
  - a. You must be present until you are finished with your laundry activities.
  - b. DO NOT OVERLOAD washers and dryers.
  - c. Tenants are responsible for purchasing their own detergent, bleach, and softeners.

### **Miscellaneous**

27. No mail service is delivered to the FAITH House.
  - a. Residents are responsible for obtaining their own personal access to a P.O. Box if necessary.

28. An absence from the FAITH House without communication, lasting longer than 12-hours will terminate your stay.
29. No pets are allowed in the facility, nor are they allowed to be left outside, or in your vehicles.
  - a. Service animals will be allowed
  - b. Emotional Support Animals will NOT be allowed.
    - i. California law allows persons with disabilities to bring trained service dogs and psychiatric service dogs, but not emotional support animals, to all public places. Several different California laws set out the rights of people with disabilities who use animals to assist them. These laws include the Unruh Civil Rights Act, the California Disabled Persons Act (CDPA), and the Fair Employment and Housing Act (FEHA). (Federal disability rights laws, such as the Americans with Disabilities Act (ADA), also protect the rights of people who use service dogs and emotional support animals.
30. Use of candles and incense are not permitted during your stay at the FAITH House.
31. All furnishings and all other property on the premises that belongs to the FAITH House or Serve Reedley will not be damaged or removed.
  - a. No structural changes may be made to the premises, either inside or outside.
  - b. Any maintenance or repair needs, damages, or hazards will be reported during office hours (Monday-Friday, 9am to 5pm) to the House Manger or Director of Operations.

We want your stay at the FAITH House to be as pleasant as possible. Our rules are enforced so that we can better serve you and others. Complaint forms are made available for any grievances or concerns; and they should be turned in directly to the FAITH House Operations Manager. We have an "open door" policy, so feel free to make an appointment with the House Manger or Support Staff should you have any issues, concerns, or comments.

Please keep in mind that all of our staff has other duties, so they might not be able to address your needs immediately.

By signing below, I am certifying that I have read the Rules for Residents (above), and confirm that I understand that violation of any of these rules could result in my stay at the FAITH House being terminated.

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Print Name	Signature	Date
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Print Name	Signature	Date
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