

SAFE HAVEN OUTREACH MISSION INC.

Rules and Regulations

1. No alcohol or drugs allowed! Anyone caught using either will be asked to leave immediately. Any prescription medication must be locked up in the office safe at ALL TIMES! There will not be any medications left out for general use.
2. No weapons of any kind will be allowed. This is for the safety of all residents and staff.
3. Each resident will be given a 3 day probationary period. During this time the staff will decide if the new resident will benefit from Safe Haven or if it is being abused and used as a flop house. Resident files will also be brought before the board of director on a monthly bases and it will be up to them how much longer a resident can stay.
4. The doors will be locked at 8:00 p.m. Any resident not in by this time will need to find other housing for the evening and report to Melissa first thing in the morning. She will then decide if they can continue to stay.
5. All residents need to be in their rooms by 10:00 pm. All cigarettes and smoking related items MUST! be turned into night staff before residents go to bed for the night. All CELL PHONES will be collected also.
6. Laundry can be washed from 9:00 am-9:00pm. The last load must go in before 8:00pm and all clothes must be out of the dryer by 9:00 p.m. before the door is locked for the night.
7. Every resident must be present for prayer before each meal, if not present for prayer then you don't eat.
8. Dish detail will be assigned to each resident. This must be done before the TV is turned on for the evening. Dishes should be kept up throughout the day as you never know who might stop by at any given time!
9. Rooms MUST BE KEPT CLEAN! If not kept clean you will be asked to leave!
10. No food or drinks are allowed on any carpeted surface.
11. ALL RESIDENTS ARE REQUIRED TO LOOK FOR WORK OR HOUSING. NO ONE IS ALLOWED TO SET AND WATCH TV ALL DAY! THIS IS NOT A FLOP HOUSE!! If not working each resident MUST volunteer 20 hours or more per week at local agencies. A log must be kept and turned into Melissa on Friday. This work will be verified so don't lie.
12. If working or receiving any kind of income the resident is required to donate 20% back to the shelter ~ ALSO~ if receiving food stamps residents are required to spend ½ in the food pantry. The other ½ is for the resident to keep. This is people helping people!

13. **If it does not work out here for the resident, there will not be a refund of their food stamps or the 20% given from their income given to the shelter.**
14. **IF ASKED TO LEAVE SAFE HAVEN~ YOU HAVE 30 MINUTES TO VACATE TO PROPERTY.**
15. NO CHILDREN ARE ALLOWED AT THE HOUSE WITHOUT THEIR PARENTS!
WE ARE NOT A DAYCARE CENTER.
16. This is not a social club!! While you are here you need to focus on you. There will be no touching, hugging, no one is darling, dear or sweetheart. Everyone is to be treated with respect! This means staff and residents. There will be NO FRATINIZATION between staff and residents or resident to resident!
*Also while you are here there shall not be any NEW relationships started. If you are single when you come in you should be single when you leave. You are here to focus on you and your immediate needs! NO ONE ELSE!
17. Fighting or threats of violence will not be tolerated! You will be asked to leave and or the police called. Your behavior reflects the mission!
18. No profanity or sexual or obscene gesture will be tolerated!
19. No pornography or horror movies are allowed to be watch by residents or staff members.
20. We are not responsible for any lost or stolen items. Anyone caught stealing from the house or another resident will be asked to leave.
21. This is a smoke free residence; all smoking must be done outside in the smoking area. This does not include the entire yard! Butts should not be all over the yard. It is also the smoker's responsibility to keep the smoking area clean!
22. Safe Haven Outreach Mission reserves the right to refuse service to anyone at any time!
23. Safe Haven does not provide personal care services to anyone with a disability!
24. There is a 5 minute time limit on the house phone! All long distance calls must be approved by Melissa or the staff on duty.
25. **There will be no sleeping over at another person's house. If you are going to occupy a bed here you are going to stay here. This has been an issue in the past, so don't ask!**
26. All bedrooms must remain unlocked at night! This is for the safety of ALL residents.
27. ANY ITEMS LEFT HERE AT SAFE HAVEN BY A RESIDENT WILL BECOME PROPERTY OF SAFE HAVEN AFTER 5 DAYS AND MAY BE GIVEN TO OTHER LOCAL CHARITIES!
28. No resident here needs or will be permitted to panhandle for money, anyone caught doing this will be kicked out immediately! This looks bad for the resident and the shelter.

- 29. If attending NA or AA, residents MUST attend the meetings in Parsons.
NO OUT OF TOWN MEETINGS!
- 30. Ladies: NO spaghetti strap or strapless shirts will be allowed a cover MUST be worn over them at all times! NO EXEPTIONS!
Men: No sagging or undergarments showing! If pants are big wear a belt!!
- 31. Visiting hours will be gone over with Melissa and must be agreed upon by the resident.
- 32. **NO PERSONAL PETS OF ANY KIND WILL BE ALLOWED TO STAY AT SAFE HAVEN OUTREACH. WE HAVE A HOUSE DOG AND THIS SHOULD BE THE ONLY PET HERE. IF YOU HAVE A PET YOU MUST MAKE ARRANGEMENTS FOR IT TO GO SOMEWHERE ELSE BEFORE YOU GET HERE.**
- 33. *If you are kicked out of Safe Haven for drug or alcohol use you must complete in patient treatment before you can return.*
- 34. *If kick out for any other reason you are not eligible to return for 6 months. This time begins the day that you exit.*

If given a urine analysis and it comes back positive for any drug you will be asked to leave the property. We do not know what you do when you leave the shelter and the only thing we have to go by is a u.a. we will always take the u.a. results over your word!

I have read the above rules and regulations and agree to follow all of them. I understand that if I break any of these rules I will be asked to leave the facility. I understand these rules and have no questions at this time. I also understand that these rules are for the safety of all the residents and staff at Safe Haven. I also am aware that it is up to Safe Haven Director and board as to how long my stay may be. I am well aware that I may be asked to leave at anytime!

Signature

Date

Staff Signature

Date