

GRACE HAVEN MINISTRIES

BASIC HOUSE RULES

“DO UNTO OTHERS AS YOU WOULD HAVE THEM DO UNTO YOU”. Matthew

Mail

- You may receive mail at Grace Haven. Letters/Packages may be mailed. All incoming mail will be open and searched at the discretion of the Director or GH Designee. Do not open your mail, please give to House manager. Your personal mail may only come to **PO Box 2345 Lancaster, Ohio 43130, not to**

Phone Calls residence. Do not fill out change of address.

- No phone calls will be permitted after 10:00pm unless it is an emergency. You are allowed 2 15 minute calls/day
- NOT ALLOWED PERSONAL CALLS DURING YOUR 30 DAYS, ONLY MEDICAL AND COUNSELING

Cell Phones:

- No cell phones first 90 days. House phone only by permission.
- When job is found, cell phone permitted. Grace Haven reserves the right to search phone for pictures, contacts and messages. Phones turned in to house supervisor as soon home from work
- No social media permitted, eg. Facebook, Twitter. Grounds for phone confiscation.

Internet

Monday -Friday 9-4 , exceptions can be made is asked

Curfews

- **Wake Up is 8 am Monday-Friday. 9:00 am on Saturdays. This will allow for more productive days and to create attainable daily structure for when jobs are obtained.**
- **Quiet time in the house is from 10pm-8am**
- Curfew 7:00pm. No Exceptions unless pre-approved by GH designee or unless church or evening meetings are being attended in aid of your recovery/sobriety.
- Lights out at 10:00pm. This means you will be in your rooms and quiet. Be considerate of other residents in the house. Especially those who have obtained jobs and need adequate rest.

Safety

- your purses and bags can be searched at anytime
- Do not open doors to anyone you perceive as a threat in any way.
- No Guests without permission of GH House manager/Director/ Gh Designee
- It is imperative you are accountable for your activities and whereabouts.
- Call 911 in case of an emergency first and then call the Director 740-808-6255
- If there is severe weather, go to ground floor/basement.

Transportation

- Do NOT ask other residents for rides.
- If you are waiting for a ride, be ready and wait for them.
- Grace Haven volunteers may assist you in transportation
- Do not invite guests in unless pre-approved.

Drug Screenings

- Drug screening is required before approval to come to Grace Haven Ministries. Drug screen must be free of illicit drugs
- TESTING WILL BE RANDOM AND DONE IN BASEMENT BATHROOM WITH GH DESIGNEE PRESENT
- All counseling and probation appointment must be scheduled according to house schedule and must be put in date book

- If you test positive for unknown substance, you may be asked to leave immediately.
- Refusal to submit to the test means you have something to hide.

Vaping Vaping is allowed outside only. No other smoking permitted

Dress Code

- Residents are required to dress in modesty at all times; also take pre-cautions not to expose cleavage.
- Tube tops, Halter tops or T-shirts promoting alcohol, sex, drugs or violence is not tolerated.

Rooms

- **Daily** keep floors, dressers and closet space clean and organized.
- Bed sheets must be changed weekly.
- Nothing that is not personal property is to be removed or moved around in the from rooms, eg. Beds, dressers, drapes, rugs.
- You may not decorate or hang décor on the walls. only tape
- Candles are not permitted.
- No food in bedrooms. Water is acceptable.
- Do not enter other resident rooms unless assigned as roommate.
- Rooms will be inspected at random each week at any time by Director, GH Designee, House Supervisor.

Kitchen Clothing/Personal belongings left at GH after dismissal will be held for 14 days and donated if not claimed

- ~~Kitchen~~ is off limits between 10:00 pm and 6:00am. No meals during this time. All meal clean-up and chores must be completed before 10:00 pm.
- Meals/Dinners must be eaten at the kitchen table and clean up immediately after you are finished eating.
- 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.
- change kitchen towel daily, yellow sponge weekly, and wash clothes daily. Towels are not to be used on floors and must be bleached

Bathroom

- Morning showers must be completed before 8a.m. daily or 15 minute shower time. . Have a container to keep personal items in to take back and forth, Do not leave any personal items in bathroom
- Clean bathtub/shower after each use disposing of loose hair/products etc.
- If you use the last of the toilet paper, replace it.
- Use your personal hygiene products. Do not share.
- **DO NOT FLUSH FEMININE PRODUCTS DOWN TOLIET.**
- Do NOT share razors.
- Wash bath towels twice a week and hang them to dry on your towel rack in your room.

Laundry

- Laundry days will be assigned by House Supervisor.
- Last load should be in the dryer no later than 9:00pm.
- Clean lint trap after each use.

Television / Music

- No TV before 3pm Mon-Fri unless aapproved by GH Designee. Movies will be pg13 only
- Music will be kept at low volume; not to disturb other residents.
- **Only Christian music radio stations are permitted.**

Sickness Medications

- Please inform a Grace Haven representative that you are feeling ill immediately.
- Over the counter medications may be available for illness symptoms.
- NO MEDICATION OF ANY KIND OR VITAMINS IS PERMITTED IN YOUR ROOM
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Borrowing/Loaning Items

- Do not borrow or loan money, cosmetics or personal belongings.
- If stealing is reported, Grace Haven has the right to search everyone's belongings, and perpetrator will be asked to leave.

Money

- Do NOT loan money to other residents.
- You must attempt to open a bank account/savings account.
- Grace Haven is not responsible for any loss you may incur while residing at the house.
- all bank cards and money will be locked up in your med box
- **WHEN YOU GET A JOB 10% of pay** will be donated to GH towards living expenses along with copy of each pay-stub.
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Medication

- Daily Medication will be given at times set by House Supervisor (times to be determined).
- All prescription or over counter medications must be turned into house supervisor, must come from pharmacy stapled shut
- NEVER give prescriptions to other residents. This is grounds for immediate dismissal.

Household Belongings

- Do not move items from one Grace Haven home to the other without permission. The only exception to this is rule is Books, CD's, DVD's.
- No one is to leave premises unless with an **authorized** supervisor or volunteer.

Dismissal

- The dismissal of any resident could result from any of the following and is the right of the director to put into effect at any time. Any behaviors deemed **TOXIC** to other residents including but not limited to the following:
 - Drug use, drunkenness, possession of firearm or **weapon**, romantic behavior, smoking in the 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, lying, vulgar language**, offensive personal photos, found devices that were taken on GH premises, **refusal to participate in Grace Haven activities/programs.**
- Upon dismissal you could be asked to leave immediately or up to 24 hour 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.

HOUSE SUPERVISOR IS TO BE RESPECTED AND ALL DIRECTIONS FOLLOWED WITHOUT QUESTION. ISSUES THAT ARE BROUGHT TO THE DIRECTORS ATTENTION WILL PROBABLY NOT WORK OUT TO CLIENT ADVANTAGE. (much like going to the principals office). SOLVE PROBLEMS WITHIN THE HOUSES.

**These rules and guidelines are subject to change and new rules/guidelines will be posted immediately when updated. Effective July, 2016.*

Client

Signature_____Date_____

Representative of GRACE HAVEN MINISTERIES_____