



RULES AND REGULATIONS

APPLICANT NAME: _____

STATEMENT OF PHILOSOPHY

REV. 3/07/24

House of Grace is a short-term (12 month) transition house for women recently released from incarceration or live-in programs. House of Grace provides support to a diverse group of women who come from all walks of life. Our program is designed for motivated individuals who are committed to making positive changes in their lives. Residents must be able to live cooperatively in a group setting and show respect for others. Any acts of discrimination, racism or harassment (physical or verbal) will not be tolerated. Since the conduct of one person cannot be permitted to jeopardize the recovery of others, disruptive attitudes and behavior will not be tolerated. _____

EXPECTATIONS

Upon admission to House of Grace, you will complete a **contract that outlines the goals** that you would like to work on during your residency. Goals are extremely important and should be agreed upon by both you and the Director. The contract is valid for 4 weeks and is re-assessed on a monthly (or as needed) basis through a monthly Progress Report, where you document the progress of your goals to date. Our maximum length of stay is 12 months. Any residency beyond 12 months must be approved by the Board of Directors. _____

House of Grace staff are here to support you in the completion of your stated goals. This includes: attending appointments, doing job searches/working, volunteering, going to meetings or securing future housing, spiritual growth goals, etc. _____

RIGHTS AND RESPONSIBILITIES

Initial

Residents of House of Grace have the following rights and corresponding responsibilities:

- The right to live in a **drug, alcohol and gambling free** (including lottery tickets) setting and the responsibility to abstain from alcohol, drugs and gambling while living in residence. Random drug and alcohol screens will be administered to all residents. You may be discharged immediately under evidence of use. All **prescription medications** will be turned over to the Staff for safe keeping and proper administration. Non-prescription medications must be approved by the Staff and may be kept by the resident with the approval of the House Manager. Check with a pharmacy for medication that may show positive on drug screens. All medications are to be secured. Residents are not to take medications that would show positive on a drug screen or they will be discharged. Manager or Director WILL be administering random drug tests. Failure of test or refusal to test results in immediate dismissal from residency.
- The right to be **treated with respect and dignity** and the responsibility to treat others accordingly.
- The right to live in an environment, which is free from any form of physical or verbal violence, harassment and discrimination. This includes threats to other residents, intimidation, swinging of hand or fist, curse words that are threatening, letters or other forms of intimidation or any body language that may be seen as threatening. We have a ZERO tolerance for physical violence. Any harming of another, on or off residence, will be immediate terms for dismissal from the program.

- The right to live in a **smoke free setting** and the responsibility to smoke/vape only off the property site of House of Grace (this includes not smoking/vaping from curfew until 6:00 a.m.)
- The right to have your belongings in House of Grace and the responsibility to **respect others' private property**. House of Grace is not responsible for lost or stolen belongings. Residents are not to leave valuables lying around. A locker and a lock are provided for you to secure your valuables. Theft of property, from either a fellow resident or House of Grace, will result in an immediate discharge. The House Manager and Staff or law enforcement entities reserve the right to perform a **room search** at any time it is deemed necessary to insure the serenity and security of the Home. This includes personal items and vehicles if appropriate. _____
- Failure to comply with any of the above conditions will result in a discharge. _____

All residents shall be familiar with the House Rules along with Fire and Safety Procedures as posted in your room.

Televisions will be turned on only after 5 PM weekdays, or after house activities, unless approved by the Staff. No TVs are allowed in any residents' bedrooms. Residents are asked to monitor the types of programs they watch (no drug related programs). The house abides by a standard of no pornography or loud music. _____

There will be no nude or partially nude pictures on the walls of the resident's rooms. No **pornographic materials** of any kind are allowed on the property. _____

NO men or partners/spouses are allowed on property at any time for any reason including in driveways. No visitors are allowed without prior approval of the staff. No overnight guests. Visiting in vehicles is not allowed. Residents are not allowed to fraternize, flirt or engage in any sexual or intimate relationships, behavior or language while in House of Grace. We ask that you commit to living relationship-free for the duration of your program to focus on YOUR personal growth and progress. Relationships WILL be a distraction and hindrance to your progress. This includes any relationships with individuals who are incarcerated. _____

Residents must be **fully clothed daily**. No night clothes including robes are to be worn outside at any time. Exceptions will be made for robes worn in the back patio as you transition into your day. No swimming suits are allowed. Dress modestly as Christian women are instructed to do in the bible. _____

HOUSE HOURS/CURFEW

Residents are expected to actively be seeking employment from Monday through Friday from 9:00 AM to 4:00 PM. Exceptions can be negotiated with the House Manager in the event of illness, shift work, or working from home. Curfew from Sunday to Thursday is 9:00 PM sharp; with lights out at 10:00 PM. Curfew on Friday and Saturday is 10:00 PM sharp, with lights out at 11:00 PM. The sign out and sign in sheet is kept for your safety and must be filled out when leaving the residence. _____

RENT

You will be required to pay rent while living here. Rent is set at \$150/week. Failure to pay rent on a regular basis may result in a discharge. Rent is non-refundable. Rent is due weekly, every Sunday. The Sunday payment covers rent from 3 PM Sunday to 2:59 PM the following Sunday. Rent may be prepaid by the month. Monthly rent of \$645 is due the first of the month (if paid in full). Move-ins other than Sunday will have a prorated weekly rent up to 2:59 PM the following Sunday. _____

WORK

Residents are expected to seek full-time employment immediately. Residents are not allowed to go to or work in bars, clubs, massage parlors or escort services at any time while they reside at House of Grace. Everyone must turn in a **work schedule weekly to the House Manager**. Transportation to/from work is the responsibility of the resident. Please note that we do not accept residents who are employed as bartenders, or who serve alcohol as part of their work while they are in residence. Any exceptions will be made on an individual basis.

BUS PASSES

Bus passes are given on a limited basis for job search purposes. The House Manager will be responsible for giving out bus passes to the residents. These passes are very limited and will not be continued past the initial job search.

PERSONAL VEHICLES

Any resident that has access to a **vehicle** may bring their vehicle to the Home. This is at the discretion of the House Manager. If a resident has a vehicle on property, they must make a copy of their insurance policy, registration and driver's license and give it to the House Manager. Residents understand that if they choose to ride with a resident or staff member to and from any destination, House of Grace is not responsible for any accidents or injuries. Any resident who borrows a vehicle, must present owner ID, current registration, and current insurance. Resident must have a signed document that the owner is allowing the use of said vehicle for a specific time frame. This will remain on file with the House Manager. _____

MEALS

Your participation is expected at family meals on Sunday. Residents will alternate preparing meals for the House on Sundays. The Tuesday (CR) and Wednesday (Bible Study) meals will be at Amazing Grace each week. You are responsible for making your other meals. **Immediate cleanup is required after preparing and cooking all meals.** _____

CLEANLINESS & CHORES

All residents are to assist in keeping the Home and surrounding grounds neat and clean. This includes **daily assigned chores**, special work assignments and your own room. Beds will be made daily and chores completed by 9 AM daily. Resident rooms are to be neat and orderly. Chores are to be done and personal belongings are to be put in order before leaving the Home. Property is to be respected. No moving of furniture or bedrooms without staff permission.

If a resident goes to work, they are still responsible for their chores. You may ask another resident to help you do them, however the responsibility of the chore being done will fall upon the resident originally assigned the chore. _____

All food and snack items will be eaten in the dining room. No eating in the bedrooms. _____

All residents will be responsible for keeping the **kitchen cleaned**. Any violations of this such as dirty microwave, crumbs, spills not cleaned up, etc. may result in discharge from the Home. All dishes must be washed using hot, soapy water, towel or air-dried per the Maricopa County Health Dept.

Laundry is to be done during assigned times unless approved by staff. No resident will put laundry in and leave the premises. Lint filters will be cleaned after each load. At no time, will laundry be done after 10 PM unless approved by the Staff. _____

Residents are also expected to maintain good hygiene and personal cleanliness. **This includes taking a shower daily.** _____

FACILITIES

• Computer – please limit use to approximately **30 - 60 minutes per day**. Exceptions will be made by the House Manager for those seeking employment. _____

• Living Room – T.V. is allowed only in the living room, not in the bedrooms.

Residents are not allowed to sleep on the couch. No pillows or blankets are allowed outside of the bedroom at any time. _____

• Visitors are not permitted at House of Grace, except as pre-approved by the House Manager and if necessary, the probation officer.

• No pets or feeding of stray animals is permitted.

• Mail is handed out by the House Manager. Outgoing mail can be put in the mailbox. All mail must be addressed to House of Grace (Resident initials) 7310 W Camelback Rd, Glendale, AZ 85303. No mail will be held after discharge. Residents must complete a change of address. No exceptions

SCHEDULES

Residents must participate in group meals weekly. _____

All residents **must attend scheduled Tuesday Celebrate Recovery meetings.**

All residents must attend **two weekly Bible Studies (Wed. Church bible study and Thursday house bible study)**. All residents must attend a weekly house meeting at an agreed upon time, usually Sunday evening followed by a Life Skills class. The schedule is subject to change for special projects/programs at the Home or church where you are required to attend. _____

Failure to attend required meetings may result in discharge from the Home. _____

All residents must **attend regular church worship services** at Amazing Grace.

Failure to attend required meetings may result in discharge from the Home. _____

CHORES

Please use respect by cleaning up after yourself on a daily basis. Once completed you must inform staff in person or via the chore sheet. **Consistent failure to follow through on chores will result in a discharge.** _____

MOVE-IN PROCEDURES

When you arrive for move-in, please allow at least 3 hours for the process. Thank you for helping us to keep House of Grace a clean and safe place for all. In order to keep our house free of bed bugs and other pests, we really appreciate your cooperation in following these guidelines when moving in. Residents must be available to take the following steps when they move into the house:

- Taking a drug and alcohol screen test at Amazing Grace.
- Obtain new clothing from Amazing Grace clothes closet and change in the restroom.
- All other clothing obtained from clothes pantry and original clothes will go through the Hot Box on site, for sterilization.
- Putting the rest of your clothing into the washer/dryer on hot settings (items that have been dry cleaned may be put through the dryer only).
- Applying a small amount of insecticidal spray to treat your bags and shoes in order to protect you and the House of Grace from bed bugs (Staff will be supervising to ensure that this process is being followed correctly).
- Completing all necessary paperwork with the staff.

- You are required to bring any prescribed medications with you. It is your responsibility to take your medication as prescribed. _____

Please Note: You are only able to bring two bags (approximately the size of regular kitchen garbage bags) of clothing and personal toiletries into the house. If you bring more than this, we will ask you to send it home, or store it elsewhere. Minimal closet space is available in your room. We provide a small locker and lock to store your documents and/or valuables.

- Bring enough clothing for about 2 weeks. We have laundry facilities, which you are welcome to use during posted hours. Bring any toiletries that you need, however, we will provide one hygiene kit per resident, which may include some toiletries (i.e. toothbrush, toothpaste, razor, shaving cream, etc.). Please do not bring any products that contain alcohol with you (i.e. mouthwash, cough syrup).
- If you do move into House of Grace, staff will ask to see the bags that you bring into the house during your stay to ensure that you are not bringing in additional belongings. We conduct regular room checks as well. All bags and belongings are to be presented to staff upon move in for inspection. We also require that any time you bring any other belongings into the house, that these are also shown to staff for approval.
- Unfortunately, we are not able to accommodate any personal furniture or electronics, with the exception of cell phones, i-pods/mp3 players, and clock radios in the house. Residents will keep **the volume of their radios/music/cell phones** at a level not to be heard in the hallways or other parts of the house. Failure to do so will result in loss of this privilege. Headphones must be used after 9:00 PM. _____
- Do not bring weapons of any kind into the house. This includes but is not limited to pocket and utility knives, swords, brass knuckles, guns, or any item that could be considered a weapon.
- Do not bring any clothing that contains pictures, logos or slogans that may be offensive or triggering to others. Remember that our goal in all aspects is to honor God in behavior, clothing, and actions.
- Staff reserve the right to ask you to remove any item which we consider to be inappropriate to the safety of the house. There will be no exceptions to these policies and procedures. Failure to follow through on these procedures or comply with house structure and expectations may lead to discharge. Thank you very much for your cooperation. _____

PROGRAMMING

House of Grace has regular programming 4 nights Sunday-Thursday, with some special programming (to be determined). We keep you busy, learning and engaged. There is a reason for this. A new focus on your personal growth and a new community who care are two of the top reasons. All residents are expected to actively participate in the house programming. _____

GOALS

You are expected to make progress through the program to the best of your ability. **Satisfactory progress, paying rent, obeying policies and completing/progressing toward monthly goals is a necessary part of your compliance.** _____

In addition to Pastoral Counseling, each resident is provided a Christian mentor about one month after move-in. The purpose of providing this mentor is for each resident to have another person to come alongside them, help with goals, with being a friend/confidant, having another person to pray with and to aid in learning growth principles. Our goal is that each resident has every opportunity to grow through adversity and everyday issues into Christian maturity._____

BEHAVIOR AND RESPECT FOR OTHERS

Threats or acts of violence toward the staff or other residents will not be tolerated and will result in immediate discharge and prosecution according to the law. _____
No resident will **borrow or loan money to other residents**. _____

You must **respect the rights of the other residents** at all times. Each and every resident will be given a fair and equal opportunity to continue their recovery at the Home. Give respect by avoiding gossip/negativity about other residents, managers, or volunteers. Be considerate, tolerant and peaceful. _____

Residents are expected to be **respectful and act appropriately** when volunteers come in for activities and groups. Attitude is everything, always be respectful. _____

No resident is to enter **another resident's room** without the other resident being present.

LIABILITY & CONFIDENTIALITY

The **Home will not accept responsibility for medical or other expenses** incurred by the Resident while staying at the Home. _____

If a resident is discharged or leaves the Home, **all sums of money paid** to the Home shall be forfeited to the Home. _____

When discharged from the Home, all **personal effects must be removed** immediately. The Home will not accept responsibility for items that have been left. In the event of an emergency, the Home will make every effort to protect personal items and will hold them for 7 days (without assuming responsibility) to give time for the resident to make arrangements to pick them up. After 7 days, items will be donated to local charities and will not be stored at the Home. _____

The **House Manager has the final decision** as to whether a resident is following the rules and whether the resident can remain at the Home. Every effort will be made to ensure that the resident understands the rules and is complying with the rules of the Home before resident is discharged. The House Manager must immediately notify the Director or the appropriate Board Member of any resident dismissal. _____

If a resident has a **grievance** against the Home, another client, and/or a staff member, there is a grievance policy form for you to fill out and give to the House Manager. Do not take House business out in the public community and **DO NOT CONTACT A BOARD MEMBER**. Follow the Chain of Command for communication and resolution of issues/concerns (posted) and grievance procedure. _____

Residents understand that House of Grace will not be held responsible for any **personal housing accidents or injuries** of any kind. Residents further waive any legal rights they may have under the law in connection with any personal accidents or injuries while a House of Grace resident. _____

Clients agree and understand that any information about a client or House of Grace is **confidential** and should not be disclosed to anyone outside of House of Grace. Staff at House of Grace understand the importance of confidentiality and what information can be shared, how, and with whom. Upon admission this will be explained to you. _____

If a resident knows someone is breaking the rules, they are to report it to staff immediately. If they do not, they will receive consequences for their lack of communication. _____

OTHER

House of Grace is a safe, clean and supportive environment. In the unfortunate event that you have a slip/relapse while residing at House of Grace do not return to the house under the influence of drugs or alcohol. In doing so you place staff, residents and yourself at risk. This will significantly impact your chances of using House of Grace in the future. If you relapse, please get yourself to a safe environment i.e. detox, shelter*, a friend or relative's place. Call House of Grace as soon as possible to let us know what happened and that you are safe. If you have any questions or concerns, please feel free to speak with the staff. _____

*Community Bridges Inc. phone number: 602-273-9999

*Copper Springs Detox: 480-565-3035

“Liberty Passes” will be considered after 90 days, if the resident has not received any verbal or written infractions, rent is current and they are in good-standing with staff. _____

DISCIPLINE

In the event disciplinary action is required, residents may receive a verbal or written reprimand. In severe situations, immediate removal will occur.

Examples of immediate removal, but not limited to these examples, include drug use, violence, verbal intimidation, inappropriate sexual behavior, etc.

MOVING OUT

Please return any and all items (i.e. linens, towels and pillows) to staff before moving out. We are not responsible for articles left behind. In the event of an unplanned discharge, House of Grace will hold your belongings (including medications) for a maximum of 7 days. Any unclaimed items will be properly disposed of and/or donated.

I attest that I that I have not been convicted of arson, violent crimes, or sex offenses. I also attest that all answers on my application are accurate and truthful. If any information is found to be inaccurate/untruthful, this residency agreement is subject to termination.

I _____ have read and understand all of the rules and regulations listed above, and agree to abide by them while I reside at House of Grace. Any violation of stated rules may result in verbal or written warnings, suspension or dismissal/discharge from the program and forfeiture of all funds.

Client Signature: _____ Date: _____

Staff Signature: _____ Date: _____