

1. Medication: Residents take their medications as prescribed at all times, and provide Respite with an up-to-date medication list.

2. Sobriety Policy: Respite is sober housing. Therefore no resident can have any alcohol, drugs, or prescription medications that are not prescribed to them, on the property or in their possession; nor shall any Respite resident be allowed to consume illegal drugs or prescription drugs that are not theirs' while staying with Respite. Residents and their guests are not allowed on the respite property while intoxicated. Suspected drug use will result in drug testing, and evidence of drug use can/will result in immediate eviction.

3. Disease Precautions: Since Respite for the Needy INC is a group living environment please always take the following precautions to prevent the risk of spreading disease:

- Always wash your hands after using the restroom, before and after eating, after smoking, and after doing yard work.
- Keep all personal hygiene items in your room when not in use, including toothbrushes and razors.
- Use gloves when cleaning common areas.
- Do not eat or drink from another person's food or drink container.
- Cover all open cuts with an appropriately sized band aid.

Respite For The Needy Inc.

4. Smoking: Absolutely no smoking is allowed inside the home. Smoking is allowed outside only in designated smoking areas. If you are a smoker, it is your responsibility to help keep these areas clean.

5. Prohibition of Pornography: No resident or visitor shall have written or video material on, in, or around the Respite property that constitutes pornography of any kind.

6. Weapons: Residents cannot possess any weapons or ammunition in the home, including, but not limited to guns, knives, and pepper spray.

7. Chores: All residents have assigned chores to do. It is your responsibility to ensure that your chores are completed to the best of your ability. Additionally, it is each resident's responsibility to clean up after themselves while making/preparing food, and keep personal space organized.

8. Maintenance and Repairs: The resident is responsible for any physical damage that is done to the home. Residents cannot alter the house in any way without permission from a staff member. In the event that you need to modify the premises as the result of a disability, in order to fully access the premises, you must complete a Reasonable Modification Request Form.

9. Behavior: Nasty, disruptive, rude, or noisy behavior will not be tolerated in Respite homes. **Residents are required to be civil**

Respite For The Needy Inc

with each other, guests, staff, volunteers, and neighbors.
When you have a dispute with someone, solve it in a civil manner.

10. Staff and On-Call Cell Phone Policy: Staff is available at the office or by cell phone during regular office hours which are Monday through Friday from 9am to 5pm except for holidays. In case of an emergency, you may call a staff member's cell phone after hours. For non-emergency calls that arise after hours, call the office and leave a message.

11. Guest Rules: Residents are responsible for the behavior of their guests and ensure that they follow all house rules. No guests may be on Respite property, including outside, between the quiet time hours of 9:00 PM and 7:00 AM. Overnight guests are not allowed under any circumstances. Visitors age of 18 must be approved by staff in advance to their visit. Service providers responding to an emergency are allowed on the property at any time.

12. Vacations or Overnight Trips: Residents are not bound by a curfew from Respite and may take trips or stay overnight away from the house at any time. To ensure the safety of our residents in case of an emergency, residents should notify staff the day before your trip that you will be gone as well as for how long.

Respite For The Needy Inc

13. Sharing & Lending: Respite frowns upon residents sharing/borrowing food, drinks, cigarettes, clothes, and money from other residents as it potentially leads to further issues down the road.

14. Fire Precautionary Measures: Residents are required to participate in scheduled and unscheduled fire drills. Residents must notify the respite staff of any malfunctioning appliance or other fire hazard. In the event of a fire, alert other residents, evacuate the house, and call 911 and a staff member once safely out of the house.

15. House Meetings: Residents must attend all house meetings as scheduled. Meetings are held on a monthly basis. If a conflict exists with court, probation, or For treatment appointments, you must notify the Respite staff in advance. Unexcused absences, including failure to notify staff of a conflict, may result in disciplinary action.

16. Keys: You must not give your keys to anyone who is not a resident. Lost keys are charged at a rate of \$10.00 plus the actual cost of the new locks and keys. If you call two or more times for a key-in after regular business hours you will be required to pay \$15.00 per staff visit for all subsequent key-in requests.

17. Pets: No pets are allowed. In the event that you need a service or support animal as the result of a disability, you must complete a Reasonable Accommodation Request Form or discuss the matter with the Executive Director or Life Skills Staff.

Respite For The Needy Inc, House Rules!

18. House Phone: There is a public phone located in the common area that provides free local area calls. Do not use the phone for long distance calls or calls to 411.

19. Disciplinary Process: If a resident violates an above stated rule, the following steps will be taken. The staff reserves the right to modify this process at any time to fit unique situations.

- A. When the first rule is broken, the resident is given a verbal warning which will be documented in resident's chart.
- B. If a second or third violation occurs of any rule, a written warning stating which rule was violated will be given, and a mandatory meeting with Respite, staff, resident, and PSR/case manager will take place to discuss the violation. A prevention plan will be set into place during this meeting.
- C. If there is a fourth rule violation, the resident will be given a written notice for termination of residency. Respite For The Needy Inc, Inc., reserves the right to demand a resident vacate the premises due to a violation of the terms stated herein. No refunds of rent or deposit will be given in cases of eviction.

The above stated rules and requirements are mandatory. Failure to follow these may make any resident subject to immediate withdrawal of rights to remain a resident of Respite facilities and loss of any partial rent and deposit.

I, _____ (resident) have read (been read) the terms and conditions of occupancy stated above and agree to comply with those terms and conditions. If I do not follow those rules, I understand my residency may be

terminated.

Resident Date

PSR/Case Manager Date

TGH Representative Date

A United Way Agency

E. Rules For Residents of Respite For The Needy Inc.Homes Approval By Board 03/05/2026