**HOUSE RULES**

***Because You Matter***

Welcome to Open Heart Communities

Residency with Open Heart Communities is meant to bridge the gap to living independently. We offer assistance in becoming economically self-sufficient by providing low barrier housing with a variety of resources for life skills and supportive services.

Please ​note ​that ​Open Heart Communities is ​a ​program. ​Living ​in ​Open Heart Communities ​is ​not ​a ​landlord/tenant arrangement ​where ​paying ​rent ​entitles ​the ​tenant ​to ​live ​there. ​It’s ​a ​program ​that ​has ​admission ​policy, discharge ​policy ​and ​requires ​cooperation ​from its ​residents. Our rules, policies, and procedures are in place to ensure client’s safety, health, and overall well-being.

**It is our vison for our residents to live serene, joy-filled, healthy lives in a clean, safe, and home-like environment.**

Policies and Procedures

1. All furnishings and other property on the premises that belong to Open Heart Communities must not be damaged or removed. Removal of smoke detector batteries is not allowed. No structural changes may be made to the premises either inside or out. Residents are responsible for any damage they cause to the home or its furnishings. Any maintenance or repair needs, damages, or hazards should be reported immediately to Open Heart Communities.
2. Candles and incense are not permitted.
3. Residents may not bring freestanding heaters (electric or otherwise) or small appliances into the home with the one (1) exception: Small portable air conditioning units and or fans are allowed.
4. Housekeeping is a routine activity of daily living. It is an activity essential to ensuring a safe, comfortable, and healthy environment. Each resident will maintain their own living space and share cleaning of common areas. This includes sweeping and mopping floors and keeping a clean and neat room. Do not use mops to clean the tubs. Use sponges or cleaning towels. Do not allow mold to build up in the tub, sinks, or toilets. The common areas such as bathroom, kitchen, dining room, and living room, must be cleaned at least weekly. When you are running low on cleaning supplies, let OHC know what is needed, and supplies will be restocked. To avoid housekeeping charges of $20 per week per resident, the common areas should be routinely maintained by residents on a weekly basis. Open Heart Communities has the right to inspect home and sleeping quarters for cleanliness and safety. Residents must thoroughly clean their room when moving out and leave all furnishings intact.
5. Food and foreign objects are not to be placed in any toilets, sinks, or tubs. If a plumber must be called for service and he retrieves any foreign objects from the drains, the residents will be responsible for the financial cost of the service call.
6. Residents are not to leave dirty dishes in the sink.
7. Food shall be prepared and eaten in the kitchen and dining room areas only.
8. Trash pickup day is Wednesday. Trash and recycle receptacles should be placed at curbside (not obstructing driveway) after 6pm on Tuesday and removed after it has been picked up by Thursday morning.
9. Keeping ​your ​living ​environment ​safe ​is ​our ​highest ​priority. ​By ​safe, ​we ​mean ​physically ​safe ​(free ​from violence ​or ​threats ​of ​violence) ​and ​emotionally ​safe ​(free ​from ​verbal ​abuse, ​bullying, ​manipulation, ​etc.). Threatening ​or ​violent ​behavior ​toward ​Open Heart Communities staff ​or ​other ​residents ​will ​result ​in ​immediate ​discharge.
10. For your safety, Open Heart Communities has cameras on the exterior of the building and in the following common areas: living room, dining room, and basement.
11. Be ​a ​considerate ​Housemate. We ​all ​want ​to ​have ​good ​housemates ​and ​to ​be ​a ​good ​housemate. All activities should be quieted by 11 pm, so not to interfere with other residents’ sleep. Please keep TV, radio, phone conversations and noise volume down after 11pm. ​ Repeated ​disruptive ​behavior ​may ​result ​in ​discharge.
12. Personal ​belongings ​are ​not ​to ​be ​tampered ​with ​at ​any ​time. ​Theft ​of ​another resident’s ​property ​will ​result ​in immediate ​discharge. Residents ​must ​always respect ​the ​confidentiality ​of ​all ​other ​residents​. Please ​report ​any ​needed ​repairs ​or ​other property ​problems ​to ​the manager ​immediately. Throwing ​away ​Open Heart Communities ​property ​without ​permission ​will ​result ​in ​discharge. ​
13. Guests - Everyone wants some norms about who comes and goes in their home, right? In order to respect the privacy of each resident, guests cannot stay more than two consecutive nights.
14. Open Heart Communities is a **Weapon free, Drug free, Smoke free, Alcohol free home**. Any violation of this policy are grounds for immediate termination of residency.
15. There is absolutely no smoking inside Open Heart Communities. If you do smoke on the premises outside, do not throw butts on the ground. Use proper outside trash receptacles. Smoking is only allowed outside in the **REAR** of the premises.
16. All residents need to be clean and presentable. Residents should always dress appropriately.
17. House meetings will be held to discuss household cleaning, bed bug spray days, pest control service dates and to address any resident needs or concerns at Open Heart Communities. We all must work together to provide and keep a clean, safe environment inside the home.
18. Absolutely no pets or animals are allowed. No strays or animals should be fed.
19. Residents are responsible for their own laundry and linen. Laundry is limited to two (2) loads per week per resident. Each resident will be assigned a laundry day in which they may do laundry each week. Residents are only permitted to do laundry on their Assigned day. All laundry and linen must be removed from the laundry area at the end of your laundry day. When your laundry detergent container is empty, you must throw it in the appropriate trash receptacle of your unit or the outside dumpster. DO NOT LEAVE EMPTY CONTAINERS IN THE BASEMENT. When emptying the lint from the dryer trap, place it in the trash receptacle of your unit. Do not leave your clothes in the station tub after the end of your laundry day.
20. Residents may bring personal belongings and are responsible for his or her personal belongings. Items not in accordance with policies are not allowed.
21. Residents ​are ​expected ​to ​abide ​by ​all ​local, ​state, ​and ​federal ​laws. ​Any ​infractions ​should ​be reported ​to ​the ​house ​manager.

House Manager: Courtney Cabell (248) 579-7325

Back-Up Manager: Sarah Petero (586) 214-6971

Mentors:

Martenez Cabell (313) 725-1964

Licensed Social Worker:

Melynda Green (313) 461-8601

I have been given a copy of the house rules and agree to be bound by them.

Participant Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_