

EMERSON HOUSE RULES



1. Every resident is required to stay drug and alcohol free. Failure to do so will result in immediate dismissal from the Program. If a medical doctor prescribes medication that is defined or considered a "drug", resident must request and receive House Director's written permission that this specific drug may be used while living at the Emerson House. There will be **NO ALCOHOL OR NON-PRESCRIBED DRUGS ON THE PREMISES OR IN A RESIDENT'S SYSTEM AT ANY TIME.** If the House Director believes you are under the influence, you will be immediately dismissed from the premises. The House Director reserves the right to perform drug and/or alcohol tests on any resident at any time. Program fees will not be refunded.
2. Smoking is permitted only in designated areas. There is absolutely no smoking allowed in the front of the house and smokers are expected to extinguish **AND** dispose of their cigarette/cigar butts in designated area. There is to be no borrowing of cigarettes or tobacco between residents. **Penalty: \$5.00***
3. Curfew is at 10:00pm unless you're at work. You must return to the house at the end of your workday. If you need to extend your curfew, you must call the House Manager, who, at his discretion, will approve or not. **Penalty: \$10.00***
4. Every resident (including Resident House Manager) is required to use the sign in/out log which is posted at the front door. Writing must be legible. Each resident is required to inform the House Manager if they will be late past their curfew. You must request a written pass from the House Manager if you will be gone overnight. **NO EXCEPTIONS! Penalty: \$5.00***
5. The House Director reserves the right to search you, your belongings, and your room at any time.
6. No weapons of ANY kind are allowed on the premises or in the possession of a resident. Discovery of such will result in immediate dismissal.
7. If a resident receives three (3) write-ups within a 30-day period, resident is subject to immediate dismissal from the Emerson House Program.
8. You break it, you buy it. House Director's discretion. If you're destructive, you will be required to pay for your destruction. Example: The resident, who walks through and breaks the sliding screen door, pays the screen door repair company in full.

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9. Good personal hygiene is mandatory and each resident is required to shower, shave and put on clean clothing daily. Ironing boards are available on the premises. At the full discretion of House Manager, resident will be written up for non-compliance of this rule. **Penalty: \$5.00***
10. Residents are to respect each other's privacy and space and not to enter each other's rooms without permission. **Penalty: \$10.00***
11. As a resident of the Emerson House, you are required, when assigned by House Director, to participate in community service activities such as volunteering at Tracy Interfaith, helping neighbors with projects, fund raisers (garage sales, car washes, etc.) and House repair and maintenance projects when and as requested by House Director/Manager. **Penalty: \$10.00/each time***
12. All who enter the Program will be required to seek and maintain employment, unless they are unable to do so due to a documented disability. If the House Director believes that those who are able to work are not making an honest effort to do so, such person(s) will be dismissed from the Program, totally at the discretion and decision of the House Director.
13. Borrowing or lending money or borrowing or lending or buying or selling items between residents or outsiders is prohibited without House Manager's approval in writing. **Penalty: \$10.00***
14. Your bed must be neatly made and your belongings tidy at ALL times. You must vacuum and dust your bedroom area 1 time each week. **Penalty: \$5.00/day***
15. Do not be wasteful; be mindful of the cost of utilities and food. Turn lights/TVs off when not in use and do not waste food by leaving it out after meal. Repeat offenders will be written up with no warning.
16. Be respectful of each other's differences and beliefs. If you have a conflict with another resident, discuss in a calm and respectful manner. The House Manager is available for intervention if needed. Notify House Manager of pending issues.
17. No open food items are to be kept in your rooms! Meals are to be eaten in the dining room and dinners together as a group. **Penalty: \$5.00/violation***
18. Cooking and/or food preparation is not allowed after 10:00pm unless approved by House Manager. No exceptions. Kitchen hours will be specified by House Manager.
19. All residents must complete their chores in a timely manner without frequent reminders from the House Manager. Otherwise, resident will be written up for non-compliance and charged a penalty. **Penalty: \$10.00/violation***

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20. Each resident is responsible for cleaning his own dishes and cooking utensils after each use (does not apply to group dinner dishes) and putting them away. If the dishes in the dishwasher are clean, he needs to wash his dishes by hand. **Penalty: \$5.00***
21. Residents must report changes of status immediately to the House Director including employment status, legal issues (arrests, etc.), intended move-out, etc.
22. All resident-owned vehicles must be registered and insured with current tags and in working condition. Street parking is available. Driveway is reserved for House Director. **Penalty: \$20.00***
23. No minors are allowed on the Emerson House property, inside or outside at any time. Director can make exceptions, in writing only. **Penalty: \$20.00***
24. House Manager must grant permission PRIOR to the use of any bicycle and bicycles must be signed out/in and returned to the House the same day they are borrowed. If bicycle is lost or stolen, the resident to whom it is signed out is responsible for a \$250.00 replacement fee.
25. Resident must obtain permission from House Manager before logging in on any computer in the House. Social media and pornography are prohibited! Resident must sign in each time they use computer. The computer is for business, not for pleasure. Maximum time on computer is 1 hour per day. **Penalty: \$5.00***
26. At the discretion of House Director, any and all residents may be required, and to pay for, medical examinations/evaluations, blood tests for disease control and preventative immunizations. **Penalty: \$20.00***
27. The House Director may, from time to time, designate and identify to all residents, a “Resident House Manager” to/from whom all residents are required to report and to take orders, as you would the House Director.
28. There is a ZERO TOLERANCE of violence, disrespect, foul language, gossiping about others, lying, cheating, stealing and insubordination toward the House Director or House Manager. Multiple violations of these House Rules or any violation of the zero-tolerance drug and alcohol policy will result in immediate (same day) dismissal from the House with no refund of Program fees. **Penalty: \$20.00 per occurrence.**
29. Snitch Rule: Each resident is responsible to advise Resident Manager or House Director when they witness another resident breaking any Emerson House Rule. If it is discovered that any resident was party to or aware of another resident breaking a rule, both/all residents will be reprimanded and/or dismissed from the Program, at the discretion of House Manager.

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30. Each resident, at the request of the House Director, is required to produce their pay stub when asked to do so. This Program is for the sole purpose of giving each resident a step up toward independence. Program Fees cover most all necessities and other earned monies are to be saved specifically to further the goals of each resident. Examples: 1) Residents may not purchase a laptop with extra money to enable video game playing, 2) Resident may not spend money to purchase a gift for their girlfriend, 3) Resident may not spend money to purchase anything that is not a necessity, without permission of the Resident Manager. If this rule is broken, Resident will be required to turn over their entire income to the House Director to hold for that Resident. A trust account will be set up to facilitate such management.
31. At the discretion of House Director, a resident may be required to stay on the Emerson House property at all times, unless supervised by a House Director or Resident Manager-appointed person. This would be in the case of Resident who may be at risk if allowed to be independent on the streets.

***Penalties:** If a resident breaks any part of an Emerson House Rule, he will be required to deposit the applicable “**penalty**” in cash to the “**penalty can**”. This requirement is to deter residents from breaking rules and for no monetary gain. The funds from the “**penalty can**” will be used to reward residents who do not break the rules.

PROGRAM PARTICIPATION: All Emerson House Program participants/residents will pay a fee of \$550 per month. These fees cover services rendered and the operation of the facility. Fees are not prorated and are non-refundable. All fees are due prior to moving in and on the first day of each month. All past due fees will be paid first and before any monies are spent by Resident on any other obligation. We reserve the right to refuse service to anyone, at any time, at our discretion. All Program participants do so with the understanding that this facility is not a permanent residence and that they may be asked to leave by the House Director at the House Director’s discretion.

I HAVE READ AND UNDERSTAND ALL OF THE EMERSON HOUSE RULES.

BY SIGNING BELOW, I UNDERSTAND AND AGREE TO THESE CONDITIONS AND TO VACATE THE PREMISES SHOULD I BE ASKED TO DO SO BY THE HOUSE DIRECTOR.

Printed Name

Signature

Date

EMERSON HOUSE



RELEASE OF LIABILITY

I hereby release and forever discharge The Emerson House, operated by the Coalition of Tracy Citizens to Assist the Homeless, its officers, directors, agents, employees, members, heirs, administrators, successors and assigns (“Released Parties”) from any and all liability, harm and damage, and waive any and all claims whatsoever for any injury, accidents, loss of life, property loss or loss in connection with my use of the facility. In addition, I agree to forever defend, indemnify and hold harmless the Released Parties from any and all costs, claims, liability, harm, damage or expenses resulting from my use of the facility. Further, I understand that any damages I may cause to the facility are my responsibility to fix immediately or within an agreed upon timeframe established between me and the staff in writing.

**BY SIGNING BELOW, I UNDERSTAND AND AGREE TO ALL OF
CONDITIONS OF THIS RELEASE OF LIABILITY.**

Printed Name

Signature

Date