

HOPE HOUSE EXPECTATIONS AND GUIDELINES

The following is a list of responsibilities and guidelines you are expected to abide by during your residency at Hope House. You are also responsible to make sure your guests and visitors know and abide by these rules.

Rent:

Rent is due on the date of move in. Rent is then due on the same date each month. The amount owed is determined according to General Assistance guidelines. **It is your responsibility to be approved for General Assistance, to go for your monthly appointment with GA, and to comply with guidelines as set forth by General Assistance. .**

Utilities:

Heat, lights, and water are included in the rent.
It is your responsibility to use utilities efficiently.

Radios, Stereos, Musical Instruments, Televisions:

The volume of television sets, radios, stereos, musical instruments and the like shall be turned down by 10:00 p.m. and shall at all times, be kept at a sound level which will not annoy the other occupants of your apartment, the other apartments, or the neighborhood.

Laundry:

Residents only are to use designated laundry area. The washing machine and dryer are for the use of Hope House residents only. Laundry room hours are 6am -10pm.

Maintaining Respectful Relationships:

No activity shall be carried on in either an apartment or the common areas which may be a disturbance to the other residents or neighbors. Hope House will not tolerate any violence, harassment or threats of any kind toward anyone, anywhere. Residents, program participants, visitors and guests shall conduct themselves according to highest ethical standards and in alignment with Hope House Core Values. *See Core Values.*

Use of the Premises:

Premises should be occupied only by resident for the purpose of being part of the Hope House Program. Premises shall not be used for the purpose of carrying on any business, profession, or trade of any kind, or for any purpose other than a private dwelling. Resident shall not allow any other person, including guests or family members, to use or occupy the premises without prior written approval.

Use of the Community Room:

The community room is for use by residents and others, for classes, meetings, and other gatherings. A schedule of classes and activities will be posted. In addition, there will be designated times when the community room will be open for residents to use the computers or the television or simply to gather with friends. Residents may request additional times, as available, by contacting the Resident Advisor. The community room shall remain locked when not in use. Residents are responsible for ensuring that the community room is cleaned on a regular basis, including kitchen and bathrooms.

Cleaning:

All residents are responsible for cleaning their units and keeping them neat and organized. All common areas are the responsibility of the residents. Hope House staff will assist residents in determining the cleaning duties to be assigned to all residents during weekly community meeting. see *Cleaning Responsibilities*

Entrances, Walkways and Sidewalk:

Residents will leave the entrances to the buildings clear. Premises shall be kept in an orderly fashion at all times. Lawn furniture must be brought back in the building when not in use. In winter it is the responsibility of the residents of Hope House to clear entrances, walkways and the sidewalk in front of the house of ice and snow. In summer, residents will mow and care for lawn. In fall, the walkways and back yard will need to be raked of leaves.

Parking:

Hope House has no driveway. Do not park, or allow your guests to pull into, pull in front of, or park in the neighbors' driveways. Residents, participants, guests or visitors may use on-street parking according to the rules and laws of the City of Portland. Please take notice of all posted signs.

Pets:

No pets of any kind are allowed, except approved service dogs.

Air conditioners:

Residents are not allowed to put in air conditioners of any kind.

Cable and WIFI:

Computers and Internet are provided in the community room. WIFI is available throughout the house.

Plumbing:

Care must be taken with the plumbing, and residents must be very careful about the disposal of any items that may clog the pipes. Please do not put in the toilet or down the drains: dental floss, Q-Tips, tampons and tampon applicators, sanitary napkins, condoms, any kind of wipes including baby wipes, diapers, coffee grounds, or excessive grease from cooking.

No Smoking:

For safety reasons, and out of respect for residents and neighbors, smoking is not allowed anywhere on the property or within 25 feet of the building. Residents will not congregate on the sidewalk in front of neighbors' home to smoke, either.

No open flames:

No open flames are permitted on the premises. To prevent fire risk; residents will not have gas grills, barbecues, hibachis or other open fire at Hope House, inside or out. A gas grill may be provided for sponsored events.

Space heaters:

Space heaters are NOT allowed in units, common areas, or anywhere on the premises.

Hazardous Materials:

Residents shall not keep on the premises any item of a dangerous or explosive character that might unreasonably increase the danger of fire or explosion on the premises. This includes candles, incense, propane gas, firecrackers, or other explosives. *See Fire Safety policy*

No weapons:

No weapons of any kind are allowed anywhere on the premises. This includes visitors, guests and residents. *See Weapons Policy*

Alcohol/Drugs:

No alcohol or drugs are allowed on property. A thorough inspection of your unit will be conducted if we suspect violation of this rule. *See Termination policy*

Unit inspection:

Residents are required to clean their units at least weekly. *See Cleaning Policy*

Units will be inspected periodically. Hope House Staff has the right to enter the unit at anytime when a violation of the rules is suspected or if there is a safety concern.

Alterations/repairs/improvements:

Residents shall report all needed repairs promptly. Residents are not permitted to make alterations, repairs or improvements without permission. Wall fixtures and decorations need prior approval before hanging. Residents shall not alter any existing locks or install any locks.

Program Participation:

Residents are required to attend all activities, including but not limited to: weekly house meetings, conversational English classes, community gathering/events, and other programs that are offered.

Non-Discrimination Policy:

Hope House does not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provisions of services.

I have read and completely understand the Guidelines and Expectations of the Hope House Program. I agree to abide by all rules and policies during my residence here. I understand that failure to comply with these Guidelines and Expectations may result in termination from the program and eviction from the premises. I consent to inspections of the unit according to these Guidelines and Expectations. I understand that refusing or obstructing an inspection may result in termination from the program and eviction from the premises.

Resident _____ DATE _____

Witness _____ DATE _____

HOPE HOUSE PROGRAM AGREEMENT

As a participant in the Hope House Program, I understand that I will be required to comply with the following guidelines:

1. I will follow the Hope House Guidelines & Expectations, and will abide by all policies included in this Resident Manual.
2. I will work toward mutually agreed upon goals that have been developed with a Hope House volunteer or staff member, and will strive to make consistent progress toward accomplishing those goals.
3. I will participate fully in the Hope House program, including but not limited to weekly community meetings, English conversation groups, community meals, community gatherings and outings, and other workshops and classes that are offered.
4. I will comply fully with all requirements of General Assistance, including disclosure of all household income. I will report all income and expenses accurately. If I have income, I will spend money for my own expenses, as permitted by General Assistance guidelines. I will not use money for prohibited expenses. I understand that this includes sending money back to my country of origin.

Resident Signature

Date

Hope Acts Signature

Date