

Martha's House Program and Shelter Rules

Welcome to Martha's House. This list of rules is designed to keep the shelter a safe and comfortable living environment for all residents. The importance of following the rules is crucial to the operation of this shelter. Therefore, our expectation is that ***ALL participants*** will follow the rules while staying here at Martha's House. If there is something you do not understand, it is ***YOUR RESPONSIBILITY*** to ask. **Members of the shelter community will treat one another with respect and kindness at all times.**
*****Failure to observe the following rules on this page will result in your immediate eviction.*****

ABSOLUTELY NO drugs or alcohol are permitted at our shelter. This means that for the duration of Your stay you agree not to use or possess drugs or alcohol, including devices used to administer drugs at any time (on or off shelter property). We will perform random drug and alcohol tests. It costs \$5 per drug test or alcohol test. In the event that you or a family member's test is positive for drugs or alcohol, you will be responsible for the cost of the drug test, ***and you will move out of the shelter***. In addition, if *staff* suspects drug or alcohol possession, they *may search your room at any time without warning*. ***AGAIN...If you test positive for drugs or alcohol, or if we find drugs or alcohol, you will be moved out of the shelter immediately.***

*****If you are on medication, a current prescription is required and copies of your prescription must be given to your case manager. Staff may require verification from your doctor. If you test positive for a substance for which you have no current, verified prescription, you will be asked to leave the shelter.***

ABSOLUTELY NO MISREPRESENTING THE FACTS if anyone of the management team believes that a resident is misrepresenting the facts, the resident will be called in to give an explanation to the management team. If the management team believes that the explanation is not sufficient. The resident may be given three (3) nights out or evicted depending on the misrepresentation.

ABSOLUTELY NO acts or threats of violence, inappropriate language or discriminatory remarks or behaviors will be tolerated in any form. This includes, but is not limited to: violence, threats of violence, or inappropriate language used towards any person. Any violence, stealing, vandalism, dishonesty, fighting or loud arguments will not be allowed. We will report child abuse to Child Welfare.

ABSOLUTELY NO weapons or potentially harmful items will be allowed in the shelter, or on shelter property. Please turn in any weapons to the office staff for storage until shelter departure.

ABSOLUTELY NO displaying of any gang affiliations, tagging, or any other marking of territory.

ABSOLUTELY NO pornographic material is allowed on shelter property.

ABSOLUTELY NO smoking in the shelter at any time. Everyone who is under eighteen years of age is prohibited from smoking. THIS IS A STATE LAW. There is a designated smoking area next to the shed and garbage dumpster. This is the ***ONLY*** place you may smoke *You may NOT roll you're your own cigarettes*.

ABSOLUTELY NO fires of any kind are allowed in the shelter, including candles, incense, Sterno, smoking, or half-smoked cigarettes. We take this VERY seriously! Immediate eviction **WILL** be enforced for violation of this rule.

ABSOLUTELY NO adult or child residents should enter another resident's room.

ABSOLUTELY NO *YOU (residents)* are not allowed to let anyone into the shelter at any time. If someone is at the door please get a staff member to open the door. During business hours, ***9am to 4pm***, family & friends may ask for you at the front desk and wait for you inside the lobby of the building. You may meet with visitors on the first floor only; visitors are not allowed in your room. *Visitors* are ***NOT ALLOWED*** to smoke on our premises.

Household Rules

Warnings

Warnings will be issued for violating any of the following household rules. You will receive one (1) verbal warning, then you will receive three (3) written warnings (This could include different rules). If management believes you intentionally broke the rule(s) or it might have caused harm to the rest of the residents, they have the right to require you to take three (3) nights out.

Quick Guide to getting warnings

Warnings are designed to help you succeed! They warn you when you are crossing the line in our program so that you can correct your mistakes. The following things will get you a warning: **not going to a class, not attending a goal meeting, not going to an appointment/sign-up which you initiated, not up and ready with room clean by 8:00AM not doing your chores regularly, *missing curfew (possible three nights out), failing a drug test (automatic three nights out or permanently removed), disrespect, and not following staff direction.**

Office Hours:

Office hours are from **9 am to 4 pm, Monday thru Friday!** These are the times the management will be available to ask questions. Otherwise, you need to hold your questions until those hours or you are welcome to put any questions in the Shelter Directors mailbox and it will be picked up throughout the day. **All other hours are for emergency only!**

We want to be available to you if you truly need to visit with us, especially if there is a crisis at that moment. But, PLEASE respect our privacy! Even though we live onsite, it doesn't mean we are available at all hours of the day & night. If we are out and about, ALWAYS feel free to ask questions or visit...YOU are part of the family here (and I LOVE to talk)!

Classes

You may be **required** to attend certain classes at the request of management. If you are required to take a class you will be notified in plenty of time to make any arrangements needed.

Possible classes you may be required to take would be: Life Skills, Cooking, Parenting and Financial. Most of our classes, if not all, are outsourced through our partners in the community. For all classes, please observe the following rules.

1. No cell phone usage is allowed during class
2. Arrive at class prepared with homework, books, and pen, if required
3. Drop your child(ren) off at childcare with enough time to make it to class on time (If applicable)
4. If you are late for class or miss altogether, you will be issued a warning.

SHOES OR SOCKS MUST BE WORN AT ALL TIMES...except for your room!!!

NO FOOD OR DRINKS ALLOWED OUTSIDE YOUR ROOM...unless it's water!!!

Room

We want to keep our shelter clean at all times. **Room checks begin between 8am & 8:30am.** Your entire family (minus infants) **must be up and ready for the day** (i.e. breakfast eaten, room cleaned, bed made, dishes washed and put away, fully dressed, etc.) before room check each day. If your Room check does not pass inspection you will be given one (1) verbal warning and **may be asked** to clean it immediately, after that you will receive a written warning and **will be asked** to clean it immediately, if it happens again you may receive three (3) nights out or your stay may be shortened. Every adult is expected to have their room clean by 8:00 AM Monday thru Friday. There will not be any inspections on Saturday, Sunday or Holidays. It is still up to you to make sure your room is clean at all times. *You do not have to be present for room check.*

Chores

Chores will be done either before 9am or between the hours of 5pm & 8pm. **Please check them off when completed. If you do not do your chores the day and time designated you will be charged \$5 per chore, unless you have made arrangements with management.** You will be provided a list of chores each week and will be responsible for getting those done.

Resident Conduct

Martha's House is not for finding a partner. Romantic relationships within the house are inappropriate and will be dealt with accordingly. Single men and women in our program are **not allowed to date each other during their stay.** This goes for teens as well.

Progress Management

You will meet regularly with management to follow-up on the progress you're making with your goals. Each person's goals will be different and unique and tailored especially for them. If you are continually not meeting goals or management feels you're not putting in the effort to meet your goals you may be given three nights out or you may be asked to leave the program permanently.

We are not a licensed counselor, and as such are **not** required to keep everything confidential. We want to maintain confidentiality whenever possible, but in matters of safety and/or program concerns, we may speak to the Upper Management for guidance.

Curfew [*what time you must be back to the shelter*]

We want to keep our house safe for our guests. **Curfew is 10:00PM, Sunday through Thursday and 11:00PM on Friday and Saturday.** *Anyone remaining out will receive a written warning or possible 3 nights out and must meet with the management team to re-evaluate their stay at MH. If you are working, you must supply an official work schedule to your case manager before you will be excused past curfew. If you have not cleared your late arrival in advance, you will be issued a standard 3 nights out.

If you are going to be late for curfew, **you MUST call** the staff/emergency cell phone at **(541) 571-7768** to request acceptance for your tardiness. Your request may be denied if it is not a legitimate reason for being late. Staff will evaluate your request and will issue a warning if your request is not valid. In most cases, proof will be required to verify the actual circumstances of your request.

Employment

Martha's House requires that every adult resident look for **full time employment** (unless on disability) during their stay. Full time employment is defined as 32+ hours per week. *Our* goal is that you obtain full time, gainful employment so that you can reach *your* goal of obtaining safe and stable housing within 3-4 months.

Volunteering

If you work less than 32 hours per week, you are considered part-time and you will also be **required to volunteer 2 hours per week** at a local nonprofit of your choosing. If you do not volunteer your 2 hours per week you will be given a written warning the first week and will receive three (3) nights out the next time you choose not to do your volunteer hours or your stay may be shortened. (Unless you have made other arrangements with the management team). It is up to you to find childcare while you volunteer.

Work Schedules

If you are working anything other than day shift, you must have an official work schedule or letter from your employer stating when you work on file with the office.

On Call

If you are called into work at the last minute, and/or you are asked to stay later than your schedule shift, AND your shift conflicts with curfew, you must call the staff/emergency cell phone at **(541) 571-7768** and inform the staff on duty that they will be working late. Residents must present a signed (by their Employment Manager) work schedule to the Shelter Director within 48 hours verifying the validity of the on-call shift.

Nights Out and Late Night Pass ~ these are a privilege not a given!

All Nights Out for children and adults must be pre-arranged between you and the Shelter Director. Residents **MUST** fill out a Nights Out Form **24 hours prior to going**. *Adult residents will not be granted nights/late night pass until after 30 days **unless** you have completed your 30 day entry goals.* Some exceptions apply (i.e. family emergency, job, or death in the family). Children may be granted nights out during the first 30 days only for approved circumstances such as visitation with an absent parent or a grandparent. Children's nights out will be determined individually according to the situation and/or custody/visitation ruling. Children are allowed no more than 4 nights out per month unless approved by management. The only exception to children having more than 4 nights out, is if there is a parenting plan in place and a copy of such plan is on file in the office.

Copies of the "Nights Out Form" are in the bottom slots of the mailbox area!

Emergency Nights Out must be arranged with your Shelter Director. In an emergency you may call the staff/emergency cell phone at **(541) 571-7768** to arrange to be absent. The Management Team will determine if your emergency meets the criteria for an emergency.

Evening Hours and Bedtimes

Because of the number of people who live at Martha's House, it is necessary to set up some general rules about bedtime for children and quiet time for the adults. These evening rules will be enforced.

Sunday through Thursday: (Week Nights)

Children 0 through 4th grade should be in their rooms and quiet by **8:30PM**.

5th grade through High School can stay up until **9:30PM**.

Adults must use soft voices after **9:00PM** so they are not disturbing children.

Adults must be in their room and quiet by **12:00AM (midnight)**, not disturbing their neighbors.

Friday and Saturday: (Week Ends & Summer...when school is out)

Children 0 through 4th grade should be in their rooms and quiet by **10:00PM**.

5th grade through High School can stay up until **11:00PM**.

Adults must be in their rooms and quiet by **1:00AM**, not disturbing their neighbors.

Children and Childcare

Parents are responsible for their children **(0-18 if still in school)** at all times while at MH. There is a Park a ½ block away that you can take your children to only with a parent physically present. **Children may not be unattended on either floor and should not roughhouse indoors.** Parents are highly encouraged to take their kids outside to the park during nice weather or accompany them in the living room to play games on a daily basis.

*Parents... please remember that **yelling and screaming** at your children is not an appropriate way to discipline them. It also, disrupts the rest of the residents.*

Residents are not allowed to watch each other's children for any reason! Children of any age are not allowed in any other resident rooms. *School-aged children are to be enrolled in school on the first school day after your arrival.* They must have regular attendance. If they do not go to school because of sickness they must stay in their room (*That goes for adults who are sick as well*). A phone call to the school by **9:00AM** is expected & bus barn by 7:00 AM.

Parents

You will receive one (1) verbal warning and then a written warning if your children are not within **Sight AND Sound**. YOU are responsible for teaching and training your children these guidelines during your stay at Martha's House. We understand that there are times when children will break the rules or run out of Sight and Sound. When this happens, the Staff expects the parent to be actively engaged in parenting their children and restoring Sight and Sound. Any adult or child who crosses the threshold of someone else's door is considering "inside" the room and will receive a warning. Please stay in the hallway!

Infants (definition: not walking or talking)

Infants must be within Sight AND Sound of a parent at all times. MH accepts NO responsibility for unsupervised children at the shelter.

- During nap time, parents **may not** leave their infant alone or unattended for any reason unless they have a baby monitor and infants are in a secured place, such as a play pen or bassinet.
- After bedtime, if the infant is sound asleep and calm, the parent may leave the room to watch TV, do chores, or use the computer. You must have a baby monitor and infants must be in a secured place, such as a play pen or bassinet. Failure to do so will result in a written warning or possible 3 nights out.
- Parents **may not** leave the building while their infant is asleep in the room....

Children ages 1-12

Children must be within Sight AND Sound of a parent at all times. MH accepts NO responsibility for unsupervised children at the shelter.

- If the parent wants to take a smoke break, they must keep their child(ren) within Sight and Sound at all times. Parents are encouraged to take toys or books to keep the children occupied.
- Children may not have food, including feeding bottles, in any hallway at any time.
- If the child is able to walk and/or talk, they may **not** be left alone in the room during nap time.
- During bedtime, if the child is sleeping soundly, the parent may go to the living room to watch TV. Parents are asked to **please** check on their sleeping children regularly (every 15 min or less). If you do not check on them **you will** receive a written warning.
- Parents may **not** leave the floor while their children are asleep in the room.

Teens (definition: those on teen contract. *May occasionally include 12 year old only if they are responsible/mature*)

Children who are in 6th grade and older must sign a Teen Contract in order to be left at the shelter by themselves. Parents are responsible for their teen's actions when they leave them alone. MH accepts NO responsibility for teens left unsupervised at the shelter.

- Curfew for teens is **9:30PM** on school nights unless they are gone with their parent(s).
- Teens are **not** allowed to watch anyone else's children at the shelter for any reason at any time.
- Teens may **not** babysit their younger brothers or sisters (if they have any) without permission from a staff member. Permission is granted on a case-by-case basis. If teens are approved to watch their siblings, they must remain with them at all times. ***They must be in their sight at all times.*** They may not ask other residents to watch them. If they are in childcare, the teen must be there to pick them up at the right time. Failure to follow these rules will result in a loss of teen contact privileges.
- Teens left alone in the shelter for **any** amount of time must follow their teen level guidelines.
- Teens must be enrolled in school as of the **first day** of their stay at MH. They must have regular attendance. If a teen does not attend school because of sickness, they must remain in their room. Teens that have dropped out of school must reenroll in high-school or an alternative high-school.
- If teens have babysitting jobs, they are not allowed to babysit at Martha's House.

After School

Since Martha's House is close to the schools there is no bus service unless you were currently going to school in another district and want to continue going there. In that case arrangements can be made and the bus company will pick up your child. They may be on the bus for an extended time, but they will be taken to their school.

Head Start will pick up your child (ren) at the front door of Martha's House. Usually, other ages will be picked up on the north side of Martha's House on Newport Ave.

Parents...it is **YOUR RESPONSIBILITY** to be here and let your child(ren) in when they get home from school. For the smaller child(ren), you must be there waiting for the bus with them!

Smoking Policy

NO EXCEPTIONS of any kind will be permitted:

1. **ABSOLUTELY NO** smoking in the shelter, or shelter parking lot at any time. Everyone who is under eighteen years of age is prohibited from smoking. THIS IS A STATE LAW. For adults, there is a designated smoking area outside. Smoking is not allowed anywhere else on the shelter property.
2. **First Smoke:** Monday through Sunday, residents' first smoke may begin no earlier than **6:00AM**.
3. **Last Smoke:** Sunday through Thursday, residents' last smoke must be finished before **10:00PM** to ensure that they are in the shelter by curfew. Friday and Saturday, residents' last smoke must be finished before **11:00PM** to ensure that they are in the shelter by curfew.
4. Residents are required to use the receptacle/can *every* time you put out a cigarette. **Residents are NOT allowed to bring half smoked butts into the house. They must be put into the "smoke can" and not saved.** If you smoke or take a lighted cigarette out of the designated smoking area you will *receive one written warning*. If it happens again *you will be asked to leave immediately*.
5. You are not allowed to put any garbage in a "smoke can" as it may cause a fire.
6. You are not allowed to "roll your own" cigarettes at the shelter at any time. If you do...you will receive 3 nights out.
7. You are allowed to "chew" tobacco at the shelter at any time.

Pets and Animals

Residents are not allowed to have pets or animals of any kind at the shelter or in their rooms. This includes reptiles, fish, dogs, cats, rodents, etc.

Kitchens and Rooms

We provide nearly everything you would need during your stay here. Please take the time to understand and put into practice the following rules in regards to keeping the shelter, your room and kitchen orderly.

- **No food or drinks (other than water) are allowed outside of your room, unless expressly approved by staff or during shelter-organized events. Water bottles (containing water) with screw-on caps are acceptable in all areas of the shelter.**
- When using your grill, *always* turn on the fan. **If food begins to burn and smoke occurs, do NOT open the door to your room.** Instead, open your windows and continue to use the fan to remove smoke. Smoke from cooking can trigger the fire alarm if let into the hallway.
- All dishes, silverware, etc. must be hand washed and dried after each use. Dirty dishes are to be done after each meal and not left out. No *food* should be left out! This includes butter, grease, bread, juice, etc. The counters should remain clear, and all other small appliances should be put away in the cupboard.
- **ABSOLUTELY NO** holes of any kind are to be put in the walls. You can only use COMMAND hangers or tape.
- If you misplace your room key, you will be charged a **\$20 Fee** to replace your key.
- If you lock yourself out of your room or the shelter, you may be charged a **\$1 Fee** to let you in.

Room Search Policy

To ensure a safe environment for our adult and child residents, Martha's House staff reserves the right to enter and search resident rooms and personal belongings at any time without warning or explanation.

Any illegal items, substances, or paraphernalia found will be seized and you will be asked to leave the premises immediately. This applies to weapons of any kind including knives, guns, slingshots, clubs, etc. These items will be destroyed, discarded or turned over to the proper authorities. Any other items deemed to be inappropriate, potentially dangerous or in violation of house rules will be confiscated and appropriate measures taken, which may include a warning or being asked to leave the shelter. You may collect these items at the end of your stay at Martha's House. Examples of items that are not allowed in shelter: firearms, drugs/alcohol, drug paraphernalia, knives, weapons of any kind, or pornography.

Dress Code

FOOTWEAR MUST BE WORN AT ALL TIMES (SOCKS OR FLIP FLOPS ARE FINE). Dress should be modest. No short shorts (above mid-thigh), tight, or revealing clothing. Mini-skirts, see-through shirts, shirts that show mid-drifts or display inappropriate content or advertise alcohol or drugs are not acceptable. Spaghetti strap tank tops and halter tops are not allowed. Pajamas should not be worn at any time outside your room (adults and children). If you are unsure of what may be considered pajamas, please ask a staff member. Swimwear should not be worn as clothing. Boys must wear a shirt at all times. If someone knocks on your door, *do not answer the door unless you are fully clothed.* If you're not sure, modesty is the best policy. The staff may also use their discretion at anytime if they feel you are not appropriately dressed and will ask you to change clothing if they feel it is necessary.

Program Fees and Key Card

When you come into the shelter, residents are required to pay a non-refundable program fee of **\$60 per adult**. The program fee includes your background check, UA and entry fee. **The program fees need to be paid upon entrance into Martha's House (NO EXCEPTIONS).** There is also a \$20 fee for your room key if you return your key card in good condition you will be refunded the \$20. You can also get an additional (1) card for \$20 (refundable).

Your program fee and key card must be paid in **cash (exact amount)**.

When you leave please leave your room as clean as when you came to Martha's House.

1. If the cleaning and damage exceeds your entry fee, your Family Fund money will be used to help pay the cost. This will only happen if you leave your room extremely dirty or damaged. We also take pictures of your room before and after you leave.

Other Fees

You also may be required to set money aside to help pay any money owed due to evictions. If you have money owed for evictions it will be less likely that you will be able to find housing.

Family Fund

While you are here, you are **required to give us 30% of your (any type of) income** (TANF, Welfare, Unemployment, Work Wages, Disability, Tax Refund or other). We will ask for verification of your income. ***If at any time we find out you are holding back income and not paying the 30% to your family fund it will be an automatic three nights out or we may ask you to leave MH permanently.*** These funds are to be used for your future housing only, unless there is excessive damage to your room and then we can use your family fund to pay for damages & cleaning. These family funds are used to pay for current housing related expenses only (First/Last month's rent, Monthly Rent, Deposit, Utilities, etc.). It **CAN NOT BE USED** for delinquent utilities or past evictions. *You may ask to save an extra amount for your past evictions, in which case we can designate it for that purpose only.* You may apply for the money up to one year after you leave MH. Any monies left in your family fund account will revert back into the general fund account, one year after you have left Martha's House.

Please remember:

1. Family Fund money must be paid in **cash...exact amounts** (no money orders or checks please).
2. Family Fund money must be paid to Shelter Director NO LATER than noon the following day you get paid; ex. You're paid on Monday, it needs to be paid by noon on Tuesday or you will **incur a \$10 late fee per day starting with your noon deadline**. You will also receive a warning, possible three nights out or permanently removed from Martha's House if you are continually late or withhold the correct amount required.
3. You must *always* receive a receipt. Please do not leave the money without getting a receipt.
4. Family Fund checks will not be issued to you personally, but to a third party.
5. In order to receive Family Fund money, you must submit a request to the Shelter Director. Your request must include **who** the money is for, a contact number, and an amount.

Self-responsibility is an important value at Martha's House. ***The ability to manage finances while maintaining rent payments and other expenses is crucial to overcoming homelessness.*** 30% is an approximation of rent to landlord. The purpose of Family Fund is:

1. ...to help residents learn set aside rent payments every month.
2. ...to provide residents with financial assistance when they move out.
3. ...to provide residents with financial assistance up to a year after they leave MH

Media ~ is a shared space with Learning Center/Computers/Community Room

Please be courteous when watching TV...you are not the only one wanting to watch it. The TV in the Living Room may be used during the hours posted, unless the room is needed for a MH activity. We will not allow **1.** R rated movies, **2.** Afternoon talk shows, **3.** Soap Operas, **4.** Sexually explicit and/or inappropriate language TV shows and movies. (This is a family shelter!) **5.** PG-13 or NR movies (unless previously approved by a floor manager), **6.** No pirated or illegally copied DVDs. At any time, a staff may change or amend the TV rules. You are expected to follow staff directions.

- **No TVs, DVD players, Game Consoles, Computers or Laptops are allowed in your room.**
- Children who are not on teen contract may not operate the TV or DVD player.
- No PG-13 movies until after the kids are in bed.

Phones

You can use the phone in the receptionist area *as long as a staff member is present or you have asked the director for permission* unless it is for a **medical emergency**. Long distance is not available.

Mail

During your stay, you are welcome to have mail sent to **305 SE 4th St., Hermiston OR 97838**. Just be aware that in order to change your address to your new location, you will need to contact everyone you get mail from and change your address directly with the source. The Post Office will not forward your mail to you. After you move out, we will hold your mail for *one week*, unless you have made arrangements to come pick it up on a regular basis until everything gets changed.

Vehicles and Parking

Absolutely...NO working or washing your car in the parking lot. If you have a car or acquire a car during your stay, you must give the Shelter Director the following information: Make, Model, Color, and License Plate.

Residents are NOT to sit or ride in personal vehicles with one another. If there's an emergency, contact staff immediately. If there is a medical emergency, call 911 and contact staff immediately. Residents may ride the bus/taxi together.

Kitchen Area

The purpose of the Kitchen is to provide facilities for educational activities and community meals which are approved by staff.

The Kitchen is **not** for personal use. The Kitchen may be requested for use for special events which benefit the entire floor, i.e. birthday parties, potlucks, special meetings and going-away parties. Requests for the kitchen must be made to the Staff on duty. Approval for such requests is based on staff discretion. As use of the Kitchen is considered a privilege, residents are asked to please respect Staff decisions.

Learning Center Classroom/Community Room ~ This is shared with Media

The purpose of the Learning Center Classroom/Community Room is to facilitate education and community through constructive activities for residents and their families. It is also used as a community room where you can watch TV at specified times.

Open Daily

- Children ages 0-12 may **not** be in the Learning Center without their parent(s). Parents will receive a warning if they leave their child(ren) unattended.
- No food is allowed in the Community Room unless it has been approved by management team.
- **DO NOT change the temperature on the AC/Heating units.**
- Failure to clean up after yourself/family could result in a warning and/or loss of privileges.

Computer Lab Stations ~ Open Daily...refer to signs by the computer stations for times.

- Computers are for looking for work, resumes, cover letters or anything WORK related only or for housing. You can check your emails!
- Children & teens are allowed to use the computers for homework & education only.
- You can check your social media sights during the evening hours only.
- This rules can change at the discretion of the shelter director.

Computer Use Guidelines

1. The computer lab is designed as a tool to help families at Martha's House find jobs and housing. These computers **are not for games**. They are tools and should be used responsibly. You will not need a password to sign in to the computer. If you need a document printed, there is one computer with a printer set-up.
 - a. If you would like a document printed that is not directly related to our program. We will print them out for you at the cost \$.10 per page and you will need the exact change no exceptions.
2. Students who are 12 and older can use the computer for doing homework during posted hours(may change at the Shelter Directors discretion - **not to play games**.)
3. Do not try and change any settings. (**You will** lose your privileges.) We have already set the settings that are necessary for the programs we have made available to you.
4. Always ask questions! Don't assume you know what the answer is. We will be happy to answer your questions.
5. Arguing with staff or volunteers about the computer will end in loss of privileges.
6. Usage will be limited to 60 minutes unless there is ample availability. Hours for use are posted, and are subject to change at any time. BE COURTEOUS!!
7. If at any time you are asked to log off by staff or a volunteer, you must immediately comply. If there is an emergency you may be asked to log off. If you are abusing the privilege you will be asked to log off and may lose any further privileges.
8. You the resident are responsible for saving your material before logging off. This may require a) printing your documents, b) saving your documents to a flash drive, or c) e-mailing the documents to yourself.

At this time we are not using K9 Web Protection, which means you will be able to do searches without being blocked. If at any time management believes residents are abusing this privilege, we will go back to tighter controls on the computer and install K9 Web Protection!

Community

Below are a few opportunities to experience community and enjoy life at Martha's House.

Shared Blessings

If you are in need of food, you can go to Agape House during business hours and SIGN UP to receive a food box for your family 2x a month. We are currently working on setting up a clothes closet at Martha's House. This way you will be able to go in and pick a few items that you may need for you or your family.

If you have an interview and need career clothing we have a special closet just for this exciting event. In order to take advantage of that please see the Shelter Director (Jodene Hughes) before your interview and she will do her best to get you set up with a nice interview outfit.

If you need a haircut for that special interview please visit with the Shelter Director (Jodene Hughes) and she will arrange for that to happen.

Move Out

If you are asked to leave early or decide to leave Martha's House early, you will forfeit all of the "Home Starter Items". If you continually break the rules, you may forfeit all of the "Home Starter" items that would normally go with you at the end of the program. The "Home Starter" items are for those residents who are working hard to make a difference in their lives, and are doing everything they can to make it happen.

When you are ready to move out, please give your Shelter Director as much notice as possible. The Shelter Director will supply you with move-out instructions to help you meet the expectations. Residents are expected to have their belongings out and their room clean within three days of moving out, unless other arrangements have been made.

- **Please turn your key in** to a staff person before your first night out. Thereafter, when you return to clean, enter through the front door, **ask for the staff on duty and wait to be let into your room.**
- **Martha's House will hold your things for no longer than 3 days**, unless arrangements have been made with the Shelter Director.
- **Please leave your updated contact information** with your Shelter Director before you leave, including phone number, address, etc.

Cleaning List and Wish List

Upon move-out, whether it is on your own or being asked to leave, you will receive a cleaning list from the Shelter Director. This sheet must be returned to the Shelter Director before you leave.

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Classes Available - Most all of the classes are outsourced through our partners in the community.

Budgeting – This class is normally taught by Head Start at Martha's House

Parenting - This class is normally taught by Head Start at different locations

Resume Class through CAPECO and WorkSource Oregon

This class is designed to help you create a killer resume, discover skills you didn't know you had, and learn valuable tips for applying and interviewing for jobs. Only open to Residents who have completed the Entry Program and have signed up with Work Source Oregon. Shelter Director will post a calendar of date and times each month.

Nutrition & Cooking Classes – This class is normally taught by Head Start at Martha's House and is specific to us.

Substance Abuse Classes – The closest AA/NA classes are held at the Methodist Church Building on Gladys Ave. next to the Library. They have open classes several times a week in the evening hours.

Moving Forward is grant driven program provided by CAPECO. This program (if chosen), will help you with rental assistance for a certain period of time. You will receive an application when you enter MH. It must be filled out immediately and taken to CAPECO to be stamped with date & time. This is basically your # in line.

Shelter Communication

STAFF/EMERGENCY CELL PHONE: (541) 571-7768

Use this number for the following reasons:

- Someone has made a serious threat.
- Someone is in a fight or someone is hurt, bleeding, or passed out.
- Your key stops working *after hours* and there's no one to let you in.
- Going to be late for Curfew (must have a **valid, proven** reason).
- You are going to be late or miss class or a case management appointment due to a **valid, proven** reason (sickness or full-time work).

For all other communication

- Go to the reception desk and ask for a staff member.
- Go to the shelter director's office.
- Leave a note in the shelter director's box.
- Call the Main Phone Number for the Shelter (below).

Main Shelter Number: (541) 289-3344

Mailing Address: 305 SE 4th Street, Hermiston, OR 97838

- You can use this address while living at Martha's House
- Remember...if you use our mailing address, ***YOU WILL have to change your address directly with the source. The Post Office WILL NOT do a change of address from Martha's House address.***

Information:

If you would like to attend church somewhere, please let us know and we can give you a list of churches in the area. If you don't have transportation, we can possibly set up a ride for you. Most of the area churches have transportation or someone willing to pick you up.

Martha's House Program Contract

Martha's House is not, in any way a Landlord and tenant relationship or transitional type housing. Martha's House is a program specifically meant to help residents get back to a sustainable lifestyle. The program **does include**: classes, setting goals with case managers, specific chores, searching for employment, volunteering and a room during their stay while in this program. The length of this program is 4 months with a possible short-term extension under certain conditions with the approval of all management. The length of stay can be shortened if resident is not complying with the rules.

_____ Initials _____ Initials

By signing this document ***you agree that you completely and totally understand the program shelter rules and will abide by them at all times*** or face possible removal from Martha's House for failure to do so. You also, agree and understand Martha's House is NOT a Landlord and tenant relationship or transitional housing but a program to help you overcome homelessness.

_____ Initials _____ Initials

Resident

Resident

Shelter Director

Date