

# Emergency Housing Rules and Regulations

## 1. Drugs and Alcohol\*

Phoenix Rising has a ZERO TOLERANCE policy regarding Drugs and alcohol in the HTL Housing Services. This includes being under the influence or intoxicated. However, personal medication is allowed as long as it is listed on the resident's medication listing.

## 2. Weapons / Violence\*

Phoenix Rising has a ZERO tolerance policy around possession of weapons of any kind. Violence, threats of, fighting, stealing, or damage to property will not be tolerated. ALL persons involved in a fight will be required to leave and may face criminal prosecution.

## 3. Sexual Activity\*

Sexual and romantic activity are not permitted in HTL Housing Services, and visitors are not allowed at any time in order to protect the confidentiality of clients currently enrolled in the program. Individuals not residing in Phoenix Rising are not allowed in the unit at any time.

## 4. Illegal Activities\*

Any illegal activity (gambling, stealing, etc) committed on the HTL Housing Services will result in immediate discharge and may result in criminal charges.

## 5. Appropriate Behavior

Clients should not touch, hold, or exchange items that belong to other clients under any circumstance. In the event of theft, a staff member and the client may search the residence at any time with the occupant present. Clients should be dressed appropriately when leaving the residence. Excessive profanity is not acceptable when dealing with staff. In addition, threatening or disrespectful statements to staff or other residents are not permitted. Horseplay between clients or between clients and staff is also not permitted.

## 6. Program Attendance

All Phoenix Rising Housing residents are required to attend **ALL** program activities, groups, special events and community meetings. This includes attendance at virtual meetings when the Here's to Life office is closed. All residents are required to attend weekly Community Meetings. Clients who become ill while in the housing program will need to be seen by a physician if they are unable to attend groups.

## 7. Restriction

Phoenix Rising Housing clients will be placed on restriction at the beginning of their stay and may return to restriction at any point during their stay. While on restriction, clients may not leave the residence without the permission of the housing manager and are not permitted to travel alone to and from residence while attending group.

## 8. Medical / Mental Health Appointments

Clients must notify their counselor and the housing staff of all scheduled medical and mental health appointments at least 24 hours in advance. All appointments should be scheduled after 1pm and clients are required to provide signed documentation of visits to the housing and clinical staff upon their return.

## 9. Curfew

**For clients no longer on restriction, curfew is at 8pm every day.** Residents must contact the Housing Manager or Resident Assistant if they are unable to return by curfew. Clients who are out past curfew without approval from the Housing Manager will not be allowed entry until after they have met with the Program director at the Here's to Life administrative office **the next business day**. **Note:** In some cases, the next business day is the following week.

## 10. Quiet Hours

Quiet Hours should be observed between 10:00pm and 6:00am. During this time, all guests should maintain a lower volume out of respect for other guests' ability to sleep.

## 11. Sign-In/Sign-Out

Clients are required to sign in and out of the HTL Housing Services whenever entering or exiting at the residence for any reason. Any resident who is off Phoenix Rising Housing property for 24 hours or longer will be considered to have abandoned the housing program and will be terminated unless the absence has been approved in advance by Program Director.

## 12. Beds and Common Areas

Security/Health Checks will be performed randomly. It is the resident's responsibility to ensure that their bed is made and their area is kept neat and tidy daily. Clients are not permitted to sleep overnight in the common areas and **open food and drinks are not allowed in the bedrooms**. Clothing should be stored in closets or dressers, and failure to pass room inspection may be grounds for restriction or dismissal. Dishes should be washed by the end of each day. **Any items that are provided by the HTL Housing Services are the property of the program and must be returned to the staff upon exit from the program.** Damage or theft of Phoenix Rising housing property may result in criminal charges.

## 13. Storage

Due to a severe shortage of storage space in the units, clients are limited to two suitcases (or their equivalent) during their stay in the residence. Upon exit from the program, clients will need to make arrangements with a staff member to pick up their belongings within 72-hours (three days). **ALL unclaimed items will be discarded after 72-hours.**

## 14. Smoking

There is NO smoking allowed inside the HTL Housing Services Residence at any time. Clients may smoke in the back of the residence and should dispose of their cigarette butts properly.

## 15. Laundry

Laundry facilities are available on site. Residents are responsible for their own laundry. Laundry facilities are available Friday through Sunday only and should be completed by 10pm to allow for quiet hours for clients trying to sleep. It is the Senior Resident's responsibility to ensure responsible use of the laundry detergent.

## 16. Employment / Income / Food Stamps

All residents who are able to work will actively seek employment. However, for safety concerns, guests may not have large sums of money while residing in the HTL Housing Services. Clients who receive income through either benefits or employment should create a budget and savings plan with the housing managers. Clients who do not have a checking or savings account may turn in Money Orders to the Program Director. The suggested amount for all clients is two-thirds of their income. All funds will be managed by the Program Director and will be returned upon exit from the HTL Housing Services.

## 17. Visitation\*

For safety concerns, visitors (which includes family and friends) are not allowed on the HTL Housing Services premises at any time. With prior approval, clients may make arrangements to meet others at the Here's to Life Administrative Office. All visitors are to report to Phoenix Rising / HTL offices at preapproved and predetermined times.

## 18. Packages/Mail

For security purposes, no personal mail or packages should be delivered to the HTL Housing Services. In special cases, clients can receive personal items and/or money at HTL offices where they will be receipted and disbursed to the client as needed. All packages and parcels should be addressed to HTL's main office address at 1115 Ralph David Abernathy Blvd, Atlanta, GA 30310. Items will be inspected by staff members with the resident present. Please be sure to inform the housing manager or program director of any expected deliveries.

### 19. Maintenance / Trash

Any maintenance issues should be reported immediately to the Housing staff. Trash pick-up at Phoenix Rising Decatur is scheduled for Wednesday. It is the residents' responsibility to ensure that the trash is put by the curb for pick up each week.

### 20. Transportation / MARTA

Clients will be provided MARTA transportation during their stay with the HTL Housing Services. While on Restriction, clients must be accompanied to and from the residence by other housing clients. Clients are responsible for replacing any lost MARTA cards and must turn in their provided MARTA cards during their exit interview unless they are planning to continue to attend the day program.

### 19. Vehicles\*

Clients who have vehicles are required to park and lock them while on restriction and must turn in the keys to the house manager. Once a client has been approved by the program director use of the vehicle, the client may use the vehicle to travel to work or grocery shop providing that they have insurance coverage. **Clients are NOT allowed to transport other housing clients in their vehicle under any circumstances.** If a client is found transporting another client at any time, **BOTH** clients will be subject to discharge from the HTL Housing Services.

### COVID-19

To ensure the safety of all clients in the HTL Housing Services all clients should provide documentation of a COVID-19 test result every 21 days while residing in housing.

## Exiting the HTL Housing Services

### When you leave the housing program voluntarily:

- You will need to make an appointment to meet with the program director and the housing manager. The housing manager will need to be present at your exit from the residence, and the program director will return any funds or savings you have accumulated during your stay.
- Complete a change of address card immediately. All mail received will be returned to sender.
- Make arrangements to remove your personal belongings immediately. **Personal belongings can only be held for up to 72-hours after which they will be discarded.**

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Client Signature

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Date

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Witness

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Date