

## **Family Promise of Greater Lafayette, Inc**

**Transitional House located at 718 Wabash Avenue; Lafayette, IN 47905**

### **Rules, guidelines and living agreement**

The Fairfield Township Transitional House is owned and operated by the Fairfield Township Trustee. Family Promise of Greater Lafayette has been approved for the use of this home for transitional living for Family Promise residents. The home is intended for short-term transitional living for a family that has achieved stability and has been approved for permanent housing. The family will live temporarily in the home while waiting for the availability of their permanent housing unit.

The family will continue to be clients of Family Promise and will agree to the following guidelines while living in the Transitional House.

**Length of Stay:** The anticipated stay is up to 3 months, but may be extended for families making progress towards their goals. The goals are to be detailed in writing and provided to the case manager for monitoring. Every 30 days families can request an extension. Families who are not actively participating in case management or making progress to their goals may have their request denied. Regardless of any situation, families shall not stay beyond 6 months.

**Costs and fees:** The participating family agrees to provide a deposit of \$200.00 to Family Promise prior to moving into the Transitional House. This deposit will be fully refunded at the end of the resident's stay IF the home is thoroughly cleaned and no damages have occurred after a walkthrough is performed.

**Rent:** The participating family will not be charged rent for the use of the Transitional House.

**Utilities:** The participating family will pay a flat rate of \_\_\_\_\_ per month to the Trustee to cover the cost of utilities while residing in the home.

**Case Management:** The participating family will agree to meet with the Family Promise Case Manager one time per week. Visits may be in home, by Zoom, or at the FPGL shelter determined by the case manager and considering the unique circumstances of the family.

#### **House Rules:**

- The house is to remain neat, clean and tidy at all times. Residents are responsible for daily upkeep and cleaning.
- Mowing and yard maintenance will be provided by the Township Trustee's office.
- Trash needs to be taken out daily.

- The kitchen should be cleaned after each meal, meaning dishes should be done immediately and the sinks, table, and countertops should be clean. Food should be stored away and not left out on the tables or countertops.
- No deep frying in oil.
- Children under the age of 17 are not to be left unsupervised in the house. All children under the age of 17 must be supervised by an adult, over the age of 18 years, at all times while they are residing at the home.
- Smoking is NEVER allowed inside the home (this includes vaping)
- Alcohol, illegal drugs and weapons are NOT permitted inside the home.
- Pets of any kind are NEVER permitted to be on the property or inside of the home.
- No overnight visitors.
- Daytime visitors are expected to adhere to all policies and guidelines.
- Babysitting must be pre-approved by the Family Promise staff.
- No loud music, yelling, or any type of noise disturbances at any time.
- One vehicle is allowed per family. Vehicles are to be parked in the lot behind the Transitional House. The vehicle must be insured and the driver must have a current license. Repairing the vehicle is not allowed on the property.
- Residents are not allowed to hang anything on walls (No nails, tape, etc).
- Any damage that occurs to the property inside or outside may result in immediate termination. The resident is responsible for reporting any broken items to the Family Promise staff immediately, and followed up in writing.
- Any emergencies need to be reported to the Family Promise case manager immediately. Call 911 first for fire, then call the case manager.
- Do not tamper or remove smoke alarms or fire extinguishers. Report any issues immediately to the Family Promise case manager.
- All items provided in the home must remain intact and in good condition.
- An inventory of items will be provided to the residents and will be checked upon exit.
- The residents will be billed for any broken or missing items upon exit.
- Residents are asked to keep doors locked at all times. Family Promise and the Township Trustee assume no responsibility for lost or stolen items.
- Residences are expected to comply with all local and city ordinances.
- Residences are expected to comply with reasonable and routine inspections, maintenance and emergency entry to the premises and will be given reasonable notice of such entry.

I (we) \_\_\_\_\_ hereby agree to all of the rules, guidelines, and fees associated with living in the Transitional House. I (we) understand that any violation of these rules may result in termination (eviction) from the house and also from the Family Promise program. I (we) agree to meet weekly with the Family Promise case manager.

I (we) agree to hold Family Promise of Greater Lafayette and the Fairfield Township Trustee harmless for any loss of personal property or any injury while in the Transitional House.

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Resident signature

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Date

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Resident signature

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Date

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Staff signature

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Date

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Case Manager signature

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Date