



AARON COMMUNITY CULTURAL CENTER

GUEST/CLIENT POLICIES and PROCEDURES AGREEMENT

The guest/client agrees to participate in and abide by the policies of the Aarons Community Cultural Center house policies and procedures. The undersigned agrees to vacate from the shared housing accommodations taking with them **only** the possessions they brought with them when not abiding by the rules and regulations of Aaron Community Cultural Center (known as ACCC's) rules.

- ✓ All guests/clients are expected to have a positive and willing attitude while residing at the home. Guest is prohibited from borrowing personal items from another resident. All residents in the home are on income restrictions and are not required to assist you with your personal needs.
- ✓ Additional surveillance cameras will be installed in the house for safety reasons
- ✓ Noise levels should be kept to a minimum and inside voices used when addressing another resident inside and outside the home when neighbors are asleep.
- ✓ Quiet Time: Quiet time is designated between the hours of 11:55 p.m. to 7 a.m. During this time noise should be kept to a bare minimum so that guests/clients can rest peacefully. NO TV or RADIO
- ✓ Candles or any item requiring fire are not allowed anywhere in the house
- ✓ For safety reasons there will be an in/out board made available by the front door so that the House Manager is aware of who is in the house and who is out.

A. Bedrooms:

- a) **NO** visitors are allowed upstairs / downstairs bedrooms NO exception
- b) **NO** husbands or boyfriends/significant others visiting guests/ clients are allowed in guest rooms
- c) No items are to be hung or affixed to the walls or closet doors in your room
- d) No eating or storage of food is allowed in the bedrooms to avoid rodents and bugs
- e) All fans (ceiling and others), lights are to be turned off if no one is in the room
- f) All bedrooms are provided with smoke detectors and guests/ clients are required to notify the House Manager of any beeping noises coming from the detector

B) All Doors/Windows:

- a. Back and front doors must be locked every night including the door to the back yard and the patio areas
- b. All windows in the dining and kitchen areas must be closed each night by the last person downstairs and the TV turned off

C) Visitor Rules:

- c) **NO** overnight visitors are allowed and all visitors must meet you on the patio or out side of the house.

Guests/Clients curfew:

- a) 10 pm every night (unless you are working a job and your hours require you be out later. Curfew may be extended for legitimate reasons listed below:
 - > Job schedule
 - > Business appointments
 - > Child care
 - > Hospitalization
 - > Personal exceptions may be made with notification/ approval from House Manager

- b) Guests/clients leaving ACCC House permanently must retrieve all of their belongings within **30 days**; if guest does not retrieve their belongings within that allotted time, ACCC House reserves the right to dispose of all property left behind and/or charge a storage fee amounting to \$18/day.

F. Heaters, Lights, Fans and Utilities:

- i. Please be considerate when using all utilities by turning off lights, fans, heaters, etc. when not in use or no one is in the room.

G. Personal Property and Valuables:

- a) ACCC House is not responsible for any loss of valuables or money due to theft or accident. Therefore we warn all guests/clients against keeping such items or stored in a safe place at the house during their stay.
- b) All personal items including food should be labeled with your name in the refrigerator and cabinet.

H. Trash Disposal:

- a. Trash all trash should be put in the outside trash can AM & PM. Trash cans will be put out on Tuesday evenings for Wednesday trash pickup and brought back to the fenced area after the trash has been emptied

I. Backyard Rules:

- a) For anyone who smokes, PLEASE smoke in the smoking area only. All cigarette butts are to be placed in the smoking receptacle and emptied on a regular basis (and not left for the House Manager to handle)
- b) Backyard furniture pillows are to be brought in every evening
- c) Please wipe your feet and remove your footwear before re-entry into the house from the backyard

I. Use of laundry facilities:

- a) Washer and dryer are available for guest's use only
- b) Coin Operated washer and dryer are provided however, A signup sheet will be provided in the laundry area and each guest may sign up to do laundry in one time slot per week; you may switch with another guest if necessary

Do not wash clothes or undergarments in bathroom sinks, tubs or showers.

J. Mail:

- a) Guests/clients must have their mail delivered to a relative's home or a personal P.O. Box

L. Cable TV:

NO Guest/client can have cable TV in their bedroom

The following is a list of reasons for immediate dismissal from the ACCC House:

1. Nonpayment of monthly fee on time
2. Entering the home intoxicated by alcohol
3. Arriving at the home intoxicated by drug use verified by a positive drug test
4. Blatant disregard of the ACCC House Policies and Procedures
5. Continual and excessive arguing or disruptive behaviors
6. Failure to report contagious medical conditions to ACCC staff
7. Falsification during you intake procedure such as not disclosing previous alcohol or drug use, addictions, medical conditions or previous felonies. Background checks will be performed for a fee of **\$35.00**
8. Physical violence or threats of any kind toward another resident , staff or neighbors
9. Misuse of income, failure to provide updated financial information, Monthly Budgets.

10. Failure to participate in the CEMN Membership, Newsletter via Chase Liquid Card kept on File with ACCC accountant, Monday and Thursday Chapters Meeting and Program
11. Failure to participate in the CEMN monthly and quarterly training
12. Destruction of property
13. Refusal to cooperate with House Manager and other staff
14. Sexual activity in the room (exposure/sexual harassment)
15. Smoking anywhere inside/outside the house other than the designated smoking area in the backyard
16. Staying out all night without notifying the House Manager you will not be returning
17. Stealing of any item from another guest (this includes food and food items)
18. Possession, use or threats involving a weapon of any kind
19. No signing in and out daily or leaving 1-2 days per month.
20. Leaving food out on the counter for more than 1 hour
21. Storing food in 1010 pots or cook ware all food must be stored in plastic containers or bags.

All guests/clients must agree to the following as a condition of residency:

1. Guests/clients must attend at least 3 self-help groups a week; information for these groups will be made available at the house
2. Guests/clients must participate in the guest mandatory house meetings if work/school schedule does not permit physical you must attend via phone
3. **NO** criminal activities are allowed by either the guests/clients nor guest visitors

4. Visitors entering the property under the influence of alcohol or drugs is **NOT** permitted
5. Guests/clients must maintain all areas of the house (inside and out) in a healthy, clean orderly fashion
6. Violence or threats of any kind on another guests/clients or visitor are grounds for **immediate termination** with **no refund** of fees paid
7. Guests/clients are expected to be good neighbors in the neighborhood
8. No visitor is allowed in the house without prior consent from the House Manager
9. **NO** loud noises or conversations inside or outside of the residence
10. **NO** parties allowed
11. Departing guests/clients are required to give a 28 -day notice before leaving the ACCC Shared Housing facility
12. This is a **28 Th day At-Will Guest/Client Agreement** and can be terminated from the program at any time with violation of any house policy or just cause as determined by the House Manager after consultation with ACCC board.
13. **NO** overnight visitors are allowed at any time
14. NO Visitors All rooms in ACCC House will be spot checked for cleanliness, drugs or alcohol
15. You must clean up after yourself at all times in **all areas of the house. A cleaning schedule will be posted in the kitchen and dining room area with chores/duties revised monthly;** You will be assigned specific chores and they must be completed in a timely manner
16. Laundry coin-operated washer and dryer are available in the house.
17. You are to **wash** and **put away all** dishes, eating utensils and cooking materials after each and every use

18. Guests/clients are encouraged to participate in any fundraising activities that will benefit the house (e.g., to purchase household supplies, weekend excursions, etc.)
19. Guests/clients will be able to participate in ACCC Guest of the Month” contest with special perks given to the Guest of the Month (TBD)
20. You are **NOT** allowed to enter any other guest’s room without their expressed permission at any time or if they are not available
21. You must report any unsafe conditions in the house or broken items
22. Bathrooms must be cleaned after each use; no hair drying or makeup application is to be done in the bathrooms. Please return to your room for this.
23. All residents must provide a health clearance (Free of all infectious and sexually transmitted diseases form their doctor prior it moving in the 1010 house.
24. Disrespect of the House Manager or any guests/clients of the house, violence or threats are **NOT** permitted and will be grounds for immediate dismissal from the program and the LA Sheriff called.
25. Residence are under surveillance in kitchen, living room, doorways and outside areas of the house for safety reasons
26. Background checks will be performed in addition to random drug testing. There will be a **\$35 non-refundable** fee to cover the costs of the background check.
27. Each guest/client security Cost is **250.00**, **75.00 Cleaning Fee** a **key cost of 80.00**

The undersigned releases the Management and ACCC from all liability related to the conditions of this agreement.

**I HAVE READ AND FULLY UNDERSTAND THE GUEST/CLIENT
POLICIES AND PROCEDURES AGREEMENT.**

Signed: _____ Date: _____

Print
Name: _____

Management
Signature: _____ Date: _____

Witness
Signature: _____

*All policies and procedures are subject to change

Check List

Non Refund Cost

Some Items can be waved with a picture of some employers ID

Application Cost & Back Ground Check 35.00

Security Cost 250.00

Cleaning Fee 75.00

Key Cost 80.00

Medical Health Clearance

**Belonging Clearance Free of Pest (Bed Bugs, Fleas, Roaches, Rodents
ECT...)**