

BETHLEHEM INN RULES & GUIDELINES

1. Daily check in is EVERY DAY from 4:30pm to 6pm, including Saturday and Sunday. Mail and phone messages are distributed during daily check in. Residents may not be on shelter property from 8:30am to 4:30pm, Monday through Friday. **All residents must turn in their key every morning before 8:30 am and must check-in at the front desk between 4:30- 6pm every day.** Once checked-in, the resident may not leave the property. Dinner is served at 6 pm every night. Residents may keep their key with them on Saturday and Sunday while on site, but if the resident leaves the site they must sign out at the front desk & turn in their key. They may pick the key up when they sign in upon return.
 2. Monday through Friday wake-up is at 6am, continental breakfast 5 – 7 am. Saturday & Sunday wakeup at 8 am, breakfast 8-9 am. Sunday through Thursday lights out at 10 pm. Friday & Saturday lights out at 11pm.
 3. **The Bethlehem** Inn offers emergency shelter up to 30/60/90 day periods.
 - a. During the first 30 days a resident needs to make significant strides to improve their self-sufficiency. If they have done so, another 30 days may be granted.
 - i. **There is a daily fee of \$5.00 to stay at the Bethlehem Inn. Part of self sufficiency is paying these fees. Residents are billed every Sunday or Monday. To make a payment ask the attendant at the front desk to find a staff member.**
 - ii. If the resident has NOT made any strides they will be asked to exit the shelter at the end of 30 days from entry. The resident will then need to wait 30 days from their exit to return to the Inn (with the same 30/60/90 day periods).
 - b. During the second 30 days (total of up to 60 days), these efforts must continue to happen. If they have done so, another 30 days may be granted.
 - i. If the resident doesn't continue to make significant strides towards self-sufficiency **or pay fees** the resident will be asked to leave on day 60 from their entry date. The resident will then need to wait 30 days from their exit to return to the Inn (with the same 30/60/90 day periods).
 - c. During the third 30 days (total of up to 90 days), these efforts must continue to happen. If they have, they will meet with **a staff member** to work on a "Transition Plan" which will include a formal budget.
 - i. If the resident has NOT continued to make significant strides towards self-sufficiency **or pay fees** the resident will be asked to leave on day 90 from their entry date. The resident will then need to wait 30 days from their exit to return to the Inn (with the same 30/60/90 day periods).
 - ii. The "Transition Plan" will be individualized to the specific resident and housing at the shelter will continue to be available as long as the plans are completed.
- **If a resident is suspended for five days during any of these time frames, they will return with the number of days completed previous to the suspension, but will still be accountable for the 30/60/90 day periods. If the suspension is for 30 days they will re-enter the Inn with zero days but will still be accountable for the 30/60/90 day periods.*
4. After being a resident for 30 days, residents are permitted 2 (two) nights out per 30-day period (based on entry date), upon approval of request (form available at front desk). Request must be submitted at least two days prior to date(s) requested. Resident fee balance will be taken into consideration before approval.
 5. Late curfew requests (for church, work, AA/NA, school, family/friend functions, etc.) must be filled out and turned in at least two days (48 hours) prior to the time requested. Late curfew requests are at the front desk. Resident fee balance will be taken into consideration. If approved the resident will need to sign in and out at the front desk before leaving & when returning.
 6. All resident phone calls must be made from the phone in the dining area's back room. Residents wanting to use the phone must sign up in the front office in advance. Phone calls are limited to one 15-minute block. See rules in dining area's back room for more info.
 7. Male residents with vehicles may park between rooms 109 and 114. Female residents may park their vehicle between 116 and 120. Once the vehicle is parked no occupants are to be in the vehicle. Vehicles must be in running condition and no maintenance work is to be done on site. It is the responsibility of the resident to have the vehicle currently licensed, registered and insured. All entering and exiting in vehicles must be through the main driveway by the front desk. Please drive slowly and carefully in the parking lot.
 8. In order to respect local businesses and be a good neighbor, residents may only use the main entrance (between Midas & Knecht's) for entering or leaving the property, whether walking, riding a bike, driving, etc. Do not walk/drive/ride through any of their parking lots, driveways or alleys.
 9. Due to health codes, no animals/pets may be on Bethlehem Inn property at any time (including in vehicles).

10. Bethlehem Inn staff and volunteers are required to make regular safety and security checks, at which time they may open any closed door. Staff or volunteers will announce their presence prior to opening the door.

EXPECTATIONS OF RESIDENTS

11. Toiletries or items needed for your bathroom (soap, toilet paper, etc.) may be picked up 6-8am or during check-in 4:30-6pm.

12. If you need to speak to a staff member, please go to the front desk and ask the person behind the desk to use the Walkie-Talkie to find the staff member. Residents are not to pass the dotted line in front of Building One (offices) except to do their laundry. Do NOT go directly to any office (including the Monitors' Office) or knock on their door unless there is a safety or health emergency.

13. Residents of Bethlehem Inn are required to look for employment and/or social services assistance. Panhandling, whether using a sign or directly asking for money while on or off Bethlehem Inn property, is not permitted and will result in a suspension.

14. Residents are required to shower daily (shower limited to five minutes; no baths) and be properly dressed when leaving their room. Residents are to be modestly dressed at all times. It is not appropriate for male or female residents to wear sleeveless undershirts as a t-shirt, sleeveless muscle shirts or revealing low-cut tops. Shorts must be modest and reach finger-tip length.

15. Residents staying with the Bethlehem Inn are assured confidentiality – their enrollment is only shared with approved and appropriate agencies. Residents are also required to keep fellow residents' presence at the Bethlehem Inn confidential – failure to comply will result in disciplinary action.

16. To ensure confidentiality of other residents staying at the Inn, residents may NOT have visitors at the Bethlehem Inn. All visiting with non-residents must happen off site. If the resident is anticipating a visitor during the evening, a late night curfew form must be filled out and turned in 48 hours in advance and the visit must happen off site.

17. Residents are to treat staff, Deschutes county workers, volunteers and fellow residents with the utmost of respect. Abusive language or aggressive actions toward any of the above parties will not be tolerated in any form (5 day suspension minimum), nor will gossip or demeaning speech.

18. Residents working 2nd and 3rd shift jobs will be limited to being on site for 9 hours after they check in from work if their work requires them to be out past lights out (10 pm Sunday through Thursday). After 9 hours the resident must be off site.

19. Residents are to be in control of their behavior at all times. Sexual activity *of any kind* or any pornographic material is not permitted anywhere on Bethlehem Inn property and will result in disciplinary actions. Residents are to respect Inn property - any damages will be the responsibility of the resident.

20. Physical threats or harm to others is an **eviction**. All incidents must be immediately reported to the monitor on duty and put into a written statement. If a resident is involved in or a witness to an accident and/or injury of any kind, either on or off property, immediately notify the monitor on duty and fill out necessary paperwork.

21. Due to health issues residents are not to spit on the ground anywhere on the property.

22. Residents may contact monitor on duty for grievance forms and procedures for the grievance process.

23. Bus (BAT) passes (good for an entire day) are available to purchase at a discounted price Monday through Friday, from 7:30-8:30am only. Bus passes cost \$1 each or a book of 6 for \$5.

ALCOHOL, OTHER DRUGS, TOBACCO, FIRE SAFETY & PROHIBITED ITEMS

24. No alcohol, drug paraphernalia (including needles, pipes, syringes, cooking devices, etc.) or explosive materials are permitted on the Inn property. Any violation of these rules will result in an immediate eviction.

25. Consumption and possession of drugs and alcohol is strictly prohibited while residing at Bethlehem Inn, both on and off the property. Random UA and breathalyzer tests will be given. Residents returning from a suspension will be tested again in order to reenter. The use of medical marijuana by a card carrier is not permitted while staying at the Bethlehem Inn.

26. Residents may not wear any article of clothing advertising/promoting/referring to drugs or alcohol. No profanity on clothing.

27. Smoking and chewing is only permitted in the designated area of the lawn next to the filled-in swimming pool from 4am-10pm. Chewing tobacco must not be spit on the ground. **You need to spit into some type of container or cup not provided by BI and throw it away after each use. They also need to be disposed of in the smoking area. Cigarettes may only be rolled in the smoking area.** Tobacco use in the non-designated area will be an eviction.

28. No burning or fires of any kind are permitted in any rooms (smoking, candles, incense, oils, plug-in deodorizers, etc.) as well as unnecessarily discharging a fire extinguisher in an area. Fireworks or explosives may not be on the property at any time. Any violation of these rules will result in an immediate eviction.
29. Random Fire Drills will be performed. It is mandatory that all residents on site participate.
30. Weapons/tools of any kind must be turned over to the monitor on duty upon intake. If a tool is needed for work it may be picked up from the monitor before leaving for work and it must be returned to the monitor every day at check-in. Contact the monitor by asking at the front desk.
31. All property, including mail and packages, is subject to search at all times.

WARNINGS, SUSPENSIONS & EVICTIONS

32. The warning/suspension/eviction system ensures the Bethlehem Inn is a place of safety and accountability.
33. Suspended residents must take all belongings with them at the time of suspension. If any personal belongings have been left at the Inn (during suspensions or failing to return), these items must be picked up within 48 hours (two days). Any remaining possessions will be considered abandoned and disposed of accordingly. Suspended residents are not allowed on the Bethlehem Inn property during the period of their suspension other than to pick up their belongings within 48 hours. Suspended residents are not guaranteed to have a bed at the end of their suspension period. Upon reentry residents may be required to sign an action plan in order to return to the Bethlehem Inn.
34. An evicted resident must take ALL personal belongings off property immediately following the eviction. Any remaining possessions will be considered abandoned and be disposed of immediately.

PERSONAL BELONGINGS, ASSIGNED ROOM & LAUNDRY

35. The Bethlehem Inn is not liable for any lost, missing or stolen property. **All belongings must fit into the two provided totes assigned to your bed. All toiletries are to be stored in the tote or the assigned toiletries shelf in the room.** Any medications or valuables need to be stored in the locking tote. Residents are not to store any items outside or on 2nd floor walkways. For more information on the policy regarding storage of residents' belongings, please refer to the guidelines that are posted in the resident's assigned room.
36. Residents are not to lend, borrow, ask for, trade, sell, buy, give or receive any medications prescribed or over the counter, belongings, or money to other residents, staff, volunteers or donors. This includes asking for rides as well as tobacco.
37. A resident will be assigned a room and bed. Residents may NOT switch rooms/beds or use totes that belong to a different bed.
38. All mattresses must have a vinyl mattress cover. Do NOT remove the mattress cover. If a resident is assigned a bed that has no mattress cover, it is the resident's responsibility to let the monitor on duty know and to also put the mattress cover on the mattress.
39. The view of beds is not to be obstructed. Bunks are not to be shadowed or tented with any items. No items are to be placed on empty beds. These items will be confiscated. All towels must be hung on the assigned shelving hook.
40. Due to health & sanitation codes, no food or drinks (except water) are permitted in the rooms. If found, warnings will be issued and items will be confiscated. Dry goods (not immediately consumable, instant coffee for example) are acceptable.
41. Resident's personal laundry may only be done in the laundry room next to Room 101. Laundry may be done in between wakeup and 8:30 am weekdays, after 6:30 pm until lights out week nights. During the weekends laundry may be done from wakeup until 4:00 pm Saturday & Sunday, and after double scrub and cleanup on Saturday & Sunday until lights out. Quarters are available at the front desk in exchange for bills. Residents doing laundry are not to leave the premises while their clothing is in the Resident Laundry Room. Any laundry left in either the washer or dryer will be removed by staff and a written warning will be issued. Bethlehem Inn does NOT supply laundry detergent for personal laundry.
42. Residents are required to keep their rooms and lounges neat & orderly at all times, and are also responsible for cleaning the bathrooms. All residents MUST participate in double scrub on Saturday after dinner. Residents are required to fully participate in their assigned weekly chores (morning and evening). Warnings will be issued for non-participation.
43. The Bethlehem Inn provides clean linens (towel, sheets & pillow case). Residents are to strip their bed (only remove flat sheet, fitted sheet and pillowcase) and exchange them for clean ones Saturday morning 9-10 am. Towels should be exchanged during the same time. The scheduled blanket exchange will be as follows:

Women: 1st Saturday of the month; **Men Upstairs:** 2nd Saturday; **Men Downstairs:** 3rd Saturday

44. Residents are only permitted in their assigned rooms and lounges, and are not to be in any other resident's room for any reason. Residents are not allowed in the opposite sexes' room/area at any time, for any reason. Failure to comply will result in an eviction. The areas between Rooms 114 and 116 are off limits.

45. Residents are not to be in any of the areas occupied by the families program for the safety and security of residents enrolled in the program. Failure to comply results in an immediate eviction.

ELECTRONICS USAGE

46. Television and movie watching are privileges. During the weekdays TVs may be on from wakeup until 8:30am and 4:30 pm until lights out. Weekends TVs may be on from 6:00 am until lights out. TVs must be turned off during scheduled cleaning (including double scrub) and during dinner and meeting times.

47. Residents are permitted to use handheld/personal electronics (cell phones, CD players, games, computers, etc.) only between wakeup and lights-out hours (refer to #2 for hours listed). As a courtesy to all residents, while in their assigned room electronic devices, including cell phones, must be in silent mode from 9 pm until lights out. At lights out all electronic devices must be turned off (cell phones may remain in silent mode, but no outgoing or incoming calls or texts may be answered during this time). None of the above listed devices are to be used in the dining area during designated meal times, scheduled cleaning times or other scheduled activities.

EXITING THE BETHLEHEM INN

48. When exiting the Inn (whether voluntarily or not) all residents must fill out an Exit Form (available at the front desk). If a forwarding address is listed on the exit form, mail will be forwarded only for two weeks. All mail received after two weeks will be returned to sender. It is the resident's responsibility to contact all businesses/agencies/employers, etc., of address changes. Mail forwarding/address change requests through the Post Office DO NOT WORK since this is a business address. If no forwarding address is written on the exit form, mail will only be held for seven days. After seven days the mail will be returned to sender, unless resident contacts a staff member in person (still two-week maximum).

49. After exiting Bethlehem Inn there is a 30-day period in which the resident may not return for housing. Residents are to have ALL personal belongings off the property within 48 hours (two days) of exiting the Inn.

ACCOUNTABILITY WARNINGS & SUSPENSIONS

Accountability	1st offense	2nd offense	3rd offense	4th offense	UPON RETURN 1st offense	2nd offense	UPON RE-RETURN 1st off.	2nd offense
Failure to return for ONE NIGHT	5 day susp on return				30 day susp		90 day susp	
Failure to return for more than ONE NIGHT	30 day susp on return				90 day susp		90 day susp	
Room cleanliness & amount of belongings	Verbal warning	Written warning	Written warning	5 day susp	Written warning	30 day susp	Written warning	90 day susp
Personal hygiene	Verbal warning	Written warning	Written warning	5 day susp	Written warning	30 day susp	Written warning	90 day susp
Chores	Verbal warning	Written warning	Written warning	5 day susp	Written warning	30 day susp	Written warning	90 day susp
No asking for, trade, sell, borrow, etc.	Verbal warning	Written warning	Written warning	5 day susp	Written warning	30 day susp	Written warning	90 day susp
Panhandling (on or off site)	30 day susp				90 day susp		90 day susp	
Inappropriate or profane language (if it is not a safety concern)	Verbal warning	Written warning	Written warning	5 day susp	Written warning	30 day susp	Written warning	90 day susp
Inappropriate behavior (if it is not a safety concern)	Verbal warning	Written warning	Written warning	5 day susp	Written warning	30 day susp	Written warning	90 day susp

SAFETY WARNINGS, SUSPENSIONS & EVICTIONS

Resident Safety (not limited to examples below)	1st offense	2nd offense	3rd offense	All future offenses
Arriving Under the influence (failing a drug test or blowing above .03)	5 day susp (Must pass UA; if THC susp, must pass UA 30 days from day susp.)	30 day susp & pass UA to return	90 day susp & pass UA to return	90 day susp & pass UA to return
Possess/Consume Drugs/Alcohol on site	Eviction			
Refuse a drug or alcohol test	30 day susp (unless 3rd offense under the influence, then 90 day	90 day susp		

	susp)			
Buy/Sell/Give any Prescription Meds to/from person other than who med is prescribed to	Eviction			
Violent acts	Eviction			
Verbal threats	Eviction			
Vandalism (Law enforcement may be contacted)	eviction & restitution			
Threatening or abusive language (compromising safety)	30 day susp minimum; may be an immediate eviction	90 day susp minimum (if not evicted)	eviction	
Inappropriate behavior (compromising safety)	30 day susp minimum; may be an immediate eviction	90 day susp min. (if not evicted)	eviction	
Smoking or tobacco use in non-designated area	Eviction			
Theft	Eviction			