



## **INTERIM HOUSING STANDARDS & LIABILITY WAIVER**

### **General Standards and Expectations**

1. Proper clothing must be worn at all times. This includes a top, bottom, and shoes. All private areas need to be covered while on HTM grounds.
2. Service providers are the only guests allowed on property. All other guests are unauthorized and not permitted on site. Please get approval from staff for any service provider entering interim housing.
3. If in possession of "marijuana", it must be stored in your assigned locker. *We will not confiscate any prohibited items; however, we will ask for all prohibited items to be removed from the premises immediately.*
4. All participants during intake will be subject to have all belongings placed and treated in a Hot Box to prevent any pest infestations and to ensure the safety and wellbeing of all participants and staff.
5. Participants are not allowed to enter any administrative office or any other authorized area until directed to do so by authorized Staff.
6. *You may not commit any crime in or around the interim housing complex. If you do commit a crime, HTM will report the crime to the Los Angeles Police Department, in addition to taking action against you under this Agreement and/or under the Transitional Housing Misconduct Act. If you are convicted of a felony, HTM reserves the right to exit you from the dwelling unit.*
7. Participants are encouraged to attend monthly townhall meetings. I understand that my participation in these meetings is highly encouraged and that my attendance at these meetings is crucial to the success of the program
8. Shared Living Facility - You are living in a communal place with people that you do not know. As part of this community, getting along with others is necessary and expected. Any concerns with other participants should be discussed with your case manager and/or HTM staff..
9. While participating in one of the HTM Interim Housing Programs you are considered a participant, not a tenant. As a participant, you understand that you cannot establish residency at the shelter, and you do not have exclusive rights to possess the site or property and HTM has the right to exit you from the program.
10. Individuals who have been exited from the program may not remain in any area of the property including, but not limited to, the site grounds, offices, shared facilities and/or the parking lot. Participants who have been exited will be asked to leave the premises and be provided appropriate resources.
11. HTM staff are mandated reporters and are required by the State of CA to report any known or suspected instances of child, adult dependent, and elder abuse to the appropriate protective services agency and/or to law enforcement.

### **Attendance**

12. Participants must utilize their room/unit on a nightly basis. Participants must check in with staff daily to confirm their attendance. Three consecutive absences or more may result in an exit from the Interim Housing program.

### **Code of Conduct- Good Neighbor Expectations**

13. Entry into another assigned cubicle/room/tiny home is not permitted.
14. All participants are responsible for cleaning up after themselves and any minor dependents. This includes maintaining your personal hygiene.



15. Participants must maintain quiet hours from 10:00pm- 8:00am daily and ensure that noise levels are quiet.
16. To be respectful of your neighbors, participants will be expected to use headphones when playing music or movies anywhere inside or outside the facility.
17. You may not possess, brandish, or use weapons or items that can be used as a weapon. Threats of violence, using or brandishing weapons and/or physical violence towards other people will be cause for immediate exit from the program.
18. You may not abuse or damage the cubicle/room/sleeping area, smoke detectors or any other property belonging to HTM.
19. Bullying is not tolerated. If you engage in bullying other participants and/or staff including but not limited to verbal or physical abuse you may be exited from the program.
20. Conduct endangering the life, safety, health or well-being of others is not permitted and will warrant an immediate exit from the program
21. Loitering around the grounds of the interim housing site is not permitted. All HTM participants may not loiter or "hang out" in front of the shelter or neighboring businesses. Loitering includes smoking, consuming alcoholic beverages, or gathering to have a security.

#### **Cleanliness**

22. You are encouraged to keep your room/unit/sleeping area in a neat, clean, safe and healthy condition. Hoarding, blocking walkways, doors and windows is not permitted. When your stay ends, you must return your room/unit/sleeping area to HTM in the same condition that it was in when you moved in. If items are left behind, HTM will hold the items for 14 days, and discard on the 15th day.

#### **Common Areas**

23. Please abide by the posted hours and expectations for common areas
24. Engaging in sexual acts etc. are not permitted in the common areas
25. Smoking is only allowed in the designated smoking areas. Please dispose of cigarette butts in ash trays/or identified containers. Smoking of Marijuana is not permitted on site. Smoking/Vaping is never permitted inside the building: candles, incense, and any other lighter or materials that produce heat and/or smoke are not permitted inside.

#### **Personal Items/Property Damage**

26. All personal items need to be stored in your room and/or in the provided storage bin under the bed. There must be at least a 32" unobstructed walkway throughout the room and no blocked windows. No more than one 60-gallon bag of items is permitted on site. All Items more than the above are not permitted on site. If belongings do not fit in the dresser provided, and in the closet, it is considered excessive and cannot be stored on the property.
  - a. No recyclables will be permitted on HTM property.
  - b. Participants are not to hang sheets or towels from the ceiling, on windows, walls and beds.
  - c. Please dispose of food promptly
  - d. No materials may be stored in the hallways/walkways for any reason. This includes recyclables, bikes, crates/boxes, furniture, animals, or animal supplies.
27. Please properly store and monitor your personal possessions. HTM is not responsible for any lost, stolen or damaged personal belongings.



28. If you damage any property or the property of any other interim housing participant, you may be exited from the program.
29. You may not make or permit any changes, additions, or improvements to your room/unit or the interim housing site including removing the smoke detector.
30. Please clean and empty your assigned room at the time of exit. Any personal belongings left in your room when you exit – regardless of the exit type – will be deemed abandoned and will be bagged by program staff. All bagged items may be moved by the program staff to storage. Items will be kept in storage for a maximum of 14 days after the participant's official exit date. Items left in storage past the 14-day period will be thrown away on the 15<sup>th</sup> day if they are not claimed and picked up. HTM is not responsible if abandoned personal belongings are lost, stolen, damaged, or discarded.

#### **Meals**

31. Meals will be provided as follows: Breakfast 8:00am – 10:00am, Lunch 12:00pm – 2:00pm, and Dinner 5:00pm – 7:00pm. Outside food is permitted; however, food and drinks (except for water) will not be permitted inside bedrooms.
32. Food is **NOT** permitted in the individual rooms and is not to be disposed of in the toilet, sink, tub, or shower. All food must be disposed of in the main trash bin and is not to be placed in room trash cans.

#### **Laundry**

33. Tiny Homes/Congregate Shelters- Participants are expected to inform Client Service Monitors when they are in need of support with Laundry facilities.  
Family Residential Shelters- You will be assigned a washing day on entry with case manager. Each person is only able to utilize the laundry machines during their designated times. Washer machines can only be operated by HTM Staff. Washing hours are from 5am to 8pm every day. Only laundry detergents can be used in washers, 2 Pods max, or liquid detergent. Laundry room and machines must be cleaned after each use. Participants must monitor the washer/dryer and promptly remove items when finished. Participants are not to touch another participant's laundry. Last load of laundry must be placed in the washer no later than 8:00 pm.  
Motel Shelters- Participants are expected to utilize local laundromats to complete their laundry needs.

#### **Wellness Checks**

34. Room Inspection will be conducted 3x daily and can be conducted at any time by staff if deemed necessary. Participants are expected to open their unit door when wellness checks are being conducted to ensure a thorough safety check is completed.
35. HTM staff may enter your assigned room/unit at any time without advance notice, including, without limitation, if they reasonably believe your safety or the safety of others is at risk, to complete room checks, wellness checks, and maintenance checks. By signing this agreement, you give HTM consent to enter and search your room for alcoholic beverages, drugs, drug paraphernalia, or weapons and other prohibited items.

#### **Security/ Safety**

36. Client Service Monitors will always be on site to monitor the facility to ensure safety. Please be advised that any persons or possessions on site are subject to be searched at any time, as appropriate.
37. Staff may change your room assignment at any time based on facility need and safety concerns.
38. All Participants will be screened with a metal detector wand at entry into the shelter to ensure contraband is not being brought into the site.



39. All participant's personal belongings will be checked to ensure prohibited items are not entering the facility.

### **Contraband**

40. Cooking or heating food is not allowed in rooms; this includes using microwaves (with the exception of participants in Motel shelters), coffeemakers, hot plates, electric skillets, crock pots, toasters, or any type of cooking appliance or apparatus that produces heat and/or smoke.
41. The following items are contraband and therefore not permitted to be brought on property:
- a. Furniture
  - b. Televisions
  - c. Appliances including microwaves, hot plates, coffee makers, refrigerators, etc.
  - d. An excess of items that compromises the safety of others
  - e. Weapons or items that can be used as weapons including, without limitation, tools (e.g. screw drivers) box cutters, bats, etc.
  - f. Alcohol, drug paraphernalia, illegal drugs or drugs that were not prescribed for you by a licensed health provider.
  - g. Candles, incense/sage, additional lights
  - h. Additional items that pose a safety risk and/or hazard to others and/or the site
42. HTM provides amnesty lockers at congregate and tiny home shelters for all participants to place any prohibited items and avoid violating program rules.

### **Parking**

43. On-site parking is not available. Street parking ONLY. Please follow all parking postings listed. Vehicle owners are responsible for following all street parking postings and rules. Vehicle owners are responsible for any towing fees incurred for failing to follow parking regulations.
44. HTM is not responsible for your vehicle or any property damage that occurs on a public street or lots.

### **Case Management**

45. All participants will be subject to complete an intake with a case manager before being assigned a bed. (Case Management services will be available for all participants weekly and on an ongoing basis)
46. All participants must actively participate in a minimum of a one monthly case management sessions. Participants are expected to meet with their case manager on a regular basis.
47. Participants must actively participate in housing goals and work towards obtaining the appropriate documents to obtain housing.
48. Participants must actively communicate with their case manager any changes in their household, income and housing needs.

### **Medication**

49. Participant medication will only be allowed if the name on the medication matches a Government Issued ID, Driver's License, Passport, or Shelter ID. Medication includes prescribed medication and non-prescribed, legally purchased medication, except for marijuana. Staff can provide a safe designated space to store participant medication if needed.

### **Mail**

50. Mail - participants can receive mail while staying at the facility. Please speak with HTM staff regarding the mail distribution process.



### **Support Animals**

51. Pets are not allowed on site. Please advise HTM staff if you have a service or emotional support animal prior to having the animal on site.
  - a. Emotional Support Animal Policy and Standards would apply.

### **Information Regarding your Stay in Interim Housing**

52. Information shared by participants is confidential unless a participant reports they intend to hurt themselves or someone else, or if there is suspicion of elder or child abuse. In these instances, staff will report to Hope the Mission management and other appropriate providers for emergency services.
53. If HTM provides you notice that you are not complying with any part of this agreement, you must meet expectations outlined in the notice by the specified time.. If you do not, HTM reserves the right to exit you from the program.
54. HTM may immediately exit you and/or your household from the program should there be a major standard violation and/or safety concern.
55. Crisis Intervention: Depending on the severity of an incident, staff intervene with the most appropriate intervention that may include but is not limited to using de-escalation techniques, DCFS/APS connection, contacting local law enforcement and/or contacting the Psychiatric Mobile Response Team.
56. If ADA accommodations are necessary, individuals must notify HTM management. Individuals must meet with HTM management to discuss their need for an accommodation and HTM will reasonably accommodate the individual. HTM reserves the right to require that an individual requesting an accommodation provide a certification of need from a health care provider.

### **Family Shelters**

57. Minor children must be supervised at all times by an authorized head of household while on the facility premises. Minors cannot be anywhere on the premises without appropriate adult supervision.
58. Based on availability, needs of the family, and discretion of HTM staff, families may be moved to different interim housing sites at any time, with same day notice.
59. Children under the age of 18 years must not enter kitchens/cooking areas without parental supervision.
60. Parents or legal guardians should refrain from judgmental communication towards others parenting styles.
61. Legal guardians of minors are expected to submit all necessary documentation to case managers for their dependents.
62. I hereby assume full responsibility for the health and safety of myself and the following minors:
  - a. \_\_\_\_\_
  - b. \_\_\_\_\_
  - c. \_\_\_\_\_
  - d. \_\_\_\_\_



**PLEASE READ THIS LIABILITY WAIVER VERY CAREFULLY BEFORE YOU SIGN, AS YOU WILL BE HELD TO THE TERMS OF THIS WAIVER.**

1. In consideration of being permitted to stay in interim housing, I, for myself, the persons listed below, and my heirs, executors, administrators, and assigns, hereby release, waive and forever discharge Hope the Mission. ("HTM") and its officers, directors, employees, agents and volunteers ("Released Parties") from any and all claims which I, the persons listed below, or my heirs, administrators and assigns may have against any Released Party, for any reason including, without limitation, on account of, by reason of or arising in connection with my participation in a HTM program or my entry onto the interim housing premises, and hereby waive all such claims, demands and causes of action. I agree that neither I, my heirs, assigns or legal representatives will sue or make any other claims of any kind whatsoever against any Released Party for any personal injury, property damage/loss, or wrongful death, whether caused by negligence or otherwise.
2. I understand that there are potential dangers incidental to my staying at an interim housing site, some of which may be dangerous, and which may expose me to the risk of personal injuries, property damage, or even death. **I KNOWINGLY AND VOLUNTARILY ASSUME ALL SUCH RISKS, BOTH KNOWN AND UNKNOWN, EVEN IF ARISING FROM THE NEGLIGENCE OF A RELEASED PARTY,** and assume full responsibility for my stay in interim housing.
3. I agree that HTM is in no way responsible for loss or damage to my personal belongings while I am a participant in interim housing.
4. If HTM chooses not to enforce its rights under these rules after any particular violation that does not mean that HTM cannot later choose to enforce its rights after any future violation. These rules and liability waiver and any additional standards that HTM adopts in writing from time to time contain your entire agreement with HTM. These rules and liability waiver supersede all prior or contemporaneous agreements between you and HTM. Any amendment to these rules and liability waiver must be in writing and signed by you and HTM.

**I HAVE READ THESE RULES AND LIABILITY WAIVER AND THEY HAVE BEEN READ TO ME. I UNDERSTAND THESE RULES AND LIABILITY WAIVER AS THEY HAVE BEEN EXPLAINED TO ME AND I AM WILLING TO ABIDE BY THEM WHILE STAYING IN INTERIM HOUSING. TO EXPRESS MY UNDERSTANDING OF AND AGREEMENT TO THESE RULES AND RELEASE AND LIABILITY WAIVER, MY SIGNATURE IS AFFIXED BELOW.**

**Head of Household Information:**

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_  
Signature: \_\_\_\_\_

**Other Adult: (Family Units)**

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_  
Signature: \_\_\_\_\_

**Staff Information:**

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_  
Signature: \_\_\_\_\_