

**CARRIAGE HOUSE - INDIVIDUAL
TENANT PARTICIPATION AGREEMENT**

Name of Resident: _____ Date of Admission: _____

Welcome to the Carriage House! Carriage House offers you a safe and supportive environment that will assist you with obtaining permanent and sustainable housing. Carriage House is a transitional housing program operated by the Human Resource Development Council through the Housing First Program and managed by Resource Property Management.

Your length of stay is not to exceed one year. The total length of stay will be dependent on your specific goals and the ability to achieve these goals.

Due to the shared nature of Carriage House, residents are required to abide by the following house rules:

Failure to follow the house rules may result in a major violation which is grounds for immediate termination. This will be determined by Housing First Staff.

- No violation of community, county, state and federal laws
- No illegal activities of any kind
- No physical violence, or threatening behavior
- No stealing or other criminal activity
- No drugs, alcohol use or trafficking, or illicit substance
- No contraband.
- No weapons
- No arson or attempted arson
- No destruction of property
- No sexual acting out, including romantic or sexual physical contact
- No racial, ethnic or sexual slurs
- No profanity or profane gestures
- No gang representations
- No disrespectful behavior
- No lying
- No panhandling
- No gambling
- No visitors
- No pets

1. **CONFIDENTIALITY:** Your confidentiality is protected by law, which means the staff cannot identify you to anyone without your written permission. We ask that you protect your fellow resident's confidentiality as well.
2. **CASE MANAGER MEETINGS:** You are assigned a Case Manager and are required to meet with your case manager on a regular basis. Together you will develop a housing services plan designed around your specific goals. These are related but not limited to employment, housing, public assistance, transportation, budgeting, and mental health or medical treatment. It is our expectation that you will engage in structured activities at least 32 hours a week. These activities will be identified on your housing services plan.
3. **CHEMICAL DEPENDENCY AND MENTAL HEALTH TREATMENT:** If you have a substance abuse or dependence diagnosis, you are expected to engage in treatment as recommended by your treatment provider. If you have a mental health diagnosis, you are expected to engage in mental health treatment as recommended by your treatment provider.

4. BREATHALYZERS & DRUG SCREEING: Residents must agree to, and comply with, any request for a Breathalyzer or drug screen at any time. Residents will be expected to comply within the outlined time of a request for a drug screen or Breathalyzer. Failure to comply with this rule may result in dismissal from the program.
5. SUBSTANCE ABUSE: Carriage House is safe and sober housing. It is our expectation that you will not use any alcohol and drugs while in the Carriage House program. Use of any illicit or mind altering substance may be grounds for immediate termination from Carriage House.
6. THEFT: Any theft committed by residents may result in immediate eviction from Carriage House and will be reported to the Bozeman police department.
7. MEDICATIONS: You are responsible for managing your own medications at Carriage House which includes appropriate storage of them and taking them as prescribed by your health care professional.
8. FOOD: Residents are asked to apply for SNAP benefits and make use of the Food Bank Program for meals as needed. Carriage House will provide both an onsite kitchen where residents can prepare meals as well as storage for food.
9. MEALS: You are responsible for preparing your own breakfast, lunch, and dinner as well as cleaning up the kitchen after use. Residents do have the option of planning meals together and having “community” meals, however residents are still responsible for providing the food for these meals.
10. QUIET TIME: Quiet time begins at 10:00pm Sunday through Thursday and 10:30 pm on Friday and Saturday. Quiet time ends at 8:00am every day. The noise level in the house needs to be at a minimum during these hours.
11. OVERNIGHTS: You are asked to notify Housing First Staff of any intention to be absent from the Carriage House. Any absence from the Carriage House greater than 5 nights without prior approval may result in discontinuation services. You must have permission from Probation and Parole for overnight visits if applicable.
12. HOUSE SECURITY: Carriage House will locked, but you will have access to the house by using a key lock or programmable lock with a specific pin code. This code will be deactivated once you move out of Carriage House. You are not to share your key or pin code with anyone while living at Carriage House.
13. HOUSEHOLD DUTIES: You are expected to complete household duties as assigned. These duties are assigned at House Meetings and are expected to be done, whether the resident is employed or not. Deep cleaning of the house will also be assigned on a bi-annual basis or more often as is determined necessary by Carriage House staff.
14. HOUSE MEETINGS: You are expected to attend regular house meetings at Carriage House. These meetings are used to conduct community business and will be brief in nature. These meetings are facilitated by the case manager in conjunction with the On Site Manager. Residents are excused from the house meeting only if they have a conflicting activity such as work or treatment appointment. You must prearrange this with your case manager.

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15. DRESS/PERSONAL APPEARANCE: Residents are required to keep themselves clean and appropriately dressed. No nudity outside the bathroom and your feet must always be protected either by wearing socks, slippers, or shoes.
16. LAUNDRY: You are responsible for washing your own personal laundry. You are expected to wash your bedding and towels at least once a month.
17. TVs & STEREOS: TV and stereo volumes need be kept at a reasonable level as determined by residents and staff. You are expected to turn down the volume if asked to do so by a staff member or resident. The decision of what TV program to watch is a majority vote of the residents present.
18. ROOM ASSIGNMENTS: Residents will share rooms which are set up dormitory style. Each resident will be assigned a bunk and a storage unit within the room. Residents will also be assigned a cupboard space for storing their own food.
19. HOUSE INSPECTIONS & ROOM CHECKS: You are expected to have your bed made and living area picked up each day. Staff reserves the right to inspect living areas at any time and will contact appropriate authorities if illegal items are suspected or found.
20. PERSONAL BELONGINGS: You are responsible for all of your personal items. HRDC is not responsible for lost or stolen items. You are allowed to bring a limited amount of items for your room.
21. VISITORS: There are no visitors allowed at Carriage House. Only staff, residents, and approved social service providers are allowed at Carriage House.
22. RESIDENT RELATIONSHIPS: Physical contact between residents that is deemed sexual and/or inappropriate on the premises is not allowed and may result in discharge from Carriage House.
23. SMOKING & TABACCO: Tobacco use is not allowed inside Carriage House. An area outside will be designated as a smoking and chewing area. Please do not throw cigarettes or spit on the grounds. Remember to use the ashtrays and butt cans. Smokers are responsible to keep ashtrays clean, butt cans empty and smoking area free of litter.
24. VEHICLES & BICYCLES: Residents may have vehicles while living at Carriage House. Residents must fill out a Vehicle Information Form and provide proof of a current driver's license, current vehicle insurance and current vehicle registration to the Case Manager before approval is given. As parking is limited, only a certain number of vehicles will be allowed at Carriage House. Residents will not be able to park vehicles at Carriage House that are not in good operating condition. Residents must also be respectful of others in the neighborhood in regard to parking availability.

Residents may obtain a bicycle while living at Carriage House. Residents are encouraged to wear helmets while riding their bikes for safety reasons. Residents are also encouraged to purchase their own bicycle locks for protection from theft. Bikes are asked to be kept at the HRDC bike rack. Residents are also encouraged to utilize the public transportation system; there are bus stops closely located to Carriage House.

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- 25. SEXUAL HARRASSMENT: X-rated/pornographic material and/or videos are not allowed at Carriage House. Sexual jokes, items, innuendoes, gestures, comments that are deemed offensive and/or inappropriate by staff are not allowed at Carriage House.
- 26. WEAPONS: Weapons are not allowed at Carriage House. Weapons include but are not limited to the following items: Firearms, crossbows, baseball bats, BB guns, blow darts and any sharpened object measuring over 3 inches.
- 27. WALL HANGINGS, FURNITURE, ETC. The furniture that is furnished is to be left in place and there will be no hanging of personal items on the walls. You may have pictures in frames in your personal areas, but we ask that you hang nothing on the plaster walls.
- 28. NON-COMPLIANCE: If you violate the Carriage House rules, expectations, or your housing services plan, it is considered a noncompliance. The case manager will determine if the noncompliance warrants a minor or major violation. A minor violation will result in a written notice. A major violation will result in a written notice and is grounds for immediate termination from the program.

GRIEVANCE PROCEDURE: If you disagree with any staff decision concerning your stay here, you have the option of completing a Request for Administrative Review.

I, _____, have received a copy of the Carriage House Handbook and had an opportunity to discuss any questions that I had with the Carriage House Staff.

I agree to abide by the Carriage House Handbook and House Rules. I understand that an infraction of the House rules may lead to termination from transitional housing program. I also understand that if I commit any crime while at the Carriage House I may be turned in to law enforcement officials.

I also acknowledge that Carriage House cannot be held liable for loss, theft or damage to any of my personal belongings due to fire or other damage-producing events. I understand that any belongings left at Carriage House beyond 30 days after my departure from the Program becomes the property of Carriage House. I also understand that neither the organization nor any of its agents, members or employees shall be liable for any loss and/or injuries to person or property suffered by me while in or about the premises of Carriage House.

Resident Signature

Date

Case Manager/Signature

Date