

~ House Rules ~

Magnificat Houses, Inc.
P.O. Box 8486; Houston, Texas 77288

These rules apply to everyone living at Magnificat Houses, Inc. You will have an opportunity to discuss them at house meetings on **Mondays** at **6:30 P.M.** All residents must attend house meetings. Infractions of these rules will be met with an appropriate response. Repeated infractions indicate that a person no longer wants to be a member of his / her household. In that case, he / she might be asked to leave.

Name of House	House Manager
<p>SCHEDULE:</p> <p style="padding-left: 40px;">Morning Wake Up:</p> <p style="padding-left: 80px;">Curfew:</p> <p style="padding-left: 80px;">Evening:</p>	<p>Daily: <u>6:30</u> A.M. Sunday: <u>8:30</u> A.M.</p> <p>Nightly: <u>9:00</u> P.M.</p> <p>Doors locked at <u>9:30</u> P.M. Lights out / bed at <u>10:15</u> P.M.</p>
<p>MEALS:</p> <p style="padding-left: 40px;">Breakfast:</p> <p style="padding-left: 80px;">Lunch:</p> <p style="padding-left: 80px;">Supper:</p>	<p>Daily: <u>7:00</u> A.M. Sunday: <u>9:00</u> A.M.</p> <p>Daily: <u>12:00</u> NOON Sunday: <u>2:00</u> P.M.</p> <p>Daily: <u>5:00</u> P.M. Sunday: <u>6:00</u> P.M.</p>

After a 30-day probation period, permission to spend an occasional night or weekend away from the house may be obtained from the Director. An overnight or weekend pass must be requested at least 48 hours in advance. To obtain a pass, a resident must provide the house manager with a destination name, address and phone number. Permission to stay out after curfew must be obtained from the director before noon of that day.

CURFEW: Magnificat Houses, Inc. has a nightly curfew for all houses. Doors are locked thirty (30) minutes after curfew. Once doors are locked they may not be unlocked until the next morning at 6:30 A.M. Only house managers may unlock doors. If someone knocks after doors are locked, residents should call the house manager. **DO NOT** answer the door. **DO NOT** let strangers enter the house. These rules are for residents' safety.

SIGN OUT when you leave the house and SIGN IN when you return. When you sign out, it is important that you enter your name, the time of day, estimated time of return and a specific destination. Destinations such as “Walk, Store and Visit Friend” are not sufficient.

TELEPHONES: Only house managers or assigned residents may answer the phone
REMEMBER: THIS IS A BUSINESS PHONE. Personal calls are permitted between 6:00 P.M. and 9:00 P.M. only. There is a TEN (10) MINUTE LIMIT on all personal phone calls. Residents must ask permission to use the house phone.

No Long Distance Calls. No Collect Calls. No Calls to Information. Ask for the telephone directory. If you cannot find a telephone number, ask the house manager for assistance. **No 1-800 or 1-888 or 1-900 calls.**

Personal cellphone use is permitted between the hours of 6:00 AM and 10:00 PM.

TRANSPORTATION: Residents must provide their own transportation.

SLEEPING AREAS: Each resident is responsible for his / her assigned bedroom area. Beds should be made upon rising. Everyone is responsible for keeping his / her bedroom and bathroom clean and neat. **Rooms, closets and drawers are subject to inspection at any time.** Rooms are inspected weekly. No dirty clothing in drawers or closets. A laundry bag or box must be used for soiled clothing.

DAYTIME SLEEPING: Permission to go to bed during the day must be obtained from the house manager.

CLOTHES: Our houses have limited space for clothes. Residents' clothes must fit in the space provided in drawers and closets. We cannot store extra clothes. When residents leave Magnificat Houses, Inc., they must take their clothes and other belongings. **Clothes and belongings left behind, with permission, may be held for seven (7) days only. Magnificat Houses, Inc. is not responsible for clothes or other belongings left behind.**

SMOKING: SMOKING IS PERMITTED IN DESIGNATED AREAS ONLY. Ask your house manager about designated areas. No smoking in houses or yards. No smoking in Russell Goodman Park (by Visitation House). No smoking after doors are locked at 9:30 P.M.

Magnificat Houses, Inc. has zero tolerance of smoking in houses. This endangers all residents. Please report smoking violations to the house manager. Repeated violations will bring expulsion from Magnificat Houses, Inc.

TELEVISION: Each House manager will decide which programs to watch. Television hours are:

Monday-Friday:	<u>4:00 P.M. to 10:00 P.M.</u>
Saturday:	<u>12:00 NOON to 10:00 P.M.</u>
Sunday:	<u>9:30 A.M. to 10:00 P.M.</u>

No personal TV's. Portable radios with earphones are permitted.

LAUNDRY: Only one load of personal laundry per resident per week. Personal laundry does not include towels and linens. Laundry days are assigned. Ask your house manager for a schedule. Laundry is washed by an assigned laundry person. Residents may not wash their own laundry. Towels and linens are provided by Magnificat Houses, Inc. If you bring in personal towels or linens, or purchase any while you are a resident, notify the house manager, **Personal towels and linens must be marked. When you leave Magnificat Houses, Inc., the house manager will check your bags.** This is for your protection as well as ours.

HOUSEKEEPING: Everyone is responsible for helping to keep his / her house clean and neat. Residents should pick up after themselves in all house areas. All residents are assigned daily housekeeping chores. There are no exceptions. Everyone must assist with daily chores.

FOOD / MEALS No personal food may be kept in refrigerators. Notify the house manager if advance if you have an appointment and need a lunch the next day. Do not take food from the kitchen without permission. Please stay out of the kitchen unless you are assigned to work there. Do not carry food or drinks into any room but the dining room. Eating and drinking are permitted **ONLY** in dining rooms or designated areas. **No open containers of food (chips, cookies, crackers, etc.) in bedrooms at any time.** Notify the house manager if you will be late for a meal or if you will miss a meal. A meal will be provided if you have a good reason for your absence. Grace is said before all meals. Meals are supervised by the house manager. Manners and proper etiquette are expected. Residents must be clean, appropriately dressed and well groomed at meals.

ABSOLUTELY NO ALCOHOL, ILLEGAL DRUGS OR WEAPONS (including pocket knives) are permitted on Magnificat Houses, Inc. property. Report infractions of this rule to the house manager. Your report will be kept confidential. **Use of alcohol or illegal drugs will not be tolerated.** If necessary, urine testing for alcohol or illegal drug use will be required. Residents with an active alcohol or drug problem might be required to attend AA/NA/CA meetings. If you have a problem and want help, we will help you to find treatment.

MEDICAL REQUIREMENTS: All medicines must be kept in their assigned locker. This includes prescription and over-the-counter medicines. Turn in new prescription drugs and report medical appointments to the Medicine Room and notify the house manager as soon as possible. Residents must keep medical appointments. **No medicines allowed in bedrooms.** Residents must initial a Medication Administration Record which shows which medicines they have taken.

Medication Schedule

Monday – Saturday

7:30 A.M., 12:30 P.M., 5:30 P.M., 9:00 P.M.

Sunday

9:30 A.M., 2:30 P.M., 6:30 P.M., 9:00 P.M.

HOUSE ACTIVITIES: Magnificat Houses, Inc. offers supervised living, which includes work and social programs. Residents are expected to participate in all activities. **Magnificat Houses, Inc. is not a motel.**

PERSONAL HYGIENE: Personal hygiene is an important factor in communal living and is necessary for residents' health and well being. Residents must bathe or shower daily and wash their hair at least twice weekly. Men must shave daily. Beards must be neatly trimmed. Residents must be dressed neatly and appropriately at all times. Residents may not go barefoot. Women must dress modestly. Men may not go shirtless.

GENERAL INFORMATION:

Residents must stay at their houses until after lunch Monday through Saturday, unless they are assigned elsewhere or unless they have a documented medical or business (i.e., food stamps, gold card, Social Security) appointment.

Do not loan or borrow money, cigarettes, etc. Everyone at Magnificat Houses, Inc. has limited income. Staff members may not loan money or cigarettes to residents.

Magnificat Houses, Inc. is not responsible for lost or stolen items. If you have any valuables, notify the house manager. Please keep money and valuables with you at all times or keep them elsewhere. Do not keep large sums of money with you. If you wish, Magnificat Houses, Inc. will hold money in trust for you. Ask the resident liaison about setting up a trust

If you leave Magnificat Houses, Inc., **we will hold your mail for three (3) days only.** If you do not provide a forwarding address within three days, your mail will be returned to sender. Mail will be forwarded for 30 days only, please notify your senders of changes in your mailing address.

If you do not understand any part of these rules, please talk with your house manager.

Welcome To Magnificat Houses, Inc.

We are a non-sectarian community. We're glad to have you with us. Communal living is difficult, but it has worked here since 1968.

It requires love of self and love of neighbor.

Revised February, 2016