

NAHA TIOSPAYE' RULES AND REGULATIONS

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1. **ALL VISITORS MUST REPORT TO THE FRONT DESK.**
2. Visitors will be asked to wait in the upstairs meeting room.
3. All residents will be expected to occupy their assigned room.
4. **NO** visitors are allowed in the living areas, medical exceptions only.
5. All residents are required to assist with chores and duties to keep the property clean and presentable
6. **CHILDREN MUST BE UNDER PARENTAL SUPERVISION AT ALL TIMES.**
7. Cleaning of the rooms is the responsibility of the residents. Cleaning supplies are available on a check out basis. Room checks are done on a weekly basis.
8. Laundry is done on your own. (Laundromat)
9. **WHEN LEAVING THE PROPERTY USE THE SIGN IN AND OUT SHEET.** This form is for your safety. Also check for any messages and mail.
10. No incoming phone calls after 11:00.
11. **RESIDENTS MUST SIGN IN EACH NIGHT BEFORE 11:00 pm** unless other arrangements are made. Certain exceptions apply, if you work the late shift etc. Security will be on duty at the front desk to let you in.
12. **ANY PERSON ON NAHA'S PROPERTY IS SUBJECT TO AN INTOXIMETER TEST UPON REQUEST.** Failing or refusing the intoximeter will result in removal from the property.
13. Food will be available in the food service area. **PLEASE DO NOT SEND YOUR CHILDREN TO THE FOOD AREA UNSUPERVISED.** Clean up is the responsibility of the parents. THE NEW HOURS WILL BE:
BREAKFAST 7:00 am – 9:00 am
LUNCH 11:00 am – 1:00 pm
SUPPER 5:00 pm - 7:00 pm

- 14. NAHA HAS THE RIGHT TO ENTER A ROOM FOR ANY REASON AT ANY TIME.**
- 15. NAHA** is not responsible for lost or stolen personal items.
- 16. THERE ARE CHILD PROTECTION LAWS.** Please watch how you correct your children. **PARENTING CLASSES ARE AVAILABLE.** Please inquire at the front desk for a list.
17. All children must be attending school when in session.
- 18. SMOKING WILL BE DONE IN DESIGNATED AREAS ONLY.**
19. While you are a resident here, you may receive your mail here. The address is 405 St. Joseph St. Rapid City, SD 57701. Any other changes you need to go directly to the Post Office. Mail received here after you leave will be sent back to the Post Office.
20. Be sure and know the locations of all the fire extinguishers. If you don't just ask the front desk. Mock fire drills will be done in the future.
21. Any threat to staff and security will result in your immediate removal of the property and your ability to reside here in the shelter.
22. Due to fire hazards, and false alarms, the burning of candles, incense, sage is solely the decision of the resident. If any problems occur because of such burnings, the tenant will be solely responsible, and there might be fines and dismissal from the program.
- 23. NO CHILDREN ALLOWED IN THE ALLEY FOR ANY REASON,** such as taking out the trash or playing.
- 24. NO PETS ALLOWED IN THE BUILDING.** Medical exceptions only.
25. Be sure to let the front desk know if you are going out of town, or just going to be gone for x amount of days. If you don't, you could jeopardize your right to keep your room.
26. Keys to your room are your responsibility. Any duplication of keys will cost you \$1.00 each time.

The 3 strikes and your out procedure will be as follows. All warnings will be documented and put in your personal file.

1. VERBAL WARNING
2. WRITTEN WARNING
3. YOUR OUT

I understand all rules are either for the safety or well being of all residents at the NAHA Living Center. I agree to work with the NAHA staff to develop a plan of action and to follow through with that plan to the best of my ability. I am aware that if my actions interfere with the safety or well being of myself or other residents I may be asked to find another place to stay.

Residents must realize that this program is designated to help families help themselves. This is a chance to make a difference for you and your children.

THE FOLLOWING SITUATIONS WILL CAUSE FOR YOUR IMMEDIATE REMOVAL FROM THE PROPERTY, AND POSSIBLY THE PROGRAM

1. Being under the influence of alcohol or drugs.
2. Any physical or verbal abuse towards staff.
3. Destruction of NAHA'S property or other's private property
4. Stealing or gambling of any kind on NAHA property.
5. Any violent behavior, abuse, or language, fighting or cursing.
6. Borrowing or pan handling from anyone on or near the property.
7. Gang activity of any kind.
8. Any sexual harassment or sexual misconduct.
9. Falsifying of information on application.
10. Tampering with the security camera equipment.
11. Sneaking non- residents into your room.

ANY PERSON WITH A SEXUAL CONVICTION WILL NOT BE ALLOWED ON NAHA PROPERTY, FOR THE SECURITY OF THE TENANTS.

Any questions regarding these rules, please talk to someone on our committee board.

SIGNATURE _____ DATE _____

STAFF SIGNATURE _____ DATE _____

Revised, 6/19/01