

# JOPPA HOUSE RESIDENCY & COOPERATIVE LIVING AGREEMENT

**Joppa House guidelines are put in place to ensure that everyone is safe and is able to live cooperatively during their stay. Remember that everyone here is experiencing critical issues. Each person comes from a different background and has different values and we do need to respect those differences. Please be tolerant, respectful and understanding to all who live here.**

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1. Staying at Joppa House is a privilege and a blessing. Therefore staying elsewhere overnight should be on an emergency basis or for approved leave only. A decision to stay elsewhere means that you *forfeit* your room.
  2. You must maintain a full-time job or a part-time job in conjunction with classes during your stay at Joppa House. **You are required to pay room and board EVERY payday. Room & Board is 30% of your net income up to \$400.00/month.**
  3. Confidentiality is of the utmost importance. What you see, hear or say, stays here.
  4. Abuse, verbal, mental, physical or emotional to anyone is not allowed. No profanity, foul or offensive language allowed in the house or on the property. Gossip and backbiting will not be tolerated. A divisive person will be evicted from Joppa House.
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**For safety reasons it is important for you to:**

Follow all safety and fire regulations

The use of matches, lighters, candles or incense will not be allowed.

Follow curfew hours or risk losing your residency: 11:00 pm is curfew except in cases of employment requirements.

Quiet hours are between **11 pm and 7 am.**

You must be in the house and in your room by 11:00 p.m.

Lights out and in your room with the only exception being bathroom breaks in the night.

You may **NOT** smoke or fix yourself something to eat during quiet hours.

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5. Health and safety laws require that bedrooms are clean and that all the floor area is clear. Your possessions must be stored neatly in your closet, dresser or storage containers.
6. House meetings will be scheduled by the director as necessary.
7. **Joppa House is Zero Tolerance of drugs, alcohol and/or weapons.** Use of alcohol or drugs is not permitted during your stay. Illegal items or concealed weapons are not allowed at Joppa House. If there is suspicion of drug or alcohol use a drug/breathalyzer test will be given.  
No one may possess/use illegal drugs or alcohol at any time while residing at this transitional home. At the Innkeepers discretion you may be asked to submit to a drug or alcohol test. ***Refusal to comply will result in immediate expulsion from the program. Evidence of drugs and/or alcohol on the premises or in your possession will result in immediate eviction. Those in recovery have the opportunity to work a recovery program. Relapse will warrant immediate dismissal from residency.***
8. Medical marijuana and/or legal marijuana will not be permitted in the house or on the house grounds. Failure to comply will be grounds for immediate dismissal.

9. All prescription medications must be turned in to the Innkeeper upon entering the transitional home and/or filling prescriptions. Filled prescriptions found in your room will be grounds for dismissal.
10. Non-prescription and OTC drugs must be kept in a lock box in your room out of the reach of children.
11. Joppa House reserves the right to search your room at any time.
12. Any items loaned to you during your stay at Joppa House must be returned to the lender when you leave.
13. **Cell phones and other electronic devices including computers are to be turned OFF at 11:00 p.m.**  
No phone calls or texting is to take place after lights out. Failure to comply will result in cell phones and/or other electronic devices possibly being confiscated during quiet hours.
14. Photos with a cell phone or any other device is prohibited unless express, written permission is given by the photographed person. A copy of the written permission must be given to the Innkeeper.
15. Movies or games that show explicit material or contain undue violence or contain foul language will not be shown or viewed here. Offensive, demonic, paranormal or pornographic material of any kind or in any medium is not permitted on property. No pornography (magazines, videos, cable stations, or internet) will be permitted on the premises at any time.
16. Food must be eaten in the Kitchen and Dining Room only. Water may be consumed anywhere in the house including your bedroom. Coffee, other beverages must be lidded or capped to be outside of the kitchen and dining room. No food is to be taken to or kept in your bedroom. Any dishes, cups, coffee mugs or silverware taken from the house must be returned after use.
17. Due to possible allergies or risks, do not at any time give food or drink to any residents' child or any child who may be visiting another resident without parent permission.
18. All food in the refrigerator must be labeled with name and date. Do not eat other people's food without permission. All food labeled with an 'H' or food without a label is house food and is for everyone to consume.
19. All residents are expected to take the main meal together on 'class day' evenings unless excused for work-related reasons. Everyone will be expected to participate in clean-up from the main meal. Clean up after yourself after **all individual** meals or snacks. This includes wiping off the table, your placemat, etc., and sweeping around your eating area if necessary. Wash your dishes immediately after eating and put them away in cupboards. **There should never be dishes in the sink.**
20. Clean dishes in the dishwasher are to be put away as well as dishes in the dish drainer regularly. This is not an assigned chore but is expected to be **EVERYONE'S** chore.
21. You are expected to do your weekly assigned chore and keep that area neat and clean all week. Failure to do your chore may result in dismissal from residency. Do your chore completely and during the scheduled time.
22. Be fully and modestly clothed at all times.
23. Family visits are to be pre-arranged with time and dates with the other residents. Male and/or exclusively romantic relationship visits are not allowed. No PDA's. No conjugal visits allowed. ***No sexual activity of any kind allowed on the premises.***
24. Children are the mother's responsibility. Children are not to be unsupervised at any time. You are required to clean up after your children: toys, bathroom visits, table, after meals, bedrooms, etc.
25. **ALL** Diapers are to be bagged and taken immediately to the outdoor trash tote. ***Diapers are never to be left in the bathroom or bedroom trash!***
26. Bedtime for children is 8:30 on weekdays and 9:00 on weekends.

27. Please remember to clean up the bathroom after use. No personal items are to be left in the bathroom. Label **ALL** of your personal items. Do not use anyone's personal items without permission. Taking someone else's personal property without permission constitutes theft and will be dealt with immediately.
28. Laundry is to be finished by 10 p.m. That means washed, dried, folded and in your room. **No exceptions.**
29. Wash your bedding bi-weekly, more often if needed.
30. Do not lounge or sleep on the couch. Use your own room.
31. Turn off lights and TV's when not in use.
32. Smoking is allowed in the designated area outside of the building. Smoking inside is absolutely prohibited. ***This includes all types of smoking: cigarettes, e-cigarettes and vaping.*** Cigarette butts must be disposed of in the trash or approved container. Chewing tobacco must not be used in the house and must be disposed of properly.
33. Avoid use of perfumes, scented lotions, powders or other scented personal products. Spearmint of any type is not allowed.
34. Borrowing or lending of money is not permitted between guests or between guests and Innkeeper. Gambling is prohibited.
35. Loaning your car to another resident is prohibited.
36. Daycare for minor children must be procured by mother as far in advance as possible.
37. Pets are not allowed, excluding the house service animal. Pets may be 'fostered' elsewhere during residency.
38. You are responsible for your own cash and other valuables during your stay at Joppa House. Joppa House is not responsible for items lost, stolen or left behind on the premises. Keep your items safe and make sure you take everything with you when you leave residency.
39. Any personal possessions left at Joppa House upon your exit will be removed or disposed of within one week of exit date if not claimed or other arrangements are not made in advance.

**These guidelines are put into place to ensure cooperative living.**

**Thank you for your cooperation.**