

# *Overcomers International Fellowship*

## **Resident Lodging Contract Policies in St. Cloud & Willmar**

529 16th Ave N, St. Cloud, MN 56303 (320) 656-1550 Fax: (320) 253-9735

621 Trott Ave SW, Willmar, MN 56201 (320) 444-6890 Fax: (320) 262-3866

Name \_\_\_\_\_ Room # \_\_\_\_\_ Date \_\_\_\_\_

*Please read the lodging contract then sign. If you have any questions, ask the staff to explain or read it to you.*

1. **Respect:** You will be treated with courtesy and respect. You're expected to treat staff and one another in the same way. There will be no profanity or disrespect to residents or staff. If you have any problems with anyone, report this to the staff.
2. **Non-Violence:** In keeping with the value of respect for each other; we do not allow violence (threats, physical or verbal): zero tolerance. No weapons, knives, or any type of paraphernalia, etc.
3. **Working toward Independence:** You are expected to be doing whatever is necessary to stabilize your life. Attendance at our 3:30 p.m. Monday resident meeting is required. You must have an active aftercare program in place. Also, follow case management requirements & medication management.
4. **Cleanliness and Care for Self:** You are able to care for yourself, bathe & eat as best possible. Keep your rooms clean & beds made daily. You will pick up and clean up after yourself in the bathrooms, stairwells, hallways, & common areas. Personal hygiene: shower each day. Wash clothes & bedding weekly. The laundry machines can be used from 8 AM-10 PM.
5. **Household Chores:** Each week, you will be assigned a chore to assist with upkeep. You must complete the chore. Also it's to see you interact with others & develop social skills. But the most important reason is to avoid isolation – staying in your room all day is not healthy. Physical movement & social interaction is a great way to combat depression.
6. **Appropriate Dress:** Please wear shirts, underclothes, and shoes in the common areas; as well as going to and from showers and bathrooms that are shared. Change in to clean clothes daily.
7. **Guests/ Visitors:** No children are allowed in your unit or in your room. No overnight guests. Guest cannot be in your room. Visitors can come to the Dream Center Cafe from 9am to 8pm each day. They must sign in and out and show a picture ID, they must fill out a visitor form for a background check. Visits are limited to 2 hours once a day. Packages are subject to search.
8. **No Smoking:** No smoking, burning candles or incense in your room. *Absolutely no open flame* is allowed in your room. Smoke only in the designated smoking area. You will be immediately discharged if found smoking in your room, it is a fire hazard and safety concern.
9. **Room Checks:** Rooms will be checked for cleanliness, alcohol, and drugs, including related paraphernalia or pornographic material. There is no storage of flammable materials or perishable food in your room. Please keep your room clean and safe for fire exit; no bikes in your room. Upon discharge your belongings must be removed.
10. **Return times and Passes:** If you are leaving the property after 6pm for over a half hour, you must have a pass turned in to staff and return no later than 10pm for night time medications. Overnight passes must be submitted 24 hours in advance and may have to be approved additionally by other community support. Drug testing subject when you return. Packages are subject to search.
11. You **must** sign in and sign out every time you leave the building. Fire code requires we know who is in the house and you must follow all fire & weather drills. Sign out/Check in at the Dream Center only.

12. **Meal Times:** Please be on time for meals at 7:30 AM, 11:30 AM, and 4:30 PM. Meals are served family style at the Dream Center. Inform staff if you will not be available at mealtime and if you have any food allergies. Snacks are available; ask staff. Please clean up after yourself and do not store perishable foods in your room.
13. **Medication Times:** Medication times are the same as mealtimes and additionally at bedtime. Please tell staff about medication changes or if you are in need of anything. Must take your medication as prescribed by providers, violation of not taking medications will be reported.
14. **Invasion of Privacy or Restricted Areas:** Do not enter another resident's room. Office, staff room, garage, and/or other buildings are restricted areas without permission. You may be subject to discharge if violating this rule.
15. **Parking:** Off street parking is in the rear of the building for only resident owned, drivable insured vehicles, proof of license and insurance is required. No storage of vehicles is allowed. Cars must be moved for snow plowing of the parking lot. Residents must provide a copy of their car keys to staff. Guests must use street parking only. Bicycles must be on bike rack only.
16. **Substance Abuse on the Property:** Using drugs, alcohol, and other mood-altering chemicals is prohibited. Having any type of drug paraphernalia in your room or in your possession at any time is a violation that can lead to an immediate discharge & criminal charges. It will be reported to probation & case management. You will be drug test randomly at a rate of \$15.00 per test.
17. **Stealing:** No stealing from the house or any other resident's personal property. This can result in an immediate discharge & criminal charges. It will be reported to probation & case management.
18. **Special Conditions or Restrictions:** Please attach your mental health, chemical dependency release plan, aftercare plan and medication management plan. Also, if you have a civil commitment or probation conditions of release; attach your conditional release and restrictions. These become part of your lodging contract. Violation of your aftercare or probation agreement may result in discharge.
19. **Internet Use and cell phone use:** Residents of Overcomers International Fellowship are not allowed to access the internet while on the premises. All cell phones must be registered with staff. If you change your number or get a new phone, it must be registered. No selling or exchanging cell phones with other residents. Violation can result in an immediate discharge.
20. **Loud music or TV in rooms:** Please respect your neighbors and keep the volume down in your room. If you receive two warnings for this, TV and radios will be removed from your room for one week.
21. **Supportive Services:** Cognitive recovery skills program, taught by a licensed educator. Independent living skills training to residents to address the identified skill development needs of a person in the areas of: community living and mobility, interpersonal skills, reduction/elimination of maladaptive behavior, and self-care. Assistance to arrange medical and social services, assistance to arrange meetings and appointments, assistance to manage personal funds via rep payee. You are responsible for ensuring you make it to your appointments and coordinate rides, we can assist with rides if needed. We also provide 24 hour supervision.
22. **Spectrum Homecare:** Residents are referred to Spectrum Homecare for medication management. Nurse visits once start once healthcare has been established and approved. This is a paid service through each resident's healthcare insurance.

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### 23. Lodging Contract for:

- GRH Lodging Contract:** Part or all of your rent is paid for by Group Residential Housing (GRH), which includes meals, through your home county. We will apply for GRH, obtain a Professional Statement of Need form, and submit paperwork to your financial worker. If you do not qualify for GRH, you may be asked to leave immediately, or pay your own rent at the GRH rate. If you have income or receive income after you move in, you will be responsible to pay for all or part of the current GRH rate set by the County. All residents with income must have a rep-payee service. Name of rep-payee: \_\_\_\_\_
  - Dream Center 529 16<sup>th</sup> Ave. N., St. Cloud, MN(Units 1-14) Caleb House 525 16<sup>th</sup> Ave N., St Cloud, MN (Unit 22-25) Hospitality House 530 16<sup>th</sup> Ave N., St Cloud, MN (Unit 19, 20, 21).
  - Matthew/Timothy House 621 & 619 Trott Ave. SW, Willmar, MN 56201
  
- Transitional Lodging Contract:** Hospitality House 530 16<sup>th</sup> Ave N., St Cloud, MN (Unit 15,16) Joshua House 526 16<sup>th</sup> Ave N., St Cloud, MN (Unit 28, 29, 30, 31) and Caleb House 525 16<sup>th</sup> Ave N., St Cloud, MN (Unit 26, 27, & 32). You are responsible for your monthly rental cost of \$\_\_\_\_\_ beginning on \_\_\_\_\_ and ending on \_\_\_\_\_. Residents of OIF Dream Center cook for themselves and may have access to food in the house. We provide bedding, telephone, and laundry facilities. Bus stops are convenient and close. *This is not a lease.* This is a 30 day contract (with a review for extended stay). You will be asked to leave for violation of any lodging contract rules. If you are asked to leave, no refund will be given.
  
- DOC/ISR Lodging Contract:** . Your bed is funded by the MN Dept of Corrections beginning on \_\_\_\_\_. Residents of OIF cook for themselves and may have access to food in the house. We provide bedding, telephone, and laundry facilities. Bus stops are convenient and close. *This is not a lease.* This is a 30 day contract (with a review for extended stay). ISR/DOC residents must follow conditions of release and/or aftercare plan. You will be asked to leave for violation of any lodging contract rules.

24. On behalf of Overcomers International Fellowship, Pastor Michael Laidlaw and John Olson are authorized to accept service of process.

25. **Cancellation/Modification of the Contract:** Upon completion of intake, termination of the housing contract will be completed when the resident checks out of their assigned space. If a resident is issued a Conditional Discharge, modification of the contract will be assigned. Residents may only be released from this contract for one of the following reasons:

- The Resident violates the Lodging Contract Rules that resulted in immediate discharge.
- The Resident violates terms of probation which results in arrest.
- The Resident violates the conditional discharge agreement.

If you have a complaint about the agency or person providing you home care services, you may call, write or visit the office of health facility complaints, Minnesota Department of Health. You may also contact the ombudsman for long-term care. Office of Ombudsman for Mental Health and Developmental Disabilities,1505 Pebble Lake Road, Suite 500,Fergus Falls, MN 56537  
Jennifer Stans Ph: 218-736-1895 Fax: 651-797-1955

Resident \_\_\_\_\_ Date \_\_\_\_\_

Staff \_\_\_\_\_ Date \_\_\_\_\_