

## SAFETY AND SECURITY RULES

The following guest behaviors are not permitted on (or off) the premises of Brighter Days, and will be cause for immediate dismissal from the facility &/or the housing program:

- Possession of alcohol, illegal drugs, drug paraphernalia, and/or weapons of any kind.
- Abusive language, profanity, or disrespectful attitudes towards staff, volunteers, or other guest (this includes racial slurs.)
- Violence (in any form).
- Physical/verbal confrontation and/or sexual harassment of another guest, volunteer, or staff member.
- Stealing from the facility, staff, volunteers, or other guests.
- Destroying facility property.
- Criminal activity on or off Brighter Days property that threatens the safety of any other guest, staff or volunteer – Law Enforcement will be called.
- Disrupting facility operations.
- Refusing to comply with searches.
- Loitering around facility during non-service hours or without a scheduled appointment.

## SUSPENSION AND REMOVAL POLICY

- Guests who violate Brighter Days Safety Policies/House Rules/Guidelines **WILL BE** suspended.
- Guest will be required to meet with their Case Manager prior to being considered to be re-housed after any suspension.
- In emergency situations, Brighter Days staff will call Law Enforcement to remove any uncooperative guest.

## MISCELLANEOUS

**RX MEDICINE:** Guests are responsible for their own prescribed RX medication (and for taking it as prescribed). Guests must keep RX medication securely in their possession. Sharing or selling RX medication will result in suspension from the Brighter Days Housing Program.

**MAIL:** Guests may not receive mail at the facility and are encouraged to have a PO Box.

**ELECTRONIC DEVICES:** Guests are responsible for their own electronic devices (cell phones/tablets/etc.). Device use that results in any disturbances or disruptions will result in the device being confiscated. BRIGHTER DAYS HOUSING IS NOT RESPONSIBLE FOR LOST OR STOLEN ELECTRONICS.

**PETS:** No pets will be housed at Brighter Days. Guests will need to make arrangements with Animal Care Services @ 812-376-2502.

Matthew 25:35

For I was hungry and you gave me something to eat...  
I was thirsty and you gave me something to drink...  
I was a stranger and you invited me in....

## TRANSPORTATION AND GUEST PARKING

- Guests with vehicles may park in the front parking lot only.
- Guests are prohibited from leaving a non-working vehicle in the Brighter Days facility parking lot. Any non-working vehicle will be towed at the guest's expense.



*A Partnership with Columbus Township*

421 S. Mapleton Street Columbus IN  
812-344-4512

**\*RESIDENTS OF BARTHOLOMEW COUNTY\***

(must be at least 18 years old)

## Guest Policies & Procedures

- Intake hours for guests are between 6 p.m. – 9 p.m. daily. As guests arrive, they will be screened for placement. Brighter Days does not use a 'first come first serve' entry process.
- 9 p.m. is the returning arrival deadline. Guests who have not returned from a previous consecutive night's stay may forfeit their assigned bed to another guest.
- 10 p.m. to 6 a.m. is 'Lights Out'. Guests will remain in their assigned bunk.
- 24/7 telephone assistance is available.

## ACCOMMODATIONS

- Beds: Guests will be assigned a bed after screening. If staying more than one night – the same bed will be kept. All beds are subject to random searches.
- Bedding/Toiletries: Guests will receive sheets, blankets, towels and toiletries. Sheets, towels and washcloths will be washed daily.
- Lockers: Guests will be assigned lockers. All personal belongings **must fit** within the locker. All lockers are subject to search.
- **BRIGHTER DAYS IS NOT RESPONSIBLE FOR LOST OR STOLEN ITEMS.**

## Facility Has 24 Hour Surveillance

(except for bathrooms)

### MEALS

- Breakfast will be served daily:  
6 a.m. – 9 a.m.
- Dinner is available at the daily hot meal sites.

### HOUSEKEEPING/DAILY CHORES

- Guests are responsible for keeping their own bed and the common area clean.
- Guest is responsible for removing all bedding from their bed each day.
- Guests will assist with housekeeping chores.
- Guests must:
  - Report anything broken, missing, or damaged to Brighter Days Staff
  - Not dispose of sanitary napkins or other bulky items down the toilet
  - Take responsibility for completing assigned chores (Brighter Days staff or volunteers must confirm assigned chore was completed)

### SMOKING

- Smoking is not permitted anywhere in the building or within 8 feet of the building.
- Guests may only smoke in the outside designated smoking area.
- Guests must be dressed in street clothes and shoes when in common area or when going out to smoke
- After 'check In', guests will remain in their dorm. They will be allowed to go out for a smoke break after check in (9 p.m.)
- No smoke breaks after lights out (10 p.m.).

### CASE MANAGEMENT

- All guests will meet with a Case Manager if staying longer than one night.
- Case Managers will work with guests to establish goals and objectives. Length of stay is based on each individual's situation. Individuals choosing not to work with a Case Manager will no longer be eligible for Brighter Days housing.
- Enrichment activities will be encouraged and as assigned. ( i.e. crafts; art; music; nutrition or budgeting education; BC Works; volunteering; self-help meetings).

### LAUNDRY

- On-site laundry is reserved for bedding and towels/washcloths only, not for personal belongings of the guests.

**1 John 4:19**

**We love, because He first loved us.....**

### DISCHARGE AND MOVING

- **LENGTH OF STAY IS TO BE DETERMINED ON A CASE-BY-CASE BASIS**
- Guests will notify their Case Manager or Brighter Days staff regarding when they plan to exit their stay at the facility.
- All personal belongings (and trash) will be removed from their locker and Brighter Days property ( NOTE: personal items left or abandoned will be thrown away or recycled after 48 hours ).
- If exiting guest received the gift of a 'Heavy Blanket', that is theirs to keep/take.
- Any stealing from, or causing damage to, Brighter Days Facility will be noted and may deter future stays at Brighter Days.

## \*RESIDENTS OF BARTHOLOMEW COUNTY\*

### HOUSING RULES

- Guests will maintain personal hygiene and/or appropriate dress, and will shower each evening after check in. Guests may be asked to change clothes.
- Guests will provide true and clear information to Brighter Days Staff in order to obtain services.
- Guests will not leave valuables around in plain sight. Brighter Days is not responsible for lost or stolen items.
- Guests will not bring food or drinks into Brighter Days Housing facility.
- Guests will not take any provided food or beverages into the dorm rooms.
- Guests will cooperate with all staff and volunteers.
- Guests will not gamble on Brighter Days premises.
- Guests will comply with lights out and remain in their dorm (and assigned bed) from 10 p.m. to 6 a.m. If a guest leaves after check-in, they will not be allowed back in the facility until the next check-in.
- Men and women will be housed and remain in separate dorms.
- Guests will exit Brighter Days Facility daily at or before 9 a.m.
- Guest will not be on or near the Brighter Days facility (*the entire city block surrounding the facility*) between the hours of 9 a.m. – 6 p.m. unless they have a scheduled appointment. Guest will not be on the property of the neighboring businesses during this time as well unless they have official business there.