



# PYRAMID HOUSE FOUNDATION

## HOUSE RULES

*Changing the narrative, one person, one house, and one community at a time*

Our mission is to cultivate a positive and sustainable impact on people's lives by providing them with safe, peaceful, and high-quality homes in vibrant and connected communities.

Contact Information: 908-758-4983

Welcome to Pyramid House. We have these rules because they are consistent with community placement and recovery practices. Please review them carefully, as all residents will be held to these expectations.

COVID POLICY: We follow state and CDC guidelines for safety in the house and quarantine procedures.

## RULES, POLICIES & EXPECTATIONS

### LIVING IN A PYRAMID HOUSE

1. Honesty and integrity are always required. It is important that the home fosters a sense of peace, tranquility, cooperation, and a feeling of personal safety. We expect that all residents will do their part to create this environment.
2. You must abide by all rules of the house and all laws of the town/state.
3. You are required to participate in an assessment when you are first housed. The assessment will inform your housing plan, goals, and enrichment needs. During the assessment, these house rules will be reviewed in detail. Upon review completion you will be asked to commit to them in writing.
4. You are expected to develop and implement a personalized recovery program and work together with the residents in the houses on your recovery.



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5. We partner with many external agencies that can help support you in achieving your goals. Based on your needs, we may make recommendations for outside services including medical care, support, education and employment. We believe that living in a Pyramid House is an opportunity to heal and expand. We will do everything we can to support your goals.

## FINANCIAL POLICIES

1. **ROOM CHARGES:** \_\_\_\_\_
2. **SUPPLY FEE:** \$250 one-time fee at move in. You will be provided with a move in bundle that includes linen, toiletries, and personal necessities. A portion of this fee will also contribute to the common household items such as toilet paper, paper towels and cleaning supplies.
3. **FINANCIAL INVOLVEMENT OF STAFF:** Anyone associated with the house or foundation is prohibited from handling your finances. We will provide referrals to banks and financial education that are external to the housing.

## CURFEW & OVERNIGHT POLICY

1. **CURFEW:** Curfew is midnight on Friday and Saturday night. Curfew is 10 PM Sunday through Thursday night. No exceptions unless approved by the House Manager.
2. You will be asked to provide a work schedule to the house manager. We enforce the curfew unless you have a verified work schedule.
3. **NO CALL – NO SHOW** at housing for 48 hours may result in exit. Please contact your house manager if you plan on being gone longer than 48 hours for approval.

## DRUGS & ALCOHOL

**POLICY: NO DRUG USE OR ALCOHOL USE – INCLUDING MARIJUANA** This is a recovery supportive housing program. Re-occurring Drug and Alcohol use may lead to a housing exit.

1. You are not allowed to use or possess alcohol, drugs, medications not prescribed to you, or drug paraphernalia.



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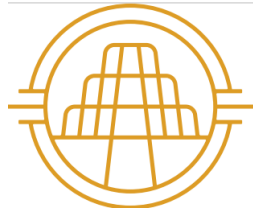
2. If you give drugs or alcohol to another resident or are caught dealing drugs on or off of the property, we reserve the right to exit you immediately. (If exited, you will be expected to remove your belongings within three days.)

**(3 – 7 is applicable for Pyramid Houses designated sober homes)**

3. If you have a recurrence in the use of drugs or alcohol, you must self-report immediately to Pyramid House team and your drug court/probation/parole team. Not disclosing quickly and completely places your housing at risk.
4. You will have a baseline urinalysis drug test (UA) when you arrive. Random housing UA's henceforth will be required. The house manager or any resident may request a random UA. Failure to take a UA when asked may lead to a housing exit. We frequently UA an entire house.
5. If you use someone else's urine sample or synthetic (store bought) urine for your UA, you may be exited immediately.
6. If you are under the influence of drugs or alcohol or have prohibited substances in your UA, you may be removed from housing immediately.
7. The results of your housing UAs will be made available to your drug court/ probation/ parole team.

## MEDICATION

1. **Only prescription drugs prescribed by your healthcare provider and approved by your drug court team are allowed.** Cough syrup is prohibited unless it is prescribed.
2. Any prescribed medication must be kept in a locked box with a copy of the prescription given to Jenelle Hudson and drug court.
3. If applicable, you will be expected to follow drug court policies regarding prescription medication. If you receive a new prescription, make sure to report it to your Drug Court case manager and your treatment provider.
4. Possession of medication not prescribed to you is cause for an exit.



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**CIGARETTE SMOKING** *is strongly discouraged due to the adverse health factors.* However, if you must smoke:

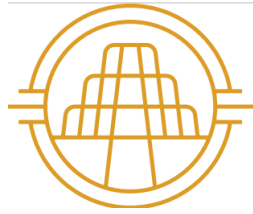
1. Do not smoke in your room or anywhere inside the house. Smoking is only allowed outside on the balcony or backyard. Smoking is not allowed in front of the house. Please clean up your smoking materials.

## ROOMS

1. There will be both scheduled and random room searches for all residents. Rooms may be searched for drugs or contraband at any time.
2. **ROOM CARE:** Rooms must be kept orderly and clean. Beds must be made daily when not occupied. Dirty dishes must be removed daily and washed. Trash must be emptied daily.
3. Food may not be stored in rooms. Food can only be stored in designated space in the kitchen or pantry.
4. Rooms are shared rooms unless other previously established arrangements are made. If there is an open bed in your room you may not use the spare bed, dresser, or closet. Once the open bed is filled, Pyramid House reserves the right to remove all items found in the way of preparations to move the new resident in.

## HOUSE CARE

1. Immediately clean up any area you use (Kitchen, Bathroom, and Common area). **It is expected that you will thoroughly clean the bathroom after your use.** We provide bleach in the house for sanitizing surfaces.
2. **TOILET:** Do not put anything into the toilet except toilet paper. Putting any other objects into the toilet may cause damage and will lead to an immediate exit.
3. **HOUSE CHORES:** You are expected to participate in house chores. They will be assigned on a weekly rotation. The chore list is posted on the bulletin board in the kitchen. If you cannot fulfill your chore, you will need to make arrangements with another resident to cover it for you. The house will be deep cleaned by residents every week. Chores will include thorough cleanup of common areas (kitchens, bathrooms,



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living room). Each resident is responsible for cleaning up after themselves and for participating in communal chores as assigned.

4. **UTILITIES and GARBAGE:** Energy conservation is everyone's responsibility. Garbage must go out. It is up to everyone to make sure the household garbage is disposed of according to the city/ town's garbage guidelines as posted on the bulletin board.
5. **Pyramid House staff will inspect each home each week and provide a report card.**
6. **PROPERTY DAMAGE:** If you intentionally damage the house, you will pay for the damage.
7. **CARS:** If you own a vehicle it must be functioning and not in disrepair (leaking oil, smoking) and you must also have proof of license and insurance. Parking is first come first served. There is no assigned parking. If you damage someone's car or someone else damages your car, it is your responsibility. Pyramid House will bear no responsibility whatsoever.
8. The computer and printer are to remain in the common area.

## ANIMALS

1. We are not able to accommodate pets due to our communal nature.

## PERSONAL POSSESSIONS

1. You are not allowed to possess guns, knives, or any and all other weapons. Possession of these items will be cause for an exit.
2. Pyramid House is not responsible for your personal property.
3. You must identify any personal property with value of greater than \$50 to the intake team.



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4. If you borrow and loan it is at your own risk. **Residents are responsible for their own security and the security of their possessions.** Residents storing personal belongings in common areas store them at their own risk.
5. Stealing is cause for an exit. **Bringing stolen goods into the house is stealing.** Taking someone's medication is stealing. We will ask you to move out if you steal.
6. **FOOD:** Taking someone else's food is stealing. You must ask about taking items in the refrigerator or food located elsewhere. We frequently have food donations for the entire house. Please be sure you understand if something is community food or personal food. You are encouraged to label your personal items.
7. **PROPERTY STORAGE:** Any property left behind after moving out or abandoning your bed will be disposed of within 10 days if you do not make arrangements to retrieve it. If you make advanced arrangements, storage may be available for up to 30 days. We do not have the ability to store property for more than 30 days. Please make arrangements to have someone collect your items if you cannot do so.

## GUESTS / SECURITY

1. If you breach the safety of the house, or exit your residency, it will lead to a change in door codes.
2. If you give your entry code to someone else, or let someone in with your code, that is considered a breach of house safety and will be grounds for an exit.
3. **Guests are NOT allowed. NO overnight guests are allowed under any conditions.** No persons under the age of 18 allowed anywhere on the property at any time, unless discussed with Pyramid House staff and with the approval of Child Protective Services (CPS).
4. **Individuals who are not authorized residents of the house are not allowed on the property. However, we allow family members to tour your house upon move in or during a pre-approved time.**
5. Physical violence or threats of any kind will not be tolerated. Violence or threats by you or your approved guests will be cause for an immediate exit.



## RESIDENT RELATIONS

- Do not ask other residents for money.
- You are not allowed to ask other residents to sign paperwork for the courts or any other group.
- If you have a conflict with anyone in the house, please ask the house manager, the peer mentor and Pyramid House staff for support in helping to reach a resolution.
- **NEW RESIDENTS:** We will not knowingly move someone into the house that has harmed you or otherwise induces a state of stress to you. Please let us know if you have concerns about your safety or ability to live in a shared space with any of the residents based on prior history.

## PRIVACY

1. Since some Residents are on parole, the State Parole Board (SPB) will have full access to the premises. You must be respectful to questions from the SPB, whether you are on parole or not. Telephone, in person, or written SPB requests directed toward any resident must be answered with honesty and with integrity.
2. Since residents are in transition for various reasons, if we do not have a Release of Information, we will neither confirm nor deny that you live here.

## CAUSES FOR EXIT

REASONS FOR TERMINATION OF RESIDENCY (*initial each to indicate your understanding and agreement*)

Immediate termination of residency may result from any of the following behaviors:

1. Possession of guns, knives, other weapons. \_\_\_\_\_
2. Physical violence or threats of any kind. This includes threats made by your approved guests. \_\_\_\_\_
3. Breaching the safety of the house, including giving your entry code to someone else or letting them in with your code. \_\_\_\_\_



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4. Use or possession of alcohol, drugs, medications not prescribed to you, or drug paraphernalia. \_\_\_\_\_
5. Failure to report use of drugs or alcohol to the Pyramid House team. \_\_\_\_\_
6. Dealing drugs on or off the property. \_\_\_\_\_
7. Abuse of over the counter or prescription medications. \_\_\_\_\_
8. Possession of stolen goods or any theft. \_\_\_\_\_
9. Non-residents on the property. Family may be allowed to visit with 24-hours notice.  
\_\_\_\_\_
10. Violation of curfew. \_\_\_\_\_
11. Violation of house rules. \_\_\_\_\_
12. Having a messy room or food in your room 2 times. \_\_\_\_\_
13. Stuffing anything down the toilet except toilet paper. \_\_\_\_\_
14. Damaging the house intentionally. \_\_\_\_\_
15. Soliciting money from other residents. \_\_\_\_\_

## CLIENT TERMS AND CONDITIONS

I agree to always comply with the house rules and expectations. \_\_\_\_\_

I understand that I must follow through with Drug Court/Probation/Parole requirements, and expectations communicated by Pyramid House and Drug Court staff. \_\_\_\_\_

I understand that cooperation and kindness are key values and will do my best to support the residents living in the house. \_\_\_\_\_

I will immediately report mine or any resident's use of alcohol or drugs to the House Manager and the Pyramid House staff. Failure to report will be grounds for termination of residency.  
\_\_\_\_\_

I have identified any personal property with value of greater than \$50 to the intake team. I understand that Pyramid House is not responsible for my personal property. \_\_\_\_\_

I understand that if I have a conflict with anyone that the house manager, the peer mentor, and the Pyramid House Foundation staff will help come to a resolution. We will work together as a team to resolve any conflict. \_\_\_\_\_

By signing this agreement, you understand that when you breach the safety of the house, or exit your residency, it will lead to a change in door codes. If you give your entry code to





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someone else, or let someone in with your code, that is considered a breach of house safety and will be grounds for an exit.

Signed and understood \_\_\_\_\_

Printed Name \_\_\_\_\_

Date \_\_\_\_\_

N.J.A.C. 5:27 Regulations Governing Rooming and Boarding Houses governs the terms of this agreement.