

# **FRESH START OF WINONA**

## **COVENANT**

### **ADMISSION:**

1. You must have some form of state identification that is not expired in order to enter Fresh Start.
2. Upon admission to Fresh Start, you will be issued linens, a room and a entrance door key card. You will need to supply your own personal items and clothing. If you lose your room key, you are responsible for paying a \$20 key card replacement fee in order to get a replacement key.
3. Upon entering into Fresh Start, you are responsible for giving Fresh Start a two week notice before leaving.

### **FINANCIAL RESPONSIBILITY:**

4. All residents are responsible for the payment of rent.
5. Unless you are private pay, you must be determined eligible for funding and determined appropriate for placement in our facility by Winona County Community Services prior to moving in.
6. All residents will be accountable to a financial mentor for a monthly budget and all money matters while a resident at Fresh Start. The financial mentor will help set up a budget and bank account and discuss decisions that will impact each resident's financial goals.
7. Non-private pay clients have the following additional responsibilities:
  - a. Upon acquiring employment, you must notify the staff of Fresh Start immediately.
  - b. You must bring in your paycheck with your stubs on the day you are paid and present them to staff.
  - c. All residents who are self-employed or paid in cash must keep a record of the amount they are being paid and provide income information to Fresh Start upon request.

### **PROGRAMMING:**

8. Residents of Fresh Start re not recipients, but members of a community and participants in a program. This means that residents will participate in the lives of the other residents, helping to make Fresh Start a strong source of support for all current and future residents.
9. Residents of Fresh Start are encouraged to search for employment and educational opportunities to better their lives.
10. Residents of Fresh Start are encouraged to become active volunteers in the community.
11. Fresh Start is available to support residents in securing appropriate employment, educational and volunteer opportunities.

**CURFEW:**

12. Following is the Fresh Start Curfew:
  - a. Must be IN THE RESIDENCE: 10:00 p.m. each evening until 8:00 a.m.
  - b. Must be IN YOUR BEDROOM: 11:00 p.m. Sunday through Thursday  
12:00 a.m. Friday and Saturday
13. Residents may apply for an "Off Premise Pass" after they have resided at Fresh Start for two weeks. The "Off Premise Pass" will allow a resident to be off the premises overnight and must be approved in advance by the Fresh Start staff.

**VISITORS/ACCESS TO RESIDENCE:**

14. Fresh Start is a secure residence. The only visitors that residents are allowed to (and must) open the door for are law enforcement/probation officers or other authorized officials, such as city or county licensing officials.
15. Everyone must use his key card upon entering and exiting the building.
16. Only accepted residents are allowed in the residence overnight.
17. No authorized visitors are allowed in the residence or on the property without prior consent of the Fresh Start staff in writing.
18. **No women are allowed on the property at any time without prior consent of the Fresh Start staff in writing.**
19. No visitors are allowed in the alley behind the residence.
20. Visitors are not allowed in the bedrooms.

**COMMON AREAS:**

21. Fresh Start Common Areas include the following: kitchen, dining room, television area, stairwell, computer area, conference rooms, parking lot and yard.
22. All common areas are under 24-hour surveillance.
23. All items in the common area are for the use of everyone in the residence except for those items that have been labeled as the personal property of another resident.
24. All residents are responsible for keeping the common areas of the home clean, swept, and mopped.
25. In order to ensure that each resident has reasonable access to the bathrooms, showers are limited to 15 minutes in length.
26. You are entitled to use up to two clean towels per day.
27. The lights in each common area will be left on when residents are in those areas. If a resident walks into a common area and the light is off, it is that resident's responsibility to turn the light on. The last resident to leave a common area is responsible for turning the light off.
28. Timers and thermostats may not be touched or changed
29. Residents may not make alterations to the residence
30. No candles or incense are allowed anywhere in the residence.
31. Residents may not bring in any furniture or household items without the prior consent of the Fresh Start staff in writing.

**RESTRICTED AREAS:**

- 32. Fresh Start Restricted Areas include the office and bedrooms.
- 33. **Office:** No one is allowed in the office without a prior appointment. Except in the case of an emergency, all appointments must take place between 9:00 a.m. and 2:00 p.m. The office phone number is (507) 961-0586.
- 34. **Bedrooms:** The following rules/policies apply to the bedrooms:
  - a. Residents are allowed to enter only the bedroom to which he is assigned. Visiting among housemates is encouraged and may take place in the common areas.
  - b. Residents are responsible for keeping their bedrooms neat and clean, which includes making their bed every morning.
  - c. By 8:30 a.m. each Friday morning, each resident will strip the linens (top and bottom sheet and pillowcase) from bed. He will place all sheets and towels in his pillowcase with his name or number tag and bring them to the kitchen door area for laundering by Fresh Start staff.
  - d. No food allowed in the bedrooms.

**MEALS:** Three meals each day are provided by Fresh Start. Following is the meal schedule:

- Breakfast: Served 8:0 a.m. to 9:00 a.m.
- Lunch: Served 12:00 p.m. to 1:00 p.m.
- Supper: Served 5:00 p.m. to 6:00 p.m.

Anything left out past 6:30 p.m. will be discarded. Any meals left in the refrigerator past 40 hours will be discarded.

**COMPUTERS/PHONES/TELEVISION/MEDIA:**

- 35. **Computers:** Access to and the use of computers at Fresh Start is a privilege. Computers must be used only for job searching or for educational purposes. Use of the computer for other purposes may cause a resident to have his computer privilege suspended or terminated, depending upon the severity of misuse. Use of the computer is limited to 30 minutes per day.
- 36. **Telephones:** Use of the house phone is limited to 15 minutes per call.
- 37. **Television:** There will be no television or video games after 11:00 p.m. on Sunday through Thursday or after 12:00 a.m. (midnight) on Friday and Saturday.
- 38. **Media:** No pornography or any form of media with excessive or explicit sexual content of any type is allowed in the home. If this type of media is found it will be confiscated immediately. All media (movies, graphic books, magazines) will be reviewed by the Fresh Start staff before being made accessible to residents of Fresh Start.

**SMOKE FREE FACILITY:**

- 39. Fresh Start is a smoke free facility. No smoking is allowed in the residence or near the entrance to the residence.
- 40. The only designated smoking area is by the picnic table.

**CRIME FREE/DRUG FREE/TESTING:**

- 41. Fresh Start is an alcohol and drug free residence. Any use of the following is strictly prohibited: alcoholic beverages, illegal drugs, non-prescription medications, misuse of prescription medication prescribed to either a resident or another individual.
- 42. Upon a reasonable suspicion by Fresh Start staff that a resident has used alcohol or drugs, that resident will submit to a breath or urine test by Fresh Start staff or authorized authorities.
- 43. Fresh Start is a crime free residence. The following acts are prohibited: violence, threats of violence, theft, destruction of Fresh Start property or another resident's property or any other type of illegal behavior.
- 44. The attached Lease Addendum for Crime-Free/Drug-Free Housing is incorporated into this agreement.

**CONTRABAND AND ROOM SEARCHES:**

- 45. The following items are considered contraband: basically any type of weapon including (but not limited to) pocket knives, Tasers, pepper spray and guns; any pornographic material, any medication not recorded to Fresh Start staff, alcohol, drugs, and drug paraphernalia.
- 46. Fresh Start has the right to search the common areas and any resident's room and belongings at any time if there is any suspicion of contraband. This search may be conducted by the Director, designee or other appropriate authorities.
- 47. If a resident refuses to allow the Fresh Start staff to conduct a search, law enforcement will be contacted to complete the search.
- 48. Any resident found to have contraband will be immediately discharged.

**AUTHORIZATION TO REPORT TO AUTHORITIES:**

- 49. Each resident, by his signature on this Covenant, authorizes his probation agent/parole officer to provide Fresh Start with information regarding any conditions of release or supervision.
- 50. As a condition of staying at Fresh Start, and by his signature on this Covenant, each resident agrees that Fresh Start staff may report, to the appropriate authorities (which may include law enforcement, probation officers, county social services, etc.) any violations of the terms of this Covenant as well as any violations of his conditions of release or supervision.

**COMPLAINTS/GRIEVANCES:**

- 51. Concerns, complaints or grievances that a resident may have about his residence at Fresh Start shall be directed only to Warren Green at 429-7084 or to Justin Green, Chair of the Fresh Start Board of Directors at 450-2712.
- 52. Residents may appeal the denial of grievances to a committee of the Fresh Start Board of Directors and its Advisory Committee. When the Director has made the final decision on a grievance, in order to file an appeal, the resident must write a letter to the Board and sent it to the Chair of the Board. The office will supply the mailing address of the current Board chair.

**DISCHARGE:**

- 53. **Immediate Discharge:** violation of the following rules will result in immediate discharge from Fresh Start:
  - a. Any use of alcohol or drugs (all those are described above) on the premises. Using drugs or alcohol with another resident will result in all parties being discharged.
  - b. Refusal to take a requested urine test or Breathalyzer.
  - c. Commission of a crime (as described above and on the attached Lease Addendum for Crime-Free/Drug-Free Housing).
  - d. Any smoking inside of the facility.
  - e. Any type of illegal behavior.
  - f. Possession of any type of contraband (as described above).
  - g. Unauthorized women visitors on the premises.
- 54. **Seven Day Notice to Vacate:** the following actions, when documented, will result in a seven-day notice to vacate.
  - a. Failure to comply with the rules and polices after repeated warnings.
  - b. Consistently behaving negatively or in a way that is not conducive to recovery.
  - c. Behavior that indicates a lacking of sincere desire to maintain sobriety and a crime-free lifestyle.

**ACKNOWLEDGEMENT**

I have reviewed this entire document, including the Leased Addendum for Crime-Free/Drug-Free Housing and agree to follow the conditions of this document as a resident of the home. I know that at Fresh Start the Director, workers and volunteers will help me reach my goals. I have reviewed this entire document and agree to follow the conditions of this document as a resident of the home.

I acknowledge that I have read this document or had it read to me. I acknowledge I understand the content of this document. I acknowledge I have been given a copy of this document.

The person indicated below from Fresh Start provided me a copy of this document. If I do not read, the person indicated below from Fresh Start read this document to me.

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Signature of person reading document & providing copy Date

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Printed Name of Resident

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Signature of Resident Date

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Signature of Fresh Start Director Date