**Program & Property Guidelines for Apartment Shelter Project**

Welcome to the Apartment Shelter Project (“ASP”), a program of Family Promise of Greater Indianapolis, Inc. (“FPGI”). We aspire to create a culture of *Respect, Safety, Compassion, and Hospitality.* We provide a temporary shelter dwelling for your family at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(full address), the “Residence,” without exchange of payment or service. However, your stay is conditional on acknowledging and abiding by the following guidelines:

**Participation**

1. I understand that ASP is a short-term solution, and my family’s initial stay will be up to 30 days, with 15-day extensions granted upon approval from the Program Manager. The Residence is not my permanent home, but a place to stay while I find my family’s new home. Extensions are only granted if I am making progress to my permanent housing goals, and my abiding by these guidelines is taken into account.
2. I will seek childcare, employment/income/benefits, and/or housing on a daily basis while I am staying in the ASP, and I will meet regularly with the Program Manager or his/her designee to tell him/her of my progress. I understand that these meetings may take place at the Day Center, at the Residence, or via phone/videoconference.

**Condition of Property**

1. I acknowledge that I have inspected the Residence and found it to be in safe and decent condition, without safety concerns.
2. When I exit from the ASP, I will leave the condition in the same condition as when I found it, as documented by a video of the unit taken by FPGI staff before my intake.

**Use of Residence**

1. I will use the Residence only as a dwelling. I will not use the Residence for any purpose that violates any federal, state, or local law. I will not use the Residence for any business activity, immoral activity, or nuisance activity.

**Maintenance and Repairs**

1. I understand that any repairs needed should be communicated to FPGI staff, specifically the Program Manager or Facilities Assistant, within 24 hours by phone or email. FPGI staff are responsible for making repairs or submitting work orders to the property managers to complete repairs.
2. I will report any infestations (e.g., roaches, ants, mice, bed bugs, lice, etc.) immediately to ASP staff.
3. I will not attempt to repair damages myself without the approval of the Program Manager.

**Housewares and Furniture**

1. I understand all items in the Residence are property of ASP and must stay in the unit after my family exits the program. The Program Manager may give me a list of disposable items I can have at exit if needed.
2. I will work to keep all housewares, furnishings, and furniture in good and working order so as to benefit as many families as possible in the future of the ASP.

**Drugs and Alcohol**

1. ASP is a drug-free and alcohol-free environment and conducts drug testing and alcohol checks. I will remain substance free while in the program. I understand that anyone under the influence of alcohol or illegal drugs will not be accepted into the program and will be subject to termination from the program if prohibited substances such as drugs or alcohol are used or found in the Residence.

**Smoking and Smoke Detectors**

1. I understand there is no smoking in the Residence, any ASP building, or in any lodging coordinated to be provided and/or paid for by Family Promise of Greater Indianapolis.
2. I acknowledge there are working smoke detectors in the Residence. I will not tamper, alter, disconnect, or destroy the smoke detectors. If the battery dies, I will alert FPGI staff immediately so it can be replaced.

**Safety, Respect, and Weapons**

1. Safety is a priority. I will contribute to a safe environment at all times.
2. I and my family will treat the staff of ASP, of the property management company for the Residence, my neighbors, and other agency personnel with respect and courtesy, and expect to be treated with the same.
3. No firearms are permitted onto the property of the Residence, the Day Center, or on the grounds of any other lodging coordinated to be provided and/or paid for by Family Promise of Greater Indianapolis, Inc. I will disclose ownership of any firearm to FPGI and will follow the Program Manager’s instructions for secure off-site storage.
4. I will keep the doors and windows to the Residence locked at all times my family is not monitoring the Residence. I understand that ASP is not responsible are not responsible for lost or stolen items.
5. I will obtain approval from the Program Manager before storing anything in the Residence that can be a fire or explosion risk, including but not limited to an oxygen tank, gasoline or flammable liquid, or space heater.

**Children**

1. I will provide a nurturing environment for my children, and I will discipline my children in a way appropriate for their age, and with patience and understanding. I will seek to learn and/or use non-physical ways to correct children, and I will ask staff for these educational resources if needed. I recognize that staff are required to report suspicions of child abuse to the authorities, including use of switches, belts, or other instrument of physical punishment.
2. I will ensure either I am supervising my children or that they are supervised by a responsible individual of appropriate age at all times.
3. I recognize young, awake children who are out of eyesight can be severely hurt from outlets, stairs, appliances, toilets, and more. I will monitor the behavior of any children at risk of injury from the property. I will keep all harmful chemicals (e.g., cleaning agents) and medications out of reach of children at all times.
4. I will take responsibility for the education of my children as the law requires. Homeschooling of children while in the ASP is only allowed with approval of the Program Manager, who will assess if sufficient income can be achieved for permanent housing while homeschooling children.
5. If offered, I will enroll my children in tutoring services with School on Wheels at the schedule communicated to me by the Program Manager.

**Decency**

1. I and my family members will always wear appropriate clothing when in view of others. Clothing will not display any profanity, inappropriate depictions/photos. My clothing will not expose private areas of my body.
2. I and my family members will not let noise from our Residence or members therein affect the well-being of our neighbors.

**Visitors, Staying Out Overnight, and Pets**

1. I understand that no visitors are allowed at the Residence without Program Manager approval.
2. Permission to stay away from shelter dwelling is allowed with approval of the Program Manager.
3. Other than certified service animals, I will not keep a pet in or outside the Residence without approval of the Program Manager. I will disclose the presence of a certified service animal and provide documentation of certification before the animal is allowed in the Residence.

**Cleanliness and Inspections**

1. I will change all trash bags in receptacles without lids, clean up all loose food, and clean dirty dishes daily to avoid unwanted pests.
2. I will keep all areas clean by picking up after my family and completing the housekeeping chores discussed with ASP staff in my orientation to the program. All areas of the Residence are subject to minimum weekly inspections by staff. Routine inspections may take place with 24 hours’ notice, during which I am expected to have all areas clean and without damage, and all trash removed from the Residence. Emergency inspections may occur without my presence or notice when ASP staff have reason to suspect the safety of the people or property in the unit are at risk.

**Clogged Drains and Toilets**

1. I will throw food waste away in the trash can and not the sinks to avoid slow and clogged drains. I will not put grease, bones, food scraps, or starchy foods down the garbage disposal as they will clog it.
2. I will do my best to keep hair and other clogging items out of sink and tub drains.
3. I will not attempt to flush anything feminine hygiene products, Q-tips, contraceptives, baby wipes, or excessive amounts of toilet paper.
4. If a toilet is clogged, I will attempt to plunge it myself before alerting FPGI staff.

**Heating and Cooling**

1. The heating and cooling of the Residence are electric, and the utilities will be registered in the name of FPGI.
2. I will properly heat the Residence in cold weather, keeping the thermostat between 67 and 73 degrees.
3. When the Residence is unoccupied for four hours or more, I will adjust the thermostat temperature to 60-degree in cold weather or 80 degrees in warm weather to save utility costs.

**Keys, Lockouts, and Mail**

1. I acknowledge I was given two front door keys to the Residence and one mailbox key. I will not make copies of the keys, but will request new keys from FPGI staff if needed. I will not give the keys to anyone not in my family unit in the ASP. When exiting the ASP, I will turn the keys in to FPGI staff.
2. I acknowledge that there is no other security system, and that I am responsible for locking the Residence for the safety and security of my family and our belongings.
3. In case of being locked out, I will call FPGI staff. Repeated lockouts may incur consequences. FPGI reserves the right to not respond to lockout after 9:00 p.m.
4. When I exit the ASP, I will provide a forwarding address for mail to FPGI staff.

**Internet and TV**

1. I am responsible for setting up Internet in the Residence if desired. I may request financial assistance for Internet, conditional on approval by the Program Manager. No computer or tablet is provided to my family.
2. FPGI will provide the Residence with a TV and antennae for broadcast channels. I am not permitted to acquire cable or satellite television.

**Vehicles, Parking, and Towing**

1. I acknowledge I was given one resident parking pass and two visitor parking passes by FPGI staff. I will post the applicable pass in any vehicle in the window facing the street.
2. I will park only in designated areas described to me by FPGI staff.
3. FPGI reserves the right to regulate or prohibit the use of all vehicles parking on or around the Residence by my family.
4. I understand the property management company at the Residence monitors and tags vehicles for expired or missing plates, flat tires, unsafe conditions, and abandoned vehicles. Towing of vehicles without parking passes occurs 6:00 p.m. to 6:00 a.m. nightly.

**Asbestos and Wall/Ceiling Hangings**

1. I am aware that drilling or altering the walls, floors, or ceiling may release asbestos, as it is possible the building materials contain this hazardous substance.
2. I will not pierce, drill into, or expose the walls, floors, or ceilings for any reason.
3. I will not hang art, pictures, posters, frames, planters, or any other item.
4. I will notify FPGI staff immediately if any damage alters the walls, floors, or ceilings.

**Lead Paint**

1. I understand that housing built prior to 1978 may contain Lead-based paint, and that can pose health hazards, especially in young children and pregnant women.
2. I acknowledge that FPGI has no knowledge of lead-based paint and/or lead-based paint hazards in the Residence.
3. I have received the pamphlet “Protect Your Family from Lead-Based Paint in your Home.”

**Policy Violations, Termination, and Grievance**

1. Upon violating any of the Program & Property Guidelines presented here, a warning may be issued verbally or in writing, stating the violation, consequences if any, such as suspension of financial assistance. Repeated violations are grounds for declining a request for extension.
2. I and/or my family may be immediately exited from the ASP for behavior including, but not limited to, suspicion of drug and/or alcohol possession or use; possession and/or use of weapons; abusive, violent, or threatening behavior toward my family, neighbors, staff, or neighbors; vandalism or theft; criminal activity; absence from the Residence overnight without approval of the Program Manager; or unapproved guests overnight at the Residence. I may appeal an immediate termination in writing to the executive director after leaving the premises by contacting 317-961-1133 or mike@fpgi.org.
3. If I feel that I have been wrongfully accused of breaking the rules and/or that my family has been unjustly or inappropriately disciplined, I have a right to bring grievance to the executive director by contacting 317-961-1133 or mike@fpgi.org, who will meet with me within three business days. If the executive director is absent or the subject of the grievance, I may deliver the complaint in writing to the Day Center at 1850 N. Arsenal Ave. where a sealed envelope will be given and the office manager will deliver the grievance to the president of the Board of Directors. I must immediately inform the staff making the charge and/or directing the disciplinary action. I have three working days to file their grievance.

**Indemnity and Release**

1. I hereby agree to defend, indemnify, and hold harmless FPGI, the property owner, and the property manager, from and against any and all claims, demands, suits, actions, causes of action, proceedings, orders, decrees or judgments of any kind or nature by or in favor of anyone whomsoever and from and against any and all costs and expenses, including attorney’s fees, resulting from or in connection with the loss of life, bodily or personal injury or property damage arising, or allegedly arising, from or on account of any condition or occurrence in or upon the Residence, or the property upon which the Residence is a part, or on the property, street, sidewalk or parking areas adjacent to the property of which the Residence is a part, or for any act or omission of I or any invitee, guest, occupant, trespasser, or any other person, except claims arising out of the gross negligence or willful misconduct of the persons sought herein to be indemnified against loss. I and all those claiming by, through, or under me shall occupy and use the Residence solely at our own risk and I and all those claiming by, through, or under me hereby release FPGI, to the full extent permitted by law, from all claims of every kind, including loss of life, personal or bodily injury, damage to personal property, arising or resulting from the use or condition of the Residence. FPGI shall not be responsible or liable at any time to me, or to those claiming by, through, or under me, for any loss of life, bodily or personal injury, or damage to the Residence, which may be occasioned by or through the acts, omissions, or negligence of any other persons.
2. I agree to indemnify, defend, and hold FPGI harmless from any cost, claim, liability, fine, penalty, damage, loss, or expense (including attorney’s fees) resulting from a breach of the agreements for the ASP by me.

I understand and acknowledge the rules and policies above. I agree to abide by them while using the services. Failure to follow the above guidelines can be cause for immediate dismissal of part or all of my family.

Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_