



The Emily Program

THE EMILY PROGRAM LODGING RULES

1. **BEHAVIOR.** Guests are expected to act respectfully and as good citizens while staying at The Emily Program lodging. This includes, but is not limited to, the following: working through disputes with other guests, maintaining a level of privacy for all guests, and keeping noise levels to a minimum. Behaviors not conducive to recovery are discouraged.
2. **COMMON AREAS.** The living room, dining room, kitchen, bathrooms, hallways, and laundry area at The Emily Program lodging are common areas. Common courtesy, respect, cleanliness, and cooperation are expected. Guests are expected to be good neighbors, and not just “non-disturbing” neighbors.
3. **PRIVATE AREAS.** Bedrooms at The Emily Program lodging are private areas shared by two guests. Guests may not enter the bedrooms of other guests without their permission.
4. **CLEANING.** Guests are expected to pick up after themselves and clean appliances after use. Dishes, cups and utensils are to be washed or loaded in the dishwasher after use. Trash and recycling should be well maintained and are the responsibility of all guests. Excessive personal belongings should not be left out in the common areas or bathrooms.
5. **CONFIDENTIALITY:** As a member of The Emily Program community, you will have the opportunity to live with other guests while they journey to recovery. It is our goal to make The Emily Program lodging a safe and supportive environment. We ask that all guests support this goal by keeping their fellow guests’ information private (including names and personal information). Guests must keep the identity of their fellow housemates confidential. This means that guests may not disclose the identity of other guests to anyone.
6. **EXCLUSION POLICY.** Guests must comply with The Emily Program Lodging’s Exclusion Policy, which provide guidelines to ensure that clients and staff remain in a safe environment free of transferable infestations and communicable diseases. When illness-related exclusion criteria are met by a lodging guest, the guest may remain at the lodging facility through the duration of their illness when otherwise excluded from PHP programming. When transferable infestation criteria is met, lodging guests may be asked to leave the lodging facility until infestation is addressed.
7. **GUEST BEDROOMS.** Guests are expected to maintain their private bedroom spaces. Management has the right to enter any room at any time. Guests are not allowed to rearrange furniture or move into a different bed/bedroom after they are checked in.
8. **FOOD AND DRINK.** Guests may purchase food and drink for their own use, which shall be stored in the kitchen.
9. **ALLERGIES.** All guests are responsible for notifying the appropriate party (including other guests) about any personal allergies and taking any safety measures that such allergies require. This includes household triggers (pets, smoke or dust), food, medicine, insect stings/bites and contact allergens (plants, cosmetics, jewelry or latex).

10. MEDICATIONS: Guests are required to keep all medications locked in the lockers located in each guest's bedroom closet, at all times. If your medication requires refrigeration, you may store in the kitchen refrigerator and must be labelled with your name.
11. PERSONAL ITEMS. Guests must keep all personal items including clothes, medicine, mail, magazines, etc., in their rooms. Wi-Fi and cable television are available for use at The Emily Program lodging, but guests who wish to use computers/smart phones/laptops/tablet must provide their own and keep them (and any other valuables) secure in the lockers located in each Guest's bedroom closet when not in use.
12. SAFE AND ACCEPTABLE USE OF INTERNET. Guests who wish to use the Wi-Fi at The Emily Program lodging to connect to the internet through their own personal device shall not access, receive, transmit or view any material that is illegal, obscene, offensive, sexually explicit, threatening, violent or aversive to recovery from an eating disorder.
13. FURNISHINGS. The Emily Program lodging will provide each Guest with bedding, and guests should not bring any pillows, blankets, stuffed animals etc. from home. This bedding must be kept clean (washed weekly) and in good condition. The Emily Program also provides protective mattress and pillow encasements which must remain on beds at all times.
14. DRUG USE. The Emily Program lodging has a zero tolerance rule on illegal drug use. **ANY ILLEGAL DRUG USE OR ABUSE OF PRESCRIPTION DRUGS ON OR OFF THE PROPERTY IS GROUNDS FOR IMMEDIATE TERMINATION OF THIS AGREEMENT.** Guests are not permitted to give and/or sell prescription medications to other guests at The Emily Program lodging – such behavior is against the law. Additionally, even in the states where recreational marijuana is legal, it is not permitted in lodging.
15. ALCOHOL/NON-MEDICINAL MARIJUANA USE. **ALCOHOL/NON-MEDICINAL MARIJUANA USE IS PROHIBITED ON THE EMILY PROGRAM LODGING'S PREMISES. Guests may not be under the influence of these substances while on The Emily Program lodging premises. Alcohol/non-medicinal marijuana use on The Emily Program lodging premises is grounds for immediate termination of this agreement. Alcohol/non-medicinal marijuana use on or off the premises is prohibited for any clients with a substance abuse diagnosis.**
16. TOBACCO USE. Smoking/tobacco use is not allowed inside The Emily Program lodging or on lodging balconies at any time. Smoking/tobacco use is allowed outside on the ground level (in designated smoking areas where applicable) provided that all smoking/tobacco materials are disposed of in the proper containers.
17. VISITATION POLICY. Friends/family invited by lodging guests is allowed in The Emily Program lodging between the hours of 9:00 am and 10:00 pm. Friends/family must abide by all lodging Rules and are expected to be courteous and respectful at all times. Friends/family may not stay overnight. Friends/family must be escorted by the host guest, who is responsible for the friend/family member while at The Emily Program lodging. Friends/family will be required to vacate the property for any violation of The Emily Program lodging rules or procedures.
18. RELATIONSHIPS. Sexual relationships are not allowed between any of the guests or between guests and The Emily Program lodging staff. The Emily Program lodging will terminate this Agreement for any violations of this policy.

19. **PET POLICY.** Pets are not allowed at The Emily Program lodging.
20. **SERVICE/EMOTIONAL SUPPORT ANIMALS:** Service/Emotional Support Animals are accommodated as required by law. Guests must complete a *Service Animal or Emotional Support Animal Information Card* prior to bringing the animal on site and are responsible for maintaining control of the animal at all times. In the event other guests have allergies, The Emily Program will balance the rights of both the client with the animal and the client with the allergy. This may, among other things, include restricting the animal to a client's private room and denying access to common areas. Please refer to the *Client Responsibilities Agreement for Service and Emotional Support Animals* for additional information.
21. **TRANSPORTATION.** The Emily Program does not provide transportation to/ from intensive programming. Special consideration may be given if all of these criteria are met: Client does not have their own vehicle; client cannot share a ride with another lodging guest; client cannot walk to programming site. All other transportation must be provided by guests' own vehicle or through the use of public transit. If a guest has a vehicle, it must be licensed, registered, and insured.
22. **FIRE CODE.** Guests may not use candles or incense sticks in the lodging unit and may not bring coffee pots, hot plates or any other cooking items or rewired items into the unit. Coffee pots, toasters and other electronic kitchen items provided by The Emily Program Lodging must remain in the kitchen.
23. **VIOLENCE.** Guests shall not engage in acts of violence, violent behavior, or threats of violence, including but not limited to actions that place other residents, clients, or staff at immediate or perceived risk or threat of physical, mental, or emotional harm. Violence or threats of violence at The Emily Program lodging is grounds for immediate termination of this agreement and is cause for immediate eviction. Negative actions or language toward staff, other guests, or anyone else is not allowed.
24. **NON- HARASSMENT.** Guests shall not engage in harassment on the basis of race, creed, religion, color, national origin, sex, marital status, disability, sexual orientation, gender identity and expression, age, pregnancy or any other protected class. Harassment includes offensive verbal or physical conduct regarding or because of another person's protected class and includes sexual harassment. Harassment is grounds for immediate termination of this agreement.
25. **WEAPONS.** No weapons of any kind are allowed on The Emily Program lodging premises.
26. **ABSENCES.** Any guest who plans on being gone overnight must notify the lodging coordinator in advance. Failure to comply with this rule can jeopardize the guest's right to continue to stay at The Emily Program lodging.
27. **TERMINATION/ NOTICE TO VACATE.** The Emily Program lodging can ask guests to vacate the premises without any notice at any time. Weekly fees are paid in advance and are non-refundable. Guests must give a one-week notice of when they plan to vacate The Emily Program lodging. When a one-week notice is not feasible due to circumstances beyond the guest's control, the guest must give notice as soon as the guest learns they will be vacating The Emily Program lodging. The Emily Program lodging will continue to charge guests a daily rate until this written notice is provided.
28. **LOST, DAMAGED, OR STOLEN ITEMS.** The Emily Program lodging is NOT responsible for any items lost, damaged, or stolen on its premises. Dying hair is not permitted at The Emily Program lodging. Scales are NOT allowed while utilizing lodging.