

# The John Taylor House Rules

**IMPORTANT!** By signing your rental agreement, you agreed to obey all the house rules. These rules apply to everyone living and working at The John Taylor House: residents, staff, and residential staff alike. Violating any house rule may result in disciplinary action against you, including verbal warning, written warning, \$10 fine (or higher), and/or eviction.

1. Possession, use, distribution, being under the influence of, or smelling like **ILLEGAL DRUGS OR ALCOHOLIC BEVERAGES** is prohibited.
2. **NO SMOKING** anywhere inside The John Taylor House. This is a **100% SMOKE-FREE FACILITY**. Smoking anywhere inside the house, or smoking near a door to the outside or window with the door(s) or window(s) cracked or open allowing smoke into the building, is prohibited. Empty coffee cans are provided on the front porch and out back for disposal of cigarette butts. Do not discard cigarette butts in flowerbeds, on sidewalks, or on the lawn. **Smoking on the second floor balcony is now prohibited.**
3. **No borrowing or lending money or anything of value between residents, between staff, or between residents and staff.**
4. No resident is to touch any **furnace or swamp cooler thermostat or on-off switch**. Only specifically designated staff is permitted to change thermostat settings.
5. **Access to the second floor balcony is prohibited except in case of emergency and for maintenance.** The second floor balcony is now an emergency exit only and is not to be used by anyone for any other reason. In addition, use of the **back stairs between the second floor and pantry** is prohibited except in case of emergency or under the direction of a staff member.
6. No resident or staff member is allowed to interact in any way with any **neighbors**, be they at Flower Patch, the four-plex to the west of the house, the duplex to the northwest of the house, or elsewhere. Do not ask them for cigarettes, money, the time, or anything else. Do not talk to them or give them cigarettes, money, or anything else. Ever!
7. **NO SPACE HEATERS**, electrical or gas or otherwise, in any resident room. **NO BURNING OF CANDLES OR INCENSE** anywhere inside The John Taylor House. These are fire hazards that cannot be tolerated.
8. **NO FOOD OR BEVERAGE PREPARATION OR STORAGE APPLIANCES** in any resident room. This includes but is not limited to coffee pots, hot plates, microwave ovens, refrigerators, toasters, etc.
9. Excessive use of **PROFANITY (SWEARING) AND VULGAR LANGUAGE (GUTTER TALK)** is prohibited. We respect the right of all our residents to live in a peaceful environment.
10. **The only persons allowed in resident rooms are the resident(s) assigned to that room.** No resident may enter or stay in another resident's room for any length of time without prior staff approval. Staff doing room inspections, searches, or needing room access for repairs, bug spraying, etc. are excepted.
11. Residents are not allowed in the **kitchen, pantry, or other food storage rooms** at any time unless approved in advance by the cook on duty. Food not stored in a storage room under lock and key is **off limits** to residents – don't go scavenging through food boxes and containers just because they're there. (Snacks in the dining room are excepted.)
12. **Eating any and all consumable food is permitted only in the kitchen and dining room.** This includes but is not limited to meals served by The John Taylor House kitchen; house snacks in the dining room (in and out of the fridge); candy, candy bars, nuts, burritos, hot dogs, sandwiches, etc. bought at Maverik, Tesoro, and elsewhere; food bought at area restaurants and brought back to the house; pizza from 5 Buck Pizza or any other pizza joint; etc. Eating consumable food on the front porch, in the TV room, foyer, computer room, resident rooms, or anywhere else inside or outside the building is prohibited. **Nonalcoholic beverages** are allowed throughout the house except the TV room (unless approved in advance by staff for special occasions), including in resident rooms, but only if they are in bottles with securely close-able caps or cups with securely close-able lids. However, **stockpiling drinks** is prohibited, as is **storing food** anywhere in any way, including in the dining room fridge and in resident rooms.
13. **Meals** are served every day at the following times:

<b>Breakfast</b>	8:00 a.m. to 8:30 a.m.
<b>Lunch</b>	12:30 p.m. to 1:00 p.m.
<b>Dinner</b>	5:00 p.m. to 5:30 p.m.

Our usual **holiday meal schedule** is as follows, but this may vary:

<b>Breakfast</b>	10:00 a.m. to 10:30 a.m.
<b>Dinner</b>	4:00 p.m. to 4:30 p.m.

Everyone is to put his **dining room chair** up after using it, especially after eating meals.

14. **Holiday and special event meal schedules** may vary and will be indicated on the weekly menu posted in the dining room. **Coffee** is available each morning during breakfast. The cook is limited to making no more than two pots of house-bought coffee per day.
15. **Sack lunches** can be provided for residents not on the premises at lunch time. Ask the cook for a sack lunch the day before you need one. If you will not be here for dinner and you would like a **dinner plate** "saved" for you to eat when you get back home, ask the cook on duty either in person or by phone **before 4:00 p.m.** to save you a plate, or you may call 484-7171 **before 4:00 p.m.** and leave a message on voice mail requesting a meal be saved for you. Residents' **guests** for any meal must be approved by the cook the day before. We do not feed **neighbors**, as guests or otherwise.
16. **Plates, bowls, silverware, and other kitchen and dining items** are to be used only in the kitchen and dining room during meals only. All such items provided for use during meals are to be returned to the kitchen at the end of each meal. All such items are **not** to be taken into the TV room, foyer, out onto the front porch, or beyond the main floor, especially into the computer room or resident rooms.
17. The **numbered red 16 ounce plastic glass** you were issued when you moved into The John Taylor House is yours to use and keep clean. Do not turn it in to the kitchen to be washed – keeping it clean is your responsibility, not ours. In addition, that is the only glass you will be issued – if you lose it you will not be issued a replacement. It is your responsibility to keep it clean and safe. **Do not place any cups or glasses on any fireplace mantle.** And, you must turn in the glass when you move out, just like all keys, linens, and pillows.
18. The **dining room microwave** is not to be used 9:00 p.m. to 9:00 a.m. to cook **anything with strong odors** that will stink up the house, including but not limited to bacon and popcorn. Violating this rule will get the dining room microwave locked up in the kitchen overnight.
19. Do not leave **packages of food** in the dining room open. Open food bags and boxes attract roaches, which no one wants! Eat what you want out of a package, then securely close the bag or box or throw it away.
20. No one is allowed to store any **food** whatsoever in the **dining room fridge or freezer**. The only food placed there is house food for residents to eat and drink if they want it, and that's put in there by staff only, except for drinks we get from Food Bank that are placed in the dining room – they may be put in the fridge by residents, but not in the freezer. No resident is allowed to put anything whatsoever – no drinks, no food – in the **dining room freezer**. Nothing!
21. **Giving food from the dining room sidebars or any meals** to anyone not a resident of The John Taylor House is prohibited. We are a private residence, not a community food pantry.
22. **The laundry facility is provided for current resident use only.** There is no charge to use the washer(s) or dryer(s). We provide, also free of charge, laundry detergent, fabric softener, and dryer sheets as we have them to give. **You should do your laundry only during your own assigned laundry time block and not during anyone else's assigned laundry time block. Staff permission is required to use a laundry time block not your own, including any trading of time blocks between residents. Your laundry should be completely removed from all washer(s) and dryer(s) by the end of your assigned laundry time block or by the end of any time block you may use.** All residents must do their part to keep the laundry area clean. Clean up your own messes. See the cook on duty when laundry supplies are needed.
23. **Washer(s) and dryer(s) are not to be used 11:00 p.m. to 7:00 a.m.** Any laundry found in a washer or dryer after 11:00 p.m. may be confiscated and the resident in violation of this house rule fined. The huge **wooden table** in the laundry room is not there to collect junk or residents' belongings. All items left on that table for more than 24 hours are subject to being thrown into the dumpster.
24. Unless removed for disciplinary reasons, the **big screen TV** in the TV room is available for viewing only from 4:00 p.m. to 11:00 p.m. Monday through Friday and 9:00 a.m. to 11:00 p.m. Saturday and Sunday. Viewing hours may vary on holidays and special occasions. The TV

volume is to be kept to a bare minimum between 10:00 p.m. and 11:00 p.m. at the start of "quiet time." In addition, the **volume** on the big screen TV is to always be set at 50 – control the volume you hear through the converter box only, not on the TV itself. The only exception to this is when a DVD player or VCR is used – for which prior staff permission is always required.

25. The **big screen TV** is provided for resident use only and only to watch television. Hooking up **video game consoles** and other such devices to the big screen TV is prohibited.

26. "**Quiet time**" is **10:00 p.m. to 9:00 a.m. daily**. Noise levels during this time must be low enough not to disturb others in the house, including your own roommate(s). This includes but is not limited to TVs, radios, stereos, computers, and your own voice, as well as rough-housing and other noisy horseplay. Additionally, **stereos, televisions, and computers** are to be kept at a reasonable volume at all times so that others in the house are not unduly disturbed by their use.

27. **Common areas are closed 11:00 p.m. to 7:00 a.m.** and must be vacated and remain vacant during this time. This includes the foyer, dining room, TV room, laundry room, and computer room. Smokers may use the front porch during these hours, but only while smoking. **The weight room is open only 9:00 a.m. to 9:00 p.m. out of courtesy to third floor residents.**

28. The **house phones in the foyer and computer room** are for current resident use only. Residents are expected to keep sessions on the phone to **10 minutes or less**. Every resident has the right to use the house phones undisturbed. If you need to use the phone and another resident is using it, don't hassle the person on the phone, just wait your turn – so long as the person has not been on the phone longer than 10 minutes. (If a bona fide [real, actual] guest needs to use the phone, he/she must ask staff for permission.)

29. **Chores** assigned to residents enrolled in the Work/Success Training Program in exchange for a reduction in rent are to be completed daily as instructed. Residents assigned to do chores but who will be unable to complete them are personally responsible to find someone to do that chore on their behalf. This may involve paying another resident to do the chore. (Standard payment for having someone else do your chore is \$5.00 per chore per day.)

30. All residents enrolled in the Work/Success Training Program who are physically able are required to help unload the weekly **Food Bank** delivery, which almost always arrives every Tuesday morning sometime between 9:00 a.m. and 9:30 a.m. The only acceptable reasons for not helping to unload Food Bank is bona fide employment or appointments out of your control, such as with a doctor, or a parole or probation agent, or a court appearance, or severe illness. Refusing to help unload Food Bank will result in a fine and possible removal from the program, which would mean no more rent reduction.

31. **All residents are required to take a bath or shower as often as needed to not smell bad and be offensive to others, which is usually daily for most people.** We strongly encourage you to use antiperspirant/deodorant, brush your teeth, and wear clean clothes every single day.

32. Every resident is required to wear a **shirt** and either **pants or shorts** outside his room, as well as **footwear** (shoes, slippers, flip-flops, etc.) in all areas of the main floor. Wearing a shirt while outside is also required. Walking around outside your room in your underwear is prohibited no matter the time of day or night!

33. **Bathroom doors** are to be securely closed and locked while anyone is urinating, defecating, taking a bath or shower, etc. This is simply a matter of common courtesy and respect for others.

34. The **third floor bathroom** is provided **only** for those residents who live on the third floor. It is **off limits** to **everyone** who does not live on the third floor.

35. **Disruptive behavior and physical altercations (fights)** are prohibited. Such behavior will be dealt with accordingly, including calling the police if necessary.

36. **Residents are liable and responsible for any damage they or their guests cause to The John Taylor House or its property.** Responsible parties will be required to pay for supplies and labor required to fix such damage.

37. Residents and their guests are required to **clean up after themselves**. You make a mess, clean it up. Neither your maid nor nanny live here.

38. **Visiting hours are 9:00 a.m. to 9:00 p.m. only.** No visitors are allowed inside the house or on the property at any other times. Visitors are allowed only on the main floor and in its common areas (foyer, dining room, TV room, and main floor bathroom only).

39. **All exterior doors are locked promptly at 11:00 p.m. every night.** Residents may come and go at any time, but after 11:00 p.m. you will need your front door key. **Residents are expected to keep the basement door and the front door securely shut and locked from 11:00 p.m. to at least 6:00 a.m. every night.**

40. **All residents are required to keep their rooms neat and clean at all times.** Straighten up your room, take trash out, and make your bed daily as needed. However, do not vacuum the floor during quiet time (10:00 p.m. to 9:00 a.m.) Room inspections are conducted once weekly, and fines are issued for repeatedly unclean rooms on the following schedule: First failing inspection: written warning. Second failing inspection: \$5.00 fine. For each additional failing inspection the fine goes up in \$5.00 increments. The third failing inspection will receive a \$10.00 fine, the fourth a \$15.00 fine, the fifth a \$20.00 fine, etc.

41. Residents are not permitted to retrieve **mail** either directly from mail delivery personnel or from the locked green mailbox. Resident mail is retrieved by designated staff only and placed on the mantle in the TV room. Residents are permitted to take **only their own mail** from the mantle. Taking another resident's mail is prohibited, with or without that resident's permission.

42. **Sleeping** is permitted only in your room. Sleeping in the TV room, dining room, foyer, out on the front porch or lawn, or anywhere else inside or outside the house other than in your room, is prohibited.

43. Use of **boomboxes, stereos, radios, and other such devices** on the front porch, in the front yard (including at the picnic table), and other areas outside the house is prohibited without the use of headphones. They are also not to be used without headphones anywhere inside the house other than resident rooms.

44. The John Taylor House provides all the **furniture** any resident needs. No outside furniture of any kind may be moved into the house without Peggy Hepsak's expressed permission. In addition, residents are not allowed to store an excessive amount of **personal belongings** in their rooms or elsewhere on the premises.

45. The John Taylor House does not provide **vehicle storage** for anyone. Residents are limited to one running, licensed vehicle each. We do not allow on the premises any unlicensed vehicle or any vehicle that cannot be driven as is.

46. No one is allowed to **feed the house pets** (currently cats J.T. and Oreo and bird Chester) except the cook on duty. Under no circumstances are cats to be fed anything but cat food. Under no circumstances is the bird to be fed anything but bird food, millet, broccoli, or other food as specifically authorized by Peggy Hepsak.

47. Residents and residential staff are not allowed to have any **pets** of any kind. Period. In addition, the only **animals** allowed in the house are the house pets – as of this writing that means cats J.T. and Oreo as well as Chester the bird.

48. Residents are to follow **instructions given to them by The John Taylor House staff**, who are to be treated with courtesy and respect by residents at all times. Talking back to, arguing with, and otherwise causing problems for staff members is not acceptable. **If a resident has a concern regarding any staff member, he is welcome to contact Managing Trustee Lon Scow or Peggy Hepsak at (801) 322-4830.**

#### RESIDENT'S AGREEMENT

By my signature below I certify –

- I have read all the above house rules;
- I understand all the above house rules;
- I agree and covenant that I will live by all of the above house rules;
- I understand that violating any house rule may result in disciplinary action against me, up to or including eviction from The John Taylor House;
- I understand this edition of the house rules supercedes all previous editions without exception, and that my continued behavior, conduct, and mode of living at The John Taylor House is governed by this edition of the house rules;
- I have received an exact duplicate of these house rules for my own personal reference and use.

RESIDENT'S SIGNATURE

RESIDENT'S PRINTED NAME

DATE SIGNED BY RESIDENT