

**MACLAY COMMONS**  
**Supportive Services Program**

**RULES OF OCCUPANCY**

The following rules are for your benefit and safety. The staff at Maclay Commons is here to provide security, support, and understanding. This is accomplished through cooperation, honesty, and sincerity. If you have questions or concerns, please feel free to discuss them at your initial meeting with the Client Services Coordinator for the Maclay Commons Supportive Services Program.

The initial period of stay will be one year, as stated in your lease. After one year the lease renews on a month-to-month basis. It is mandatory to meet with the Client Services Coordinator of the Maclay Commons program to discuss your progress and goals on a schedule that will be determined collaboratively with you and Maclay Commons staff.

**Non-compliance with these rules will result in a written warning, lease violation or eviction based on the nature of the violation.**

1. The use of alcohol or illicit drugs, on or off premises, is not permitted. Residents must submit to drug and/or alcohol testing if requested by staff. Staff will check for alcohol use on site. Share House will perform drug testing. Staff reserves the right to request random testing.
  - a. First violation results in mandatory drug testing and evaluation by Share House
  - b. Second violation requires random drug testing and participation in a drug or alcohol program.
  - c. Third violation results in an eviction.
2. Firearms and non-utilitarian knives are prohibited. Utilitarian knives are kitchen utensils or pocket knives with blades no longer than three inches (3 inches). If you have weapons in your possession, arrangements will be made to store them. This includes decorative weapons intended only for display.
3. **Maclay Commons is a violence-free environment.** Physical force, spanking, slapping, hitting, verbal abuse, name-calling, or threatening or harassing behavior of any kind on or around Maclay Commons is forbidden and may result in a three-day eviction notice as stated in your lease.
4. Smoking is allowed outside only. No smoking, burning of candles or incense, or open flame is allowed inside the units or the Community Center.
5. Possession of another resident's property is forbidden without the person's permission. Suspected thefts will be reported to and investigated by law enforcement officers.
6. Residents are not allowed in other residents units without permission of that resident.
7. All school-age children must attend school daily. Parents are expected to be up in the morning and see that their children are fed, clothed in proper attire, and placed on the proper bus or delivered to school by other transportation.

8. Apartments, refrigerators, and storage areas are to be kept clean and will be inspected once a week on Mondays at 9:00 a.m. Random inspections may also occur if needed. If a regularly scheduled room inspection interferes with a work or education schedule, another time can be arranged with staff.
9. One working car per family is allowed. You must provide proof of registration and receive a parking pass at the time of your lease-up, or upon obtaining a vehicle. If a car is not working, and cannot be fixed in a time to be determined by the Client Services Coordinator, it will be disposed of. You may perform minor vehicle maintenance such as tune-ups or oil changes in appropriate areas. Used oil and/or auto parts must be disposed of in the proper manner. Do not leave vehicle unattended on blocks or jacks. General overhauling or bodywork on vehicles is not allowed.
10. Outside guests may visit from 8:00 a.m. to 10:00 p.m. and must sign in and out at the office in the Community Center. Only family members (such as non-custodial children or grandchildren) may stay overnight. The Client Services Coordinator must approve overnight stays at least 24 hours in advance.
11. Adults are not permitted to stay overnight outside of Maclay Commons without the approval of the Client Services Coordinator. All requests for overnight outside stays must be made a minimum of 48 hours in advance. Children may have overnight stays as long as the parent verbally informs the staff, but approval of the Client Services Coordinator is not necessary.
12. Pets are allowed only in accordance with the Pet Policy and your lease. You must be able to demonstrate to the Client Services Coordinator and Missoula Housing Authority staff that you have enough income to support the care of animals as required in the policy.
13. Residents must sign in and out at the office in the Community Center as they come and go throughout the day.
14. Before amenities such as cable TV can be installed, residents must develop a budget which shows how they intend to pay for the service. Services such as cable TV cannot take precedence over the payment of other bills or the purchase of necessities.
15. Gambling on or off site is not permitted.
16. Curfew for adults is 10:00 p.m. and for children at 9:00 p.m. Sunday through Thursday. On Fridays and Saturdays, curfew is 12:00 a.m. for adults and 10 p.m. for children. All residents must be on site by curfew.
17. Playground and common outdoor areas are closed after dark, and residents should be in their homes unless there is a social or educational activity at the community center or prior arrangements with staff are made. If you need to run to the store at night, check in with the office prior to leaving and check back in upon your return.
18. Parents are expected to supervise and attend to their children at all times, including when their children are in the Community Center or outside in the common areas. It is the parent's responsibility to control their children's behavior at all times. Children under 12 may not be left unattended. Children over 12 may look after themselves during the day for short periods of

time if staff is aware of the situation. Older siblings (over 12) may watch younger siblings if staff is aware of the situation. If your children are left unattended we will notify Child and Family Services or the Missoula Police Department.

19. Residents are not allowed to watch other residents' children without a babysitting contract approved and signed by the Client Services coordinator, parent and staff. Children under 12 cannot watch their siblings, other people's children, pets or property.
20. Residents must keep all mandatory appointments and attend all required group sessions. This includes the requirement to sign up with all area low-income housing agencies. In addition, this requirement includes, but is not limited to, parenting classes, tutoring, resident meetings, meetings with staff and other agency personnel, and the Client Services Coordinator. It is mandatory that all parents attend parenting classes, financial classes, and some life skills classes. Other requirements, such as substance abuse treatment classes, anger management classes, and gambling treatment classes will be determined on a case-by-case basis.
21. No pornographic material is allowed on the property.
22. No swearing or vulgar language is allowed.
23. No horseplay is allowed in the common areas, including the Community Center.
24. Chores are to be completed each day by 8:00 p.m. Inform a staff person when your chore is completed and the staff person will inspect and check off chore list.
25. Residents are expected to purchase food and cleaning supplies for their homes. Maclay Commons staff will help connect residents with resources to provide these items if needed.
26. The Poverello Center dress code is in effect at all times.
27. Maclay Commons is a HUD project and rent is based on 30% of your adjusted gross income. Rent is due on the first of each month and must be paid by the fifth of each month. All income changes must be reported to the Missoula Housing Authority within ten days (10 days) of the change.
28. You must continue to meet with the Client Services Coordinator and other service providers, and work toward fulfilling the goals outlined in your supportive services plan. Obtaining employment or pursuing educational goals are the primary objectives of this program.

**Failure to follow these rules will result in a written warning and/or lease violation and may lead to eviction.**

**Resident Adult:** \_\_\_\_\_

**Resident Adult:** \_\_\_\_\_

**Executive Director/Client Services Coordinator:** \_\_\_\_\_

**Date:** \_\_\_\_\_