

House Rules

THERE ARE NO PETS ALLOWED ANYWHERE ON CASA ESPERANZA'S PREMISES OR IN THE ROOMS

1. **Please sign in and out when you leave the building.** The sign in sheet is located at the front desk. We use this information for emergency purposes, and to follow up when we have not seen a resident in 24 hours. *If we have not seen you, or you have not signed in and out for 24 hours Casa Esperanza reserves the right to do a follow up room inspection.*
2. **No food or drink is allowed in rooms.** All food or drinks must be kept in the dining room. **WATER IS ALLOWED IN ROOMS.**
3. **Children must be supervised at all times.** There should never be a time when children are left alone in the house, including the outside play area. If it is discovered that children are left alone in the house, Casa Esperanza staff will notify proper authorities immediately.
4. **Smoking is only allowed in designated smoking areas.** Any resident found smoking in the house, including their room will be asked to leave.
5. **Families are responsible for keeping the house clean,** including common areas such as kitchens, laundry room and patio areas. Families are also responsible for keeping their rooms clean. **See check out procedures for step by step information.**
6. **All food in refrigerators and cabinets must be labeled** with the last name of the patient, room number at Casa Esperanza, and the date. Any food that is not labeled may be put into the community refrigerator or thrown out.
7. Take only what you need per meal from the **community cabinets and refrigerator** so that there will be plenty for everyone. Please let us know if you can't find what you need. If we have it in our pantry we will be happy to give it to you.
8. **Quiet times in the house are from 10:00 p.m. to 7:00 a.m.** During this time TV noise should be down to a minimum and children should not be in the common areas.
9. **You must check with the front desk prior to checking out.** Any family that does not follow appropriate check out procedures may not be readmitted.