



Room and Meal Plan Transition Unit Occupancy Agreement

Date of the Agreement:	
------------------------	--

This agreement identifies _____ as a participant in our "room and meal plan" at Samaritan House.

"Room and meal plan" units are transitional and are managed with an Occupancy Agreement for clarity. This is not a tenancy agreement and the Residential Tenancy Act does not apply. ⁱ

For the duration of our stay your address will be: Unit # _____
355 Nicol Street
Nanaimo, BC
V9R 5C5

1. Eligibility

- a. these units are high barrierⁱⁱ
- b. applicants will be individuals who view a "dry" environment as desirable
- c. clients with prescription narcotics are not eligible
- d. all occupants must first have developed a case plan with the case manager
- e. only females may apply

2. Samaritan House "room and meal plan" units provide:

- a. a private lockable room
- b. a locking drawer in each room for valuables and medication
- c. nutritious meals and snacks
- d. access to scheduled laundry
- e. semi-private shower facilities (shared with 3 to 4 other residents)
- f. nightly room checks and other security measures
- g. regular consultation with a case manager
- h. access to a wall phone outside the units
- i. cable in rooms (TVs not included)
- j. support to obtain independent housing and a self sufficient lifestyle

3. Unit Goals

- a. the unit will meet the occupant's need for temporary housing while she makes arrangements for healthy permanent housing elsewhere in the community

- b. each occupant will find her unit safe, comfortable, and secure
- c. a majority of occupant will move to successful long term market housing. Others will be able to move back if market housing does not work out.

4. Rules and Conditions

- a. once units have been assigned occupants may not switch to a different unit
- b. all meals are optional but occupants will communicate with shelter staff if they expect to miss a lunch or dinner
- c. occupants will follow established meal protocolsⁱⁱⁱ (meal protocols may change but nutritional and culinary standards will be maintained)
- d. These units are temporary accommodation. It is imperative that all residents search for more permanent accommodation during their stay
- e. accommodation in these units is voluntary and subject to the approval of the manager and may be reviewed at any time
- f. residency can be terminated at any time
- g. clients must sign in and out in the log book provided
- h. no visitors are allowed in units, including other occupants
- i. attendance at weekly unit meetings with the manager or case manager are mandatory
- j. all valuables are to be kept locked in the locking drawer, even when the unit door is closed or locked. This includes when the occupant is in the washroom or elsewhere in the shelter
- k. medication will be kept in the units locking drawer
- l. occupants will be fully responsible for all their belongings
- m. there is to be no smoking in the unit or anywhere else in the shelter
- n. no candles, incense, open burners, or any other open flames are permitted in the units or anywhere else in the shelter
- o. no alcohol, drugs, or mind altering substances are permitted in the units or anywhere else in the shelter
- p. no drug paraphernalia in the units or anywhere else in the shelter
- q. occupants must keep their fridges clean
- r. no food shall be left unwrapped
- s. occupants must clean the floors in their unit daily
- t. occupants must share in the cleaning of the upstairs hallways weekly
- u. occupants must dust and tidy their units and remove garbage weekly
- v. all media players including TVs, stereos, and computers will be kept at a low volume
- w. good neighbour rules apply including courteous use of the common bathroom, generally low noise levels, and absolutely no noise after 11:00 pm

- x. the wall phone in the common upstairs area is for use between 7:00 am and 11:00 pm only
- y. curfew is midnight
- z. clients will remove their belongings from the unit when no longer paying for the unit

5. Rent

- a. all rents of \$555.00 for each applicable month must be paid on or before the 1st day of each month
- b. clients on assistance shall arrange direct payment by MHSD to ICCS. Make cheques payable to: Island Crisis Care Society and must be mailed "Attention Manager" to 355 Nicol Street, Nanaimo, BC, V9R 5C5
- c. all rent not paid directly by MHSD must be delivered in person to the Samaritan House manager or case manager
- d. failure to pay rent by the 1st of each month will result in a notice of termination of accommodation
- e. stays of less than a month will be calculated on a nightly rate of 18.25 per night and must be paid in advance

6. Behaviour and Conduct

- a. All occupants agree to:
 - i. follow all applicable Samaritan House rules and cooperate with program staff to maintain a respectful, safe, and friendly environment for themselves and for other residents
 - ii. set, review, and evaluate goals with the case manager for achieving independent living outside of Samaritan House
 - iii. meet weekly with the case manager and provide an account of previous week's accomplishment of goals
 - iv. follow any other reasonable guidelines administered by the Samaritan House manager at her discretion
- b. They further agree that:
 - i. Samaritan House staff may search rooms to ensure compliance with house rules, the conditions for occupancy, and acceptable standards of cleanliness
 - ii. if suspected of using drugs they will subject themselves willingly to a urine test at the manager's discretion
 - iii. the use of chemicals or alcohol are grounds for restriction of services
 - iv. if they appear to be under the influence when returning to Samaritan House, and/or if found with paraphernalia on their person their occupancy will be terminated
 - v. if attending 12 Step meetings to do so according to their case plan

Room and Meal Plan Occupancy Agreement for Samaritan House

- c. They further agree that the termination of their occupancy will be initiated solely by them or their conduct, excluding extenuating circumstances or factors beyond their control.

7. This contract is subject to revision with 15 days notice at any time.

I, _____ agree on _____, to adhere to this contract signed between myself and the Samaritan House Manager/ delegate, and understand my responsibility to myself and Samaritan House staff and residents.

Resident's Signature

Manager's Signature

Date

Date

This form was created on: Monday, January 25, 2010

Revised:

End Notes

i The Directors of ICCS in 2008 designated all transition suites at Samaritan House as "room and meal plan" units. They are officially available on a nightly basis with the understanding that monthly occupancy is quite likely. Nightly rates are based on a monthly rate of $\$555.00 \times 12 \div 365 = 18.25$.

ii Clients are not allowed to use substances while staying in these units and are discharged if they do so. There is a clear expectation that clients are not using any substances except non-narcotic prescription drugs. The goal is to establish new life patterns and new social networks and supports.

iii Generally Monday to Friday breakfasts are cold or self prepared (cereal, muffins, microwave oatmeal, microwaved eggs, etc.). Weekend breakfasts are available in the Galley. Lunches and dinners will be plated meals for consumption in the units.