



## Choices, A Community Social Center, Inc.

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### Choices Rules & Regulations

#### Rule No. 1 Inappropriate Clothing/ Personal Hygiene

Inappropriate clothing/poor hygiene is strictly prohibited at Choices or on any Choices sponsored activity. Clothing: Shirt and shoes must be worn at all times. Bare feet are not allowed at any time.

When problems with poor hygiene come to our attention we ask that the member leave for the day to take care of this issue. The member may then return the following day. We will talk with the member about the situation privately to determine if we may be of any assistance. It is not our intention to hurt or offend anyone but to bring it to the members' attention so that it can be dealt with and corrected. Other members appreciate everyone's attention to this important detail.

#### Rule No. 2 Membership Responsibility

- (a) Membership card sharing is prohibited at Choices.
- (b) Members and approved guests must be signed in at the office upon arrival. No unauthorized guests are allowed access to Choices. (Please see Choices guest policy for more details.)
- (c) Members may bring one guest in once every 7 days unless guests are restricted. A guest can only come into CHOICES once in 7 days whenever guests are permitted at Choices. Members and guest must be signed in at the office upon arrival. No unauthorized guests allowed. The guest must be accompanied by the member and must leave when the member leaves. Guests are subject to the same rules and regulations as the members. The guest is also subject to appearing before the advisory council and may not come in as a guest with any member of CHOICES until they do so. (Please See Choices Guest Policy for more details.)
- (d) Members are responsible for the actions of their guests and may be subject to disciplinary action for any violation of Choices Rules and Regulations by their guest. Guests are subject to the same rules and regulations as members. Guests may be required to appear before the Advisory Council upon executive review of any violation of any Choices Rules and Regulations. In such an event guests will not be allowed to return to Choices in any capacity until they do so. (Please See Choices Guest Policy for more details.)
- (e) It is the responsibility of the member to bring their membership card with them to ensure entrance into Choices. (Please see procedure.)
- (f) Members are responsible for themselves at CHOICES or on any CHOICES' sponsored activities. It is not the responsibility of other members to take care of any one but themselves. Activity Aides assist with transportation, paying for the activity, and taking

care of any infractions of the rules/regulations. We are not a day care and are not able to lift members, be their personal attendant or administer any medical treatments.

- (g) A member in good standing is defined as one who has submitted a current, complete and valid referral form and membership application, and received an orientation. A member must be in good standing to attend Choices outings, trips, or picnics or participate in Choices activities. A member must be in good standing for two weeks to attend Choices holiday parties and special events.

**Rule No. 3 Sleeping at Choices**

Sleeping is permitted at Choices or on any Choices sponsored activity only if the person is sitting up and not disruptive to others.

**Rule No. 4 Disruptive Behavior**

Disruptive behavior, yelling, horseplay and disrespecting others are strictly prohibited at Choices or on any Choices sponsored activity. The Advisory Council will determine the severity of the offense.

**Rule No. 5 Pay Phone**

There is a ten (10) minute limit on all membership phones. This holds true whether or not someone else is waiting to use the phone. Members must sign in when using the phone and sign out when the call is completed within the 10-minute time frame. When requesting the outgoing membership phone from the Activity Aide the charge is only 25¢. Incoming calls are free of charge. However, the staff is not responsible for answering the phone. Therefore, staff cannot ensure that messages are relayed. This phone is for local calls only. Any long distance calls/charges incurred on the phone bill during your sign out time must be paid immediately and the member is subject to time out/appearing before the advisory council.

**Rule No. 6 Games, Computers, TV, Video & Exercise Equipment Time Limit/Procedures for Use**

This applies to, but is not limited to, pool, ping pong, computers, computer games, video games, exercise equipment, televisions, arcade game machines etc.

- (a) There is a one (1) hour limit when other members are waiting to use the above items/games/equipment. Guests are required to immediately defer use of any equipment to waiting members.
- (b) Members need to check at the receptionist window to obtain pool sticks and balls. Video games and movies may be obtained from the Activity Aide. The policies and procedures regarding these items are also available at the receptionist window and must be followed.
- (c) Members are responsible for the care and return of all items borrowed. It is the responsibility of the member or guest to check to see if you need to sign in before you

begin to use any of the above. See specific posted Rules and Regulations for computer usage.

- (d) The operation of the television and video equipment must be by the authorized staff person(s) only. Please see complete policy in the multi-media room.
- (e) All members are responsible for signing themselves in and out for use of the computer. Do not leave computer unattended any time that it is signed out.
- (f) All members are responsible for the computer usage during the period they have the computer signed out.
- (g) No member is permitted to download, install or save any programs or files to any of CHOICES' computers.
- (h) No member is permitted to go to inappropriate sites.
- (i) No member is permitted to incur any charges to any of CHOICES' computers.
- (j) No member is permitted to print more than 5 pages of anything off the printer in one day.
- (k) Members must pay 5 cents for each page they print off CHOICES' printer. It does not matter whether it is scrap paper, paper from home or paper from CHOICES. It is the cost of the printing that is being paid for.
- (l) No food or drink is permitted at the computers—no exceptions.
- (m) Any damage or misuse of any computer, printer or any other equipment may fall under the destruction of property rule.

**Rule No. 7 Begging/Selling**

- (a) Begging/asking for money or things with a monetary value is strictly prohibited at Choices or on any Choices sponsored activity.
- (b) Anyone wishing to sell anything must get permission from the staff and it may be a matter that requires time to investigate and get an approval on.

**Rule No. 8 Dining In or Out**

Taking food provided by Choices home/sharing it with others outside of Choices or taking food from any restaurant without being given a takeout container from the wait staff of the restaurant is strictly prohibited at Choices or on any Choices sponsored activity.

**Rule No. 9 Arguing/Name Calling**

Arguing and/or name calling is strictly prohibited at Choices or on any Choices sponsored activity.

**Rule No. 10 Illegal Gambling**

Illegal gambling is strictly prohibited at Choices or on any Choices sponsored activity.

**Rule No. 11 Pornography**

Pornographic materials of any type are strictly prohibited at Choices or on any Choices sponsored activity.

**Rule No. 12 Profanity/Vulgarity/Obscene Gestures**

Profanity/vulgarity/obscene gestures are strictly prohibited at Choices or on any Choices sponsored activity.

**Rule No. 13 Sexual Activity**

Sexual activity of any kind is strictly prohibited at Choices or on any Choices sponsored activity.

**Rule No. 14 No Minors Allowed**

No minors under the age of 18 years old are allowed at Choices or on any Choices sponsored activity. (There are some exceptions for some special events and it will be specified on the calendar of events or posted in writing that guests under the age of 18 years old are permitted to attend. No one under the age of 18 years old will be permitted even when minor guests are permitted unless accompanied by a parent or responsible adult.)

**Rule No. 15 No Alcohol**

Drinking/possession of alcohol or being under the influence of alcohol is strictly prohibited at Choices or on any Choices sponsored activity.

**Rule No. 16 Transportation**

- (a) Choices is not responsible for any delays in trips due to members that are running late.
- (b) When riding on any of Choices vans everyone must only get off at designated spots. Everyone must wear a seatbelt. (This is the law.)
- (c) Choices staff is not permitted to provide transportation for members requesting a ride.
- (d) Members are responsible for letting the driver know if they have other means of transportation/will not be returning to Choices with the group they left with. (This is so that the driver and other members are not kept waiting unnecessarily.)
- (e) Open drink containers and eating on the van is strictly prohibited.
- (f) For return trip rides from any activity or event members are responsible for getting to and boarding the van at the time designated by the person in charge of the trip.
- (g) All applicable Choices rules apply when Choices is responsible for providing transportation. The driver has the authority for enforcing rules when an activity aide is not present.

**Rule No. 17 Destruction of Property**

Destruction of any Choices property or property belonging to anyone while at Choices or on any Choices sponsored activity is strictly prohibited. Restitution may be required.

**Rule No. 18 Physically Fighting/Physical Abuse**

Physically fighting/physical abuse is strictly prohibited at Choices or on any Choices sponsored activity. This includes, but is not limited to, pushing, shoving, pinching, smacking, punching, kicking etc.

**Rule No. 19 Sexual Harassment of any Nature**

Sexual harassment of any nature is strictly prohibited at Choices or on any Choices sponsored activity.

**Rule No. 20 Stealing/Theft**

Stealing or theft of Choices property while at Choices or stealing or theft on any Choices sponsored activity is strictly prohibited. Restitution may be required prior to reinstating membership.

**Rule No. 21 Verbal Abuse/Threatening of Members or Staff**

Verbal abuse/threatening of any persons at Choices including, but not limited to, members, Advisory Council, Staff/Trustees is strictly prohibited at Choices or on any Choices sponsored activity. The Advisory Council will determine the severity of the offense.

**Rule No. 22 No Trespassing/Loitering**

Trespassing inside or loitering outside of Choices while suspended or asked to leave by an appropriate staff member is strictly prohibited as Choices or on any Choices sponsored activity. This includes but is not limited to CHOICES' property. You are not permitted to go with or to any CHOICES sponsored outing/activity.

**Rule No. 23 Fraudulent Membership**

Submitting/helping to submit fraudulent forms of any kind is strictly prohibited at Choices.

**Rule No. 24 Illegal Drugs**

Illegal drugs are STRICTLY PROHIBITED and may not be used/possessed/sold while at Choices property or on any Choices sponsored activity. Being under the influence of any illegal drugs is strictly prohibited at Choices or on any Choices sponsored activity. Sharing of or dispensing of any medication is strictly prohibited at Choices or on any Choices sponsored activity.

**Rule No. 25 Weapons/Assault**

Weapons of any kind or assault with said weapons are strictly prohibited at Choices or on any Choices sponsored activity.

**Rule No. 26 Threatening/Harassment**

Threatening/harassment of any persons including, but not limited to, members, staff, Advisory Council/Trustees, at Choices, on Choices property, or on any Choices sponsored activity is strictly prohibited.

- CHOICES IS NOT RESPONSIBLE FOR PERSONAL PROPERTY. PLEASE DO NOT LEAVE PERSONAL ITEMS UNATTENDED. LOCKERS ARE AVAILABLE UPON REQUEST FOR MEMBER'S USE WHILE AT CHOICES. BELONGINGS MUST BE TAKEN WHEN LEAVING. (PLEASE SEE THE ACTIVITY AIDE OR STAFF PERSON IF THE ACTIVITY AIDE IS NOT AVAILABLE.) MEMBERS MUST TAKE PERSONAL PROPERTY WITH THEM WHEN LEAVING CHOICES. WE ARE NOT ABLE TO STORE ANYTHING FOR ANYONE OVERNIGHT! IF NOT TAKEN, WE WILL REMOVE IT.

- If personal property is destroyed/ stolen members have the right to call and report it to the police.

- ANYONE ALWAYS HAS THE RIGHT TO CALL THE POLICE, in addition to reporting any problems encountered inside of Choices or on any Choices sponsored activity to the administrative staff (or designated driver on duty on any Choices sponsored outing.)

- WE WILL UPON REQUEST, AT ANY TIME, IN SOME MANNER GO OVER ANY/ALL THE RULES AND/OR REGULATIONS FOR ANY PURPOSE AND ANSWER ANY QUESTIONS REGARDING THE RULES AND REGULATIONS.