

\*\*\* Village  
**CODE OF CONDUCT**

The people of the Low Income Housing Institute, in order to keep a more harmonious community, ask that you observe the following Code of Conduct:

- Violence and nuisance that offend decency or annoy, injure, or endanger the safety, health, comfort, or repose of the community will not be tolerated. Please attempt to resolve any conflict in a peaceful manner. For resolution or if further assistance is needed, please see Village staff.
- Please respect the rights and privacy of your fellow villagers- be sure to clean up after yourself and do not take belongings that are not yours.
- Smoke alarms and carbon monoxide alarms have been installed in each unit. Do not tamper with or disable.
- No open flames in tiny homes.
- Smoking must be done in designated smoking area.
- Microwaves, propane tanks, unauthorized heaters or big appliances are not allowed in any tiny house unit.
- No food is allowed in any tiny home unless food is packaged in an air sealed container and disposed of when finished.
- Please keep food stored in designated space in refrigerator, labeled.
- All animals must be on a leash when being walked and owners must pick up their animal's waste. Participants must show proof of up to date vaccinations, spay/neutering documentation within 30 days of intake/move in date.
- No alcohol, drugs, and marijuana are allowed in any public spaces within the Village, or the surrounding area.
- Weapons are not allowed at the Village.
- Use of profane language or exhibiting abusive or threatening behavior will not be tolerated.
- Physical punishment, verbal abuse, retaliation, or intimidation will not be tolerated.
- Visiting hours are from 9:00 a.m. - 7:00 p.m. And must be done in the community area only.
- Participants are responsible for the actions of all their household members and guests.
- No loitering or disturbing neighbors- no trespassing on private property.
- One bicycle per person and it must be stored in a designated bike area.
- No storage of personal belongings or furnishings will be permitted on decks, porches, or other public areas. All possessions and personal belongings must stay inside your designated tiny house unit.
- Weekly community meetings are required and take place every Wednesday at 3pm. Please communicate with staff if you cannot make it.
- Case management is required at \*\*\* Village. Please be sure to meet with your case manager in a consistent basis. In some cases, a twice a month check-in is required at the very least.
- Every member of the community is required to contribute to the village with hours of service. This will be assigned by village staff each week and will rotate between each tiny house section.
- For the safety of the village, a unit inspection by staff may occur to check for any potential safety risk.
- The unit at the Village must be the participant's primary residence.

- Participants must use the main gate for entry and exit.
- Use the designated restrooms.
- All recycling, trash, and compostable/food are to be separated and properly disposed.
- Tiny houses must be maintained in good order, and any repair problems should be reported promptly. Pest and bed bug infestation must be reported immediately.
- No change in any fixture, wiring or any part of the unit including entry door locks.
- There will be unit weekly inspection during the first month of tenancy followed by a monthly inspection. There will be a general 48-hour notice given to the participants prior to the inspections.
- Participants must sign themselves in at the village every day. Three days without signing in is considered abandonment and your unit will be cleared of your belongings.

**IF THESE RULES ARE NOT RESPECTED AND ENFORCED, DISCIPLINARY ACTION WILL BE TAKEN, AND MAY LEAD TO BEING EXITED FROM THE VILLAGE.**

**Case Management:** The Case Manager will do Homeless Management Information System (HMIS) surveying and data entry – in an informed-consent fashion. Within seven days of intake into \*\*\* Village, new participants are required to check in with the Case Manager and complete the HMIS Informed Consent and Demographics forms. Case Management is required at \*\*\* Village. HMIS data collection is a requirement of the (Insert Relevant Department).