



Guidelines Summary

Please take the time to read the Village Clubhouse guidelines carefully.

- For record keeping and fire safety, we ask that everyone sign in and out at the reception desk.
- Our work ordered day is 8am to 4pm, there is a morning meeting every day at 9am to make general announcements and plans for the day.
- Come to Village Clubhouse appropriately dressed for the type of work you plan to participate in that day.
- Lunch is served Monday through Friday at 12pm; last call for lunch sign-up is at 11am. Prepaid cards can be purchased.
- There is no smoking on Village Clubhouse grounds. Smoking is permitted in the designated area only. Cigarettes must be extinguished in the outside ashtray.
- Abusive or harassing language and/or behavior is not tolerated at Village Clubhouse. Remarks made which are racist, sexist, or homophobic in nature will be viewed as harassment whether aimed at a specific individual or not. “Bumming” of money (i.e. cigarettes, rides, food) is considered harassment and will not be tolerated. Please see staff if you need support to problem solve needed items.
- Any form of physical violence or assault will not be tolerated at Village Clubhouse.
- Stealing will not be tolerated. Members will be asked to leave the Clubhouse.
- The Clubhouse computers and equipment are there for all members and staff to use with respect. Pornography, explicit material, or web sites dealing with violence, explosives or discrimination of any type will not be allowed.
- All members and staff are expected to be free of alcohol and/or illegal

drugs.

- If you have a contagious condition, a doctor's note may be requested before you return. All general wounds are to be covered while in the Clubhouse.
- Cell phones are to be on silence mode while in the Clubhouse. Headphones and ear pieces are also not permitted in the building.

If a member has been suspended from the Clubhouse due to unacceptable behavior, a team meeting will take place prior to that member's return to the program. The team meeting will consist of the member, staff from the Clubhouse, the member's support team such as their case manager and /or a residential staff. Each situation will be handled on an individual basis. Depending on the severity, legal charges may be explored.

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