



### **HOUSING RULES: PATIENT HOSTEL AND PRE-MATERNAL HOME**

Purpose: To ensure patient and staff safety, the following House Rules apply to patients and escort of the Paternal Hostel and reside escort of the Pre-Maternal

The "Hostel" will mean both the Patient Hostel and Pre-Maternal Home.

1. **DO NOT:** Use the emergency exits for any reason other than an emergency.
2. **ALCOHOL & ILLEGAL DRUGS ARE NOT ALLOWED:** Guests and Visitors found under the influence of or in possession of alcohol or illegal drugs ON NSHC Campus, during any part of patient stay will be evicted immediately. Those found breaking this rule will not be allowed to lodge at the Hostel for 12 months.
3. **TOBACCO USE:** Tobacco use in any form is prohibited on and within all NSHC buildings, facilities, vehicles, meeting places, and property whether owned or leased. Smoking or chewing is only allowed across the street. Those found breaking this rule will be evicted immediately.
4. **EVICTION:** According to NHSC Patient Travel Policy 8.1.2.2., patient including escort, who are asked to leave, will be responsible for finding alternative lodging and paying for that lodging on their own expense.
5. **ESCORTS:** Patient escort must retain and supervise the patient they are escorting all times. Elders and children, under the age of 18, are not to be left alone at any time. NSHC has reporting guidelines that must be followed for any unattended children. The appropriate authorities will be contacted. Do not ask other guests to babysit or "watch" your child/children.
6. **KEYS AND ACCESS CARDS:** To better monitor patient access to the facility, you will need to give your room key and access card to the attendant each time you leave the Hostel. When you return to the facility, your key and access card will be given back to you. In the even the room key or access card is lost or stolen, please notify staff immediately. A \$25.00 fee will be charged to the signing guest.
7. **BE RESPECTFUL:** Be mindful of others and clean up after yourself. Treat others with respect and consideration. Maintain a quiet atmosphere in the halls and rooms at ALL TIMES. Patients are at the Hostel for medical reasons, and therefore may be sleeping or not feeling well.
8. **VISITING HOURS:** Visit guests in the lobby or boardroom ONLY. Visiting hours are from 8AM to 10PM.
9. **ROOMS:** ONLY the patient and the escort are allowed to stay in the room. Due to limited lodging and need, you may have a roommate assigned to your room.
10. **INITIAL CHECK-IN:** Cancellations are at 6pm to prepare the room for the next patient on the waiting list.
11. **MEALS:** Meals will be provided for Pre-Maternal patients three times a day: Breakfast at 9:30AM, Lunch at 12:30PM and evening meal at 6:30PM. Two snacks will be provided throughout the day.
12. **VALUABLES:** Do not bring items of value with you. NSHC or Hostel is not responsible for lost or stolen items. NSHC is not responsible for items left in the Hostel rooms.
13. **FACILITY ACCESS AFTER HOURS:** To ensure staff and patient safety, the Hostel front door will be locked between 10:00PM to 8:00AM. Staff will monitor patient access back into the facility.
14. **LAUNDRY:** The use of the laundry room is for extended stay patients who are lodging at the Patient Hostel for 5 days or longer.
15. **WEAPONS:** All firearms and knives are prohibited.
16. **PETS:** Pets are not allowed, exceptions may be made for patient who need a service animal present.
17. **DAMAGES TO THE ROOM OR EQUIPMENT:** You will be held responsible and billed for any damage to rooms and/or equipment. NSHC will also bill for NSHC property taken.
18. **ROOMS ARE SUBJECT TO INSPECTION:** Staff may have to inspect rooms to ensure safety, missing NSHC items, reports of alcohol use in or on the facility grounds. NSHC reserves the right to inspect baggage for any missing items upon consent.
19. **EXTENDED STAY:** In the event you have more medical appointments, the Travel Office or Admissions must contact Hostel Staff to authorize extended lodging. If needed, guests can contact the travel office at 443-3210.
20. **CHECK-OUT TIME IS AT 2:00PM:** To ensure another night stay is not charged, check out is at 2:00PM. Rates are subject to change. AS of January 1<sup>st</sup>, 2017, per Patient Financial Services department, rates are \$175.00 per night, per person for lodging and a separate meal charge of \$42.00 a day. You can contact the PFS Billing Office @ (907)-443-8905 if you have any questions. Schedule check out rooms, without extended stay notification, will be packed up and cleaned to have the rooms available for the next medical patient.

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