



AIDS COMMUNITY CARE MONTREAL • SIDA BÉNÉVOLES MONTRÉAL

ACCM Drop In Resource Centre House Rules

All members of ACCM who partake of the Drop In Resource Centre and its activities (including the Bowling League and social events) are expected to be familiar with and follow the House Rules. Failure to follow the House rules will result in a verbal warning. If there is continued disregard of the rules, suspension will follow. Be aware that the Drop In has a “3 strikes, you’re out” policy. The rules listed below are contingent upon the notion of mutual respect amongst all members (clients, volunteers, staff and visitors), so please use consideration and respect when interacting with others or using the Centre.

- 1) **CONFIDENTIALITY:** confidentiality of information (i.e. a member’s sero-status) must be maintained. Anything you SEE, HEAR, or DO at the Drop In must be kept in the Drop In (see ACCM Promise of Confidentiality).
- 2) **DRUGS and ALCOHOL:** no alcohol or illegal drugs are to be consumed on the premises, nor before a visit to the Drop In, save for social events where alcohol is served. Members who come to the Drop In while under the influence will be given a warning and asked to leave.
- 3) **SMOKING:** smoking is limited to the smoking areas. Please keep the doors to these areas closed so that smoke does not spread to other areas of the Centre.
- 4) **LOANS:** the Drop In is not a bank. Please do not ask members for money or cigarettes.
- 5) **ILLEGAL ACTIVITIES:** no illegal activities such as pill exchanges or selling drugs (HIV medications, prescription or recreational) will be tolerated on the premises.
- 6) **ABUSIVE BEHAVIOUR:** violent behaviour, abusive language, harassment or hurtful remarks (including those based on race, gender, age or sexual orientation) will be tolerated. Nor will other intimidating actions such as solicitation, blatant sexual acts or conduct, or unwanted touching, kissing or hugging, etc. Threats against ones’ physical safety will result in immediate expulsion from the Centre (see Declaration Against Harassment, Violence and Abuse - April 2000).
- 7) **PROPERTY:** property and equipment of the Drop In are for the on-site benefit of all members. Property and equipment must be treated with care and remain on the premises.
- 8) **STORAGE:** the Centre is not a storage facility; we will not store personal possessions or property. However, storage service is available through the Fondation d’aide directe sida Montreal (FADSM).
- 9) **FOUL LANGUAGE:** out of respect for others, please minimize the use of profanity.

10) LOST, STOLEN, OR DAMAGED GOODS: ACCM is not responsible for any lost, stolen or damaged goods. Members are responsible for the security of their personal belongings and are encouraged to store their personal belongings in the locked coat closet during their visit. Volunteers are available for assistance.

11) FOOD: the Drop In is not a food bank; food available at the Drop In must be eaten at the Drop In. Food may not be taken home unless it is labelled as such.

12) PETS: pets are not allowed in the Centre due to allergy and flea concerns. Pets brought and left outside are the responsibility of the owner. Please be considerate and ensure that your pet does not disturb visitors to the Centre (i.e. barking, jumping on visitors, etc.). If your pet needs a water bowl during your visit, ask a volunteer for assistance.

13) VISITORS: all visitors must sign a Promise of Confidentiality form upon arriving at the Centre. The member hosting a visitor is responsible for explaining the procedure and what it means. PARTNERS, FRIENDS and FAMILY of members are permitted to visit, when hosted by a member, but members have asked that discretion be used in terms of frequency of visits. FUNDERS and ORGANIZATIONS and PERSONS NOT AFFILIATED with ACCM must contact the Centre in advance to schedule a visit. Visits during opening hours of the Centre depend upon whether or not the members object to the presence of visitors at that time.

14) PHA VISITORS: clients are encouraged to recruit other PHAs (Person with HIV/AIDS) to become members of ACCM. A member of ACCM may host a PHA as a visitor, for a "first-time visit" only. Should the PHA decide to become a member after their visit, they must make an appointment with the Director of Case Management and complete an intake before accessing further services, including the Drop In Centre.

Participants are asked to sign the following declaration:

*I, _____, understand and agree to follow the House Rules listed above. I acknowledge that failure to follow these rules may result in a verbal warning, suspension or expulsion from the Centre, depending on the circumstances.

I have signed, this ____ day of _____, _____, in the City and District of Montreal, Quebec.

Signature of Member

Signature of Witness and Role

* a copy of this agreement will be kept in your client, volunteer or employee file. A copy can be made for members upon request.