



# **SON Foundation, Inc. House Rules, Policies & Guidelines**

For the home owned by the SON Foundation, Inc. located at 1327 N. Pennsylvania Street, Indianapolis, IN 46202, "The SON Foundation House".

## **Office Hours**

The office will be open daily from 4:00p.m.-6:00p.m. The office is staffed by volunteers. Please feel free to ask for information or assistance during these office hours. If you need assistance outside of these times, please call (317)504-9292.

## **House Security**

When you check in, you will be given a door code. This code is unique to each guest room and will work the exterior doors and your private bedroom door. PLEASE DO NOT SHARE YOUR DOOR CODE WITH ANYONE. If you lose your door code, notify staff immediately by calling (317)504-9292. Keep your door code with you at all times, as doors automatically lock when closed. Keep your bedroom door locked at all times. After entering the house, please make sure to deadbolt the exterior doors behind you since it does not automatically lock upon closure. Please also do this before you go to bed for the night. Within 12 hours after checkout, your code will be rendered inactive.

Please DO NOT prop open doors or let people into the SON Foundation House who are not family members. We are not responsible for lost or stolen belongings.

House staff will only enter bedrooms for safety, maintenance, and inspection purposes and will provide reasonable notice in the sole and absolute discretion of the SON Foundation, Inc. to SON Foundation House guests before entering in non-emergency situations. In emergency situations, advanced notification may not always be possible and SON Foundation, Inc.'s staff may enter such bedroom without notice and shall not be liable to the SON Foundation, Inc.'s guests.

## **Cost**

Patients, families, and caregivers who stay at the SON Foundation House are asked (but are not required) to donate a minimum of \$15 per night, which partially offsets the cost of your stay. If you are unable to donate the \$15 per night, please talk with a staff member. Payments may be made in the donation box by the office or online. Please see your check-out packet for more details.

## **Parking**

One vehicle per guest room will be permitted to park in the SON Foundation House parking lot. Any additional vehicles can use the street parking. All vehicles must be registered with the SON Foundation House at check-in. The SON Foundation, Inc. is not liable for vehicle damage or theft, whether the vehicle was located in the parking lot or on the street.

## **Emergency/Safety**

In the event of a medical or other emergency, please dial 911. The address of the SON Foundation House is: 1327 N. Pennsylvania Street, Indianapolis, IN 46202.

The house is equipped with smoke detectors and carbon monoxide detectors. If the smoke detectors and/or carbon monoxide detectors have been activated, please exit the house immediately and meet beyond the south fence.

If you need to reach someone outside of office hours, please call (317)504-9292.

## **Bathrooms**

Please leave the shared bathrooms clean and ready for the next guests. Personal items and towels must not be left in the bathroom. All sanitary items and diapers must be disposed of properly in plastic bags in the restroom trashcans. Small plastic bags are located under the sink.

## **Kitchen**

The kitchen may be used at any time to make meals or snacks. Please make sure that if you use any items from the kitchen, that they are washed in the dishwasher and put away clean. Guests are required to clean up after cooking,

eating, and drinking. The kitchen counters and surfaces must also be wiped down with the disinfectant provided by the SON Foundation House.

## **Refrigerator & Pantry**

The refrigerator in the kitchen is for you to use as necessary. Please put your personal items in your assigned basket within the refrigerator. There is also a pantry located next to Bedroom 2. Use the basket labeled with your room number to store foods that do not need to be refrigerated. You are responsible for labeling and marking your personal items. Please date your items if you will be staying in the SON Foundation House for several days. Occasionally, volunteers or staff will clean out the refrigerator; anything that is not dated may be thrown away. You may also put labeled items in the freezer. Any items in the baskets are the property of the guests who brought the item to the SON Foundation House.

The pantry may also be stocked by the SON Foundation, Inc. with food that may be eaten by anyone. Any food that is in the pantry on the bottom 2 shelves, feel free to use for meals or snacks as it has been provided by the SON Foundation, Inc. *Please make sure you only use the space assigned to your room.*

For safety purposes, medications cannot be kept in the kitchen refrigerator or freezer. If you need refrigerated storage for medications, please notify us. We may be able to provide a small in-room refrigerator, however, this is not guaranteed.

## **Dishwasher**

You are welcome to use the dishwasher located in the kitchen. For sanitation purposes, it is required that you use the dishwasher and detergent provided *instead of doing dishes by hand*. Please rinse all dishes and utensils and place them in the dishwasher. Do not leave dishes in the sink. Once the dishes are clean, please unload the dishwasher and put them away.

## **Trash**

Please take your trash to the trashcan located in the kitchen. Extra trashcan liners can be found in the bottom of your trash can.

**IMPORATANT: All hypodermic needles and dressing changes MUST be disposed of properly through the hospital or home health care provider. A Sharp's container MUST be used for needles and medical waste bags for dressing changes. AT NO TIME SHOULD THESE ITEMS BE PUT IN THE TRASH CONTAINERS at the SON Foundation House.**

## **Laundry Facilities**

Laundry facilities are located in the basement on the south side of the house. Use the south staircase to access the washers and dryers. Laundry detergent and dryer sheets are provided. Please do not take more than you need. Wipe out washers, clean up spills/messes, and clean the dryer lint filters after each use.

## **Telephones**

Each guest room includes a telephone on the nightstand by the bed. There are also telephones in the living room and kitchen. Telephones are to be used

for local and continental United States OUTGOING CALLS ONLY. Please do not ask others to call you back on the house phones. Please be considerate of others since all guests share the same phone line. The ringers on all phones have been turned off for your comfort. Please do not turn them on.

## **Wireless Internet & Computers**

Wireless internet service is available throughout the SON Foundation House. Choose SON Foundation in your Wi-Fi connections. The security code is: sonfoundation

Computers may be available for your use during your stay. Firewalls are in place to protect everyone. You will be unable to download anything to the SON Foundation House computer(s). Viewing of inappropriate or pornographic material on SON Foundation House computer(s) is strictly prohibited.

## **Resources, Library & Games**

In the computer room, you will find a variety of resources that are provided just for you. If you have any questions about the information provided, or would like more information, please call (317)504-9292.

There is a library of books, board games, videos, and puzzles available in the computer room. If you like the book you are reading, please feel free to take it with you. All videos, games, and puzzles must stay at the SON Foundation House. Please make sure all games and videos are put away neatly when you are done playing them.

## **Community Information**

You will find a Community Information Binder in the Resource Room of the SON Foundation House. This binder includes information about Indianapolis, maps, local restaurant directions and menus, local churches and service times, grocery stores, etc. Please leave this book in the living room so all guests can have access to this information.

## **Forget Something?**

Soap, shampoo, and conditioner are provided in your welcome packet when you arrive. If there is something additional that you need, please just ask a volunteer or staff member during check-in hours.

## **Lost & Found**

Any items left at the SON Foundation House will be kept in the office for 30 days. If you have left something, please call (317)504-9292 and we will make arrangements to get the item to you. If items are left more than 30 days, they may become part of the SON Foundation House's property or may be donated to a local shelter or another charity.

## **Health Statement**

Guests must wear shoes and appropriate clothing at all times, while in the common areas of the house (living room, kitchen, dining room, computer room). If you are exposed to chicken pox, measles, mumps, or any other infectious disease during your stay at the SON Foundation House, please notify a staff person immediately by calling (317)504-9292.

The SON Foundation House does not provide medical treatment, assistance, or medications of any kind.

## **Accessibility**

The SON Foundation House is not ADA certified and has limited handicap accessibility. However, we have a wheelchair ramp to get into the house from the parking lot and we have wide bedroom and bathroom doorways. Guest rooms 1 & 2 are on the main floor and the most accessible. Guest rooms 3, 4, 5, & 6 are on the upper level and require being able to walk up one flight of stairs.

## **Eligibility**

The SON Foundation House provides Christian housing for all cancer patients and their family members and/or caregivers, while they are in Indianapolis, IN for treatment regardless of their religious affiliation. Guest rooms are available for a minimum of a 2-night stay. Short-term guests may stay at the SON Foundation House up to 21 days. We have one long-term room, which can accommodate a stay of up to 30 days. Rooms are available to cancer patients, family members, and/or caregivers. The patient is not required to stay at the SON Foundation House if they are an inpatient at the hospital. All reservations for rooms will be made through social workers at the hospital. No direct reservations will be honored.

The SON Foundation House asks (but is not required) for a minimum of a \$15 nightly donation to help partially cover the cost of your stay. If you are unable to pay this amount, please talk with the staff member or volunteer at check in. Your ability to make a donation will not affect your eligibility.

## **SON Foundation House Rules**

1. Alcoholic beverages, illegal drugs, weapons, firearms, disorderly conduct, domestic disturbances, public intoxication, and theft are prohibited in the SON Foundation House and will NOT be tolerated.
2. Smoking is prohibited in the SON Foundation House and the surrounding property at all times.
3. A registered SON Foundation House Guest must use the room during the dates requested.
4. Children must be supervised at ALL times. Children under the age of 18 must be with a parent or designated adult (over 18 years of age).
5. Food may be prepared, eaten, and stored only in the kitchen and dining areas ONLY. No FOOD or drink (with the exception of water) is allowed in the guest rooms.
6. Open flames, incense, and candles are prohibited in the SON Foundation House.
7. Windows should not be opened.
8. You are expected to keep your guest room clean and to clean up after yourself in the bathroom, kitchen and all common areas.
9. SON Foundation House quiet hours, inside and outside, are from 9:00 p.m. to 9:00 a.m.
10. All occupants of your room must be registered. It is your responsibility to see that all visitors follow the SON Foundation House rules and guidelines. Visitors are permitted in the SON Foundation House from 9:00 am-9:00 pm. ALL visitors must abide by the SON Foundation House rules and guidelines. It is your responsibility to make sure they do.
11. Your room has been reserved especially for you based on the dates provided by your social worker. If you need to extend your stay, this may be possible. Please talk with your social worker. Extensions are not guaranteed and based upon availability.
12. Pets are not allowed at the SON Foundation House.
13. All exterior doors in the SON Foundation House should remain locked at all times. Once you enter the house, please deadbolt the door behind you. DO NOT admit anyone to the SON Foundation House unless they are with your family.
14. Unless previous arrangements are made through your social worker, any guest room that has been unoccupied for more than 48 hours will be considered abandoned.
15. Upon checkout, you must follow and complete all check-out procedures.
16. Guests are expected to be respectful and courteous of others.
17. The SON Foundation reserves the right to deny admission or revoke permission for current and future stays based on noncompliance with the SON Foundation House Policies and Guidelines in the sole and absolute discretion of the SON Foundation, Inc.
18. The SON Foundation, Inc House Rules and/or the enforcement of such rules are the sole and absolute discretion of the SON Foundation, Inc.

## **Check-Out Procedures**

Please check out of your room by 2:00p.m. on your departure day. You are responsible for helping to prepare your room for the arrival of the next guest before you leave. The following is a list of tasks that you must complete before you leave. You will also find this list on the "Check-Out Procedures Checklist" you were given at check-in.

- ✓ Room must be left in the condition it was in when you arrived.
- ✓ Remove all trash from your room and place it in the trashcan in the kitchen.
- ✓ Place your bed sheets, mattress pad, pillow cases, blankets, and towels in the hampers provided in each room. Please fold the comforter or quilt and place it on the bed.
- ✓ Leave all cots and/or cribs in your room. Place any used linens in the hampers provided in your guest room.
- ✓ Make note on your checklist of any needed repairs for your guest room or bathroom.
- ✓ Make sure to gather all of your personal belongings from all closets, drawers, and the bathroom.
- ✓ Remove any food items from the refrigerator basket and pantry basket. If you wish to donate unopened food items, please put them in the refrigerator or pantry on the community shelves. Please be sure to mark them with a date. Any opened or partially used items should be discarded or taken home.
- ✓ Complete your SON Foundation House Survey , signed waiver, and donation form for your stay. Place these items in the mailbox outside the office.

## **Future Stays & Extensions**

Please remember to contact your social worker to book an upcoming stay at the SON Foundation House.

If you need to stay longer than expected, please talk with your social worker about requesting an extension. While we will try our best to accommodate your request, an extension is not guaranteed. Extensions will be based upon availability.