

SPACE USE AGREEMENT

This Space Use Agreement (“Agreement”) is between the City of Portland (“City”), a municipal corporation of the State of Oregon, by and through its Office of Management and Finance– Facilities Services (“OMF”), and Dignity Village, Inc., a domestic nonprofit corporation (“User”).

OMF is the manager of the City-owned real property located at 9401 NE Sunderland Avenue, Portland, Oregon 97211, as described in attached Exhibit A – Property and Use Area (the “Property”).

User is a nonprofit corporation, Dignity Village, a shelter managed and operated by elected program participants. User wishes to use a portion of the Property for the purposes described in this Agreement.

For the purposes of this Agreement, OMF shall represent “City” in exercise of proprietary interests, rights and perform obligations as the Property owner and manager under this Agreement unless another specific City bureau, or office or agent is denoted. City bureaus or agencies such as Portland Parks and Recreation (Parks), Bureau of Development Services (BDS), Portland Police Bureau (PPB), and/or Bureau of Transportation (PBOT), will be considered separate regulating or permitting bodies.

In consideration of the mutual promises, conditions and covenants contained herein, the Parties hereby incorporate the above and agree as follows:

Agreed:

1) **Area for Use.** The area for use (“Use Area”) in this Agreement is located at the Property and shown as marked in Exhibit A. The Use Area is physically marked by perimeter fencing installed by City.

a. User will not obstruct the storm water inlets within the Designated Campground. OMF agrees to maintain the inlets as a functioning storm drain and to provide 24-hour emergency access to the storm pipes for BES.

b. User will not obstruct access to the sewer manholes and cleanouts within the Designated Campground. OMF agrees to maintain the sewer laterals up to the connection point with BES’ sewer main and provide 24-hour emergency access to the sewer pipes, manholes, and cleanouts for BES

2) **Grant of Use.** User is allowed to enter and use the Use Area and those City-owned amenities placed in the Use Area, for the sole purpose of operating a Village Model shelter program (“Program”). Program participants (“Invitees”) will be people experiencing homelessness or other issues that put them in need of services offered by User. User shall not have more than 70 Invitees at the Use Area at any one time for overnight stays, sheltering, resting or sleeping. User may have more than the above identified number of individuals at the Use Area for day meetings, conferences, tours or activities that do not involve overnight stays, sheltering, resting or sleeping. Any activities or uses by User or its Invitees must not disturb or interfere with City operations at the Use Area, the Property or at the surrounding land. User is encouraged to communicate with City to confirm whether User’s contemplated activity or event would or would not violate the Agreement.

This Agreement may not be assigned in whole or in part, except by written consent from City.

No expenditure of money hereunder, lapse of time or other act or thing shall operate as an estoppel against City or be held to give User any vested or other right in the Use Area or the Property.

No alteration of the approved layout or to the Property or the Use Area is allowed without the prior written consent of the City and all construction or installations must be in full compliance with land use, zoning, and building codes.

Structures may not be placed upon the Use Area except: User may keep in place or replace those temporary hard-framed built structures that are in place at the commencement of this Agreement, and used for sleeping pod, meeting hall, offices, storage, computer lab, greenhouse, recycling center, woodshed, kitchen, shower, security shed. The structures serving as the sleeping pods must meet the standards described in this Agreement (except those grandfathered in prior to 2014); and all structures must be placed at the Use Area in accordance with attached Exhibit B - Approved Site Plan.

The Parties acknowledge and agree that this Permit will be executed and performed during the COVID-19 pandemic. While Oregon is under a declaration of emergency associated with the COVID-19 pandemic, Permittee shall comply with all applicable requirements and guidance issued by federal, state and local authorities pertaining to COVID-19 (including but not limited to CDC, OSHA, Governor Brown, Oregon Health Authority, and Multnomah County Health Department). The applicable guidance and requirements include, but are not limited to, those pertaining to vaccination requirements, reduction in gathering sizes appropriate to the type of location and activity, complying and implementing health protocols, maintaining social distancing, and wearing face coverings. Permittee shall have a satisfactory safety plan and protocols addressing COVID 19 precautions related to Permittee's activities under this Permit. Permittee shall monitor for updated guidance and requirements and update its plan and protocols accordingly. Permittee shall provide a copy of Permittee's safety plan and protocols to City upon City's request. Permittee is solely responsible for implementing its safety plan and protocols and addressing any COVID-19 related claims pertaining to its activities under this Permit. Permittee agrees to notify the City if any Permittee's employees or invitees with COVID-19 symptoms have been in contact with City employees and cooperate with the City in contact tracing.

3) **Term.** This Agreement commences on June 30, 2021 (the "Effective Date") and expires on June 30, 2024. This Agreement may be extended upon the sole discretion of City. Extension of the Term of this Agreement shall be through mutually executed written amendment.

4) **Fees.** Except for identified property expenses, no fee is required for this Agreement. However, other charges and expenses will be assessed to User in accordance with this Agreement.

5) **Termination and Noncompliance.** This Agreement may be terminated upon mutual written agreement.

Notwithstanding the Term of use stated above, this Agreement may be subject to early termination at any time in the event of legal, regulatory or administrative challenges of User's occupancy or use, including but not limited to appeals to Land Use Board of Appeals.

City may terminate this Agreement if User fails to comply with the terms and conditions of this Agreement within thirty (30) days after written notice by City. If the failure is of such nature that it cannot be completely remedied within the thirty (30) day period, the User must take steps for cure, estimate timetable for full correction and compliance and proceed with due diligence and good faith towards full completion, and provide City with information on the proposal for cure and the progress of the cure. If User fails to fully cure, then City may proceed with the termination.

Upon expiration or termination of the Agreement, User must promptly surrender possession of the Use Area, leave the Use Area in a clean and sanitary condition and in as good condition as or better condition as when the Agreement commenced, normal wear and tear excepted. This includes taking appropriate and timely action to direct all persons associated with User to voluntarily leave the Use Area and Property or initiating legal action to eject them as may be required, removing all structures and personal items from the Use Area or Property and disposing of all trash generated due to User's use and occupancy, and delivering any access keys to City.

6) **Compliance with the Law.** In connection with its activities under this Agreement, User, its officers, employees, agents, Invitees and guests shall comply with all applicable federal, state, and local laws and regulations, including but not limited to American with Disabilities Act requirements and civil rights non discrimination laws. User is responsible for determining and acquiring all regulatory permits, licenses and approvals that may be required for its activities at the Use Area. User shall require its officers, employees, agents, Invitees and guests to comply with all applicable laws and terms and conditions of this Agreement. City will in good faith work with User to identify, apply for and seek approval for permits, licenses, approvals, subject to compliance with applicable regulation and code.

7) **Compliance with MOU.** User's activities must comply with applicable provisions in "Agreement for Management and Maintenance Responsibilities and Memorandum of Understanding" between the Office of Management and Finance and bureau, dated date ("OMF-bureau MOU"), including but not limited to Sections A and B. A copy of the OMF-bureau MOU is attached Exhibit C – Memorandum of Understanding.

8) **Vehicles and Parking.** No motor vehicle (such as mobile homes, RV, car, truck, motorcycle, moped) repair, maintenance, parking or storage is permitted inside the gates of the Use Area. User shall not permit any guests who may seek services or utilize the amenities of the User to use a vehicle for camping on the Use Area or the parking lot or street. Any vehicles associated operated by User, its officers, employees, agents, Invitees or guests must comply with all motor vehicle regulations including having appropriate automobile liability insurance coverage, being validly registered, complying with all rules of the road in their operations and parking.

9) **Amenities/Utilities.** At User's sole expense, the User will arrange for the Use Area amenities and utilities in User's name that may be required for User's Program, specifically portable toilets, garbage/trash removal, potable water (for drinking, cooking and showering), electricity and internet services. If portable toilets are used at the Use Area, they must be used only for toileting purposes and not for disposal of garbage or food waste. Garbage and other refuse must be placed in appropriate garbage/waste receptacles at the Use Area. User must not overload the electrical circuits with appliances or equipment at the Use Area. User is responsible for ensuring amenities/utilities are used by User, its officers, employees, agents, Invitees, or guests in accordance with this Agreement. User may arrange additional amenities at the Use Area provided User first obtains written approval from City. The term for any contracts for services or utilities to the Use Area must be terminable upon expiration or termination of this Agreement, without any penalty or fee required to be paid by City.

Any personal property acquired by, paid for or brought onto the Use Area by User or its Invitees remains the personal property of User or its Invitees. Any personal property acquired by or paid for or brought onto the Use Area by City remains City's property.

10) **Use Area Maintenance and Expenses.** During the term of the Agreement, User is solely responsible for routine property care, maintenance and repair for health, safety, cleanliness, and prudent property preservation of the Use Area. User shall not disturb or damage the landscaping or fencing surrounding the Use Area. To minimize impacts to surrounding properties including public right-of-way not included for use, User will pick up trash and debris collecting in the landscaping next to the Use Area and on the sidewalk or at the public right of way surrounding the Use Area. User will be responsible to keep all access paths on the Use Area clear of obstruction, ice and snow. No signage, equipment, or device may be adhered or affixed to any structure or improvement City placed at the Use Area, including the fence, without the written consent of City, provided however that City shall not unreasonably withhold such consent for signage that identifies User at the Use Area. Activities that constitute public or private nuisance under state and local laws (including but not limited to Oregon Revised Statutes Chapter 105, Multnomah County Code Sections 15.225 et seq, or Portland City Code) are prohibited.

User will be responsible for arranging and paying for all property maintenance services and related expenses, which will include but are not limited to clean-up, janitorial or waste removal and site security. User understands that if it fails to maintain health, safety and cleanliness of the Use Area, City is authorized to arrange for the service in the User's name and at the User's expense. No property maintenance or repair to Use Area will be provided by City.

The term for any contracts for property maintenance and related services to the Use Area must be terminable upon expiration or termination of this Agreement.

11) **Life and Fire Safety:** User may place not more than 50 temporary Structures for occupancy by no more than 70 Invitees in the Use Area; these sleeping pods must meet the standards described in this Agreement in accordance with attached Exhibit D – Acceptable Sleeping Pod/Tent Types; and the sleeping pods must be placed at the Use Area in accordance with Exhibit B. User shall develop and practice a site evacuation plan and a volunteer fire watch at the Use Area. All sleeping pods or structures placed at the Use Area must have at least 6 feet exterior clearance perimeter from any adjacent sleeping pod or structure, with the clearance kept free of obstructions or objects from ground level to a height of at least 15 feet. Each sleeping pod or structure shall be placed so that it will allow for egress from the pod or structure onto a 6-

foot-wide access path. The path must be able to lead a person to an exit of the Use Area by traveling in either direction on the path. The Use Area shall have at least two exits at two opposite ends of the site. All paths to lead to an approved exit in both directions without passing through a pod or other building. Sleeping pods may have approved propane-heating equipment or appliance, must have working smoke alarms installed, and must be constructed in a manner with the materials generally appropriate for human

habitation. User shall inspect and confirm that operable smoke alarms are placed and maintained in all structures at the Use Area. User will replace any smoke alarms that are not functional.

Smoking (of any materials including but not limited to tobacco, tobacco blends, marijuana products, or other smoking items, and through any smoking instrument including but not limited to cigarette, inhalant delivery system that delivers nicotine in the form of vapor or aerosol, electronic cigarettes, vaporizers or electronic nicotine delivery system) may be permitted only in User-designated Smoking Area within the Use Area and must comply with State and local laws. Open flame, fire pits and fires are not allowed. All food services at the Use Area must comply with Multnomah County health regulations. Working fire extinguishers must be placed within 75 feet from any point within the Use Area with locations clearly identified with appropriate signage. The designated cooking area must have at least one fire extinguisher located within 30 feet of the cooking equipment and in a conspicuous location where the fire extinguisher can be readily accessed and available for use.

12) **Other Expenses.** It is the intention that User will be primarily and solely responsible for any expenses, anticipated or unanticipated, that may arise due to its occupancy and use of the Use Area and in User's business affairs. The City is not obligated to subsidize the User in its expenses, and User is expected to operate in a financially self-sufficient manner to achieve its entity purposes, including ongoing operating and services to its Invitees.

To promote self-sustainability of User's programs, User is encouraged to seek non-City funding to assist User in offsetting any expenses that it may incur under the Agreement. User is encouraged to consult with City, to ensure terms of grants or agreements that User may contemplate will not: impact the Use Area; or otherwise require action or performance by User or City that conflicts with the terms of the Agreement. City is not required to modify this Agreement to conform to User's grants or other agreements.

13) **Working in Good Faith with Neighbors.** User shall work in good faith with applicable adjacent property owners and neighborhood and/or business association(s) to promptly resolve livability or neighborhood issues or concerns during the term of this Agreement. At a minimum, the User must respond to issues that involve litter, graffiti, loitering and noise control and prevention in and around the Use Area, participation in community problem solving as required by City and the participation in mediation to resolve any conflicts that may arise.

14) **Engagement with Social Service Provider.** User and invitees will continue engagement with In Reach service providers supplied by the Joint Office of Homeless Services ("JOHS").

15) **Managing Disruptive Behavior User, its officers, employees, agents, Invitees and guests must comply with User's current Code of Conduct.** User shall be responsible for enforcing and administering its written rules in attached Exhibit E - Rules of Conduct, by taking appropriate action to address disruptive or dangerous behavior including but not limited to obtaining voluntary cooperation for each person to stop misbehaviors and act respectfully towards others, managing security, obtaining court orders, or calling for law enforcement assistance (through 9-1-1 or non-emergency reporting) in the event of criminal behavior. Any failure by the User to routinely and adequately enforce and administer the written rules shall constitute a breach of the Agreement.

16) **Non-discrimination.** During the performance of this Agreement, the User agrees to comply with all laws.

17) **Entry by City; Damages.** City reserves the right to enter the Use Area for any purpose consistent with the terms or conditions of this Agreement. City staff will provide 24-hour written notice to User's representative at the Use Area or electronically to User's representatives prior to entry by City when City is exercising its property manager responsibilities under this Agreement. City may enter the Use Area at any time in case of an emergency. "Emergency" includes but is not limited to a repair problem that, unless remedied immediately, is likely to cause serious damage to the Property or the Use Area or immediate risk to public safety. City's right to enter relates to the common areas and not to the sleeping areas. User shall give the City prompt notice of any condition, disturbance, accident, or occurrence at the Use Area or upon the surrounding right-of-way, which might create a hazard to any persons or to surrounding properties.

The Use Area is publicly owned property. Nothing in this Agreement prohibits law enforcement and

emergency service providers, meter readers and code inspectors, social service providers, and other government agents to reasonable and lawful access of the Use Area to perform their emergency service, community caretaking, and regulatory and government functions.

User shall be responsible for reimbursing City for costs incurred for property damages or claims caused by User, excluding reasonable wear and tear or normal and expected decay and depreciation. If repairs are done by City, after notice to and consultation with User, City may take any and/or all of the following actions i) Invoice User for costs of restoring, repairing or altering the Use Area that may be necessitated by User's activities, ii) seek recovery from User's insurance carrier; and iii) pursue any legal or equitable remedy under the law. The "notice" and "cost" provisions of this paragraph shall be subject to the noncompliance protocol established in this Agreement.

18) Indemnification. User shall indemnify, defend and hold harmless City of Portland, its officers, agents and employees from liability, damages, expenses, attorneys' fees, causes of action, suits, claims or judgments, proportionate to and arising out of or connected with (i) User's and its officers, agents, employees, invitees or guests entry, use or occupancy of the Use Area or surrounding property, (ii) any failure of User or its officers, agents, employees, invitees or guests to comply with the terms of this Agreement or any violation of law or ordinance, and (iii) the acts or omissions of User, its officers, directors, agents and employees, invitees or guests; provided, however, the User shall not be liable for claims caused by the sole negligence of City, its officers, directors, agents and employees. User shall, at its own cost and expense, defend any and all suits which may be brought against User upon any such above mentioned cause or claim, and to satisfy, pay, and discharge any and all judgments; including attorney fees and costs, that may be recovered against City or User, their officers, directors, agents and employees in any such action or actions, including any appeals, in which they may be party defendants proportionate to and arising out of or connected with User's liability as determined by a court or arbitrator.

City, its officers, agents and employees shall not be liable for any damage to equipment of User, or to any person in or upon the Use Area or Property, including but not limited to damage by fire, explosion, electricity, flooding, vandalism, water or rain or any other cause whatsoever unless caused by or due to the sole negligence of City, its officers, directors, agents and employees.

City or its officers, agents and employees shall not be liable for any latent defect at the Use Area or Property. In addition to the indemnity provided above, User agrees to indemnify, defend and hold harmless City, its officers, agents and employees from and against all damages, costs, liabilities, and expenses caused by, arising out of, or in connection the handling, storage, discharge, transportation or disposal of hazardous or toxic wastes or substances, pollutants, oils, materials or contaminants, as those terms are defined by federal, state or local law or regulation, as amended from time to time. Damages, costs, liabilities and expenses shall include any amounts claimed to be owed by any regulating and administering agency

User hereby assumes all risk of damage to personal property or injury to persons in, upon or about the Use Area or Property from any cause other than City of Portland's sole negligence, and User waives all claims in respect thereof against City of Portland.

User's obligations for indemnification in this Section survives the termination of this Agreement.

19) Insurance. Insurance Coverage. User shall furnish City with copies of User's insurance certificates and amendatory endorsements evidencing insurance coverage in accordance with the requirements of this Agreement. User shall obtain, maintain, and keep during the term of this Agreement comprehensive general liability insurance written on an "occurrence" basis. Such insurance shall be in the amount of not less than \$1,000,000 combined single limit for liability with a \$1,000,000 aggregate insuring bodily and/or personal injury, including death and disease, environmental liability insurance and property damages. The User's insurance shall be primary and non-contributory to any insurance or self-insurance maintained by City. Any policies shall include a waiver of any right of subrogation which may arise by any reason against City relating to this Agreement or involving the Property.

User must maintain its insurance coverage continuously and without interruption for the duration of the Agreement. User's insurance must not terminate or be canceled without thirty (30) days written notice first being given to City.

User must provide City with certificate(s) of insurance, with relevant endorsements, certifying the coverage

required under this Agreement. The adequacy of the insurance shall be subject to the approval of City Attorney. Failure of User to maintain the required insurance shall be cause for immediate termination of this Agreement by City. City reserves the right to modify the coverage amounts and requirements per statutory change and per any change in City policy and/or recommendations by City Attorney and/or Risk Management, during the term of the Agreement.

City does not insure any loss of User's personal property. User is encouraged to obtain personal property insurance to cover damage or loss against theft, fire or other casualty of User's personal property that may be brought onto the Property or Use Area.

User must comply with the Oregon workers' compensation law, ORS Chapter 656, and as it may be amended from time to time and maintain coverage for all subject workers for the duration of the Agreement and provide to City proof of valid worker's compensation insurance, unless User demonstrates to the satisfaction of City that User is exempted from workers' compensation insurance requirement.

Any contractor User may employ for services at the Use Area must have insurance coverage in coverage scope and amount that are prudent to insured against potential claims. The parties agree that the City's standard public contracts' insurance requirements are generally acceptable and prudent and that User may adopt similar insurance coverage requirements for User's own contracts. All contractors employed by User must be required to include the City of Portland as a named additional insured on commercial liability insurance policies through acceptable policy endorsements. User may use unpaid volunteers to perform miscellaneous maintenance or repairs required under this Agreement. Volunteers will not be required to provide separate insurance coverage, but User remains liable for deficiency in work or performance of volunteers and any claims related to its volunteers.

20) Hazardous Materials. No materials shall be stored, used, manufactured or disposed of within the Use Area, the Property or the surrounding public right-of-way, except in compliance with all federal, state and local laws, provided that in no case may there be stored, used, manufactured or disposed of within the Property, the Use Area or surrounding public right-of-way any hazardous substances, as defined by ORS 465.200 and implementing regulations of the State of Oregon Department of Environmental Quality or which constitute a public health hazard, as defined by rules of the Oregon State Health Division, and no condition shall be permitted within the Property, the Use Area or surrounding public right-of-way which constitutes a health hazard, as defined by the rules of the Health Division. User shall be solely responsible for reporting, cleanup and other regulatory compliance associated with hazardous substance discharge caused by User, its employees, agents, Invitees and guests. User's obligations and liabilities under this Section shall survive the expiration of the Agreement

21) Taxes. User shall be solely responsible for payment of any taxes or fees assessed during the term of this Agreement against any personal property of any kind owned by or placed upon or about the Use Area. As used herein, the term "taxes or fees" shall include business license fees, excise taxes, sales taxes, corporation taxes, income taxes, or any tax on personal property which may be imposed or assessed by any city, county, state or federal government or any special district or agency, and those other taxes and fees remain the responsibility of User. City will assist User in applying to Multnomah County for property tax exemption or waivers as a non-profit, and User is liable for any property taxes assessed if the exemption or waiver is not granted.

22) Nonprofit and Tax Exempt Status. User shall maintain active and valid its Oregon nonprofit corporation status, including timely payment of all fees and filing of applicable documentation required by the Oregon Secretary of State. User shall maintain its tax exempt status as an IRC 501(c)(3) entity throughout the Agreement.

23) Notice. All notices under this Agreement shall be in writing and shall be deemed validly given if sent by first class or certified mail, nationally recognized courier or facsimile transmission, and shall be effective upon receipt. Notices should be addressed as follows:

<p><u>For City of Portland:</u></p> <p>Office of Management & Finance Homelessness/Urban Camping Impact Reduction 1120 SW 5th Avenue, Room 1204 Portland, Oregon 97204 Attn: XXXXX Phone: XXXXX Email: XXXXX</p> <p>With Copy to: City Attorney's Office 1221 SW 4th Avenue, Room 430 Portland, Oregon 972014</p>		<p><u>For User:</u></p> <p>Dignity Village Address: <u>9401 NE Sunderland Ave</u> <u>Portland, OR 97211</u> Phone: <u>503 281-1604</u></p> <p>Chair: <u>Ed Kaufman</u> Address: XXXXX Phone: <u>XXXXXX</u> Email: <u>XXXXXX</u></p> <p>Vice Chair: <u>Lisa Larson</u> Address: XXXXX Phone: <u>XXXXXX</u> Email: <u>XXXXXX</u></p>
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18) Agreement Manager. User shall coordinate with **OMF's Homelessness and Urban Camping Impact Reduction Program Manager, Lucas Hillier, at XXXXX**, or designee, on all issues related to Property maintenance and all other issues pertaining to this Agreement. **User's point of contact shall be name(s) at phone numbers/contact info above.**

19) Oregon Law and Forum. This Agreement shall be governed by the laws of the State of Oregon. Any litigation arising under this Agreement shall be in Multnomah County Circuit Court. User shall conform to all applicable laws and regulations of any public authority affecting the Property or the Use Area and shall correct at User's own expense any failure of compliance created by the fault or use of User or its officers, agents, employees, Invitees or guests.

20) Waiver of Breach. The waiver by City of the breach of any condition, covenant, or agreement herein contained to be kept, observed and performed by the User shall in no way impair the right of City to avail itself of any subsequent breach thereof. No waiver is effective unless such waiver is in writing and signed by the waiving party.

21) Entire Agreement. This Agreement contains the entire agreement between City and the User and supersedes all prior written or oral discussions or agreements. No amendment or modification of this Agreement is valid unless in writing and signed by the parties. If any portion of this Agreement is ruled invalid, void or illegal by an order of the court, the remainder of the Agreement shall remain in full force and effect. This Agreement will be construed with equal weight for the rights of both parties, the terms and conditions of this Agreement having been determined by fair negotiation with due consideration of the rights and requirements of both parties, and any ambiguities shall not be construed for or against either party.

This Agreement may be executed in any number of counterparts, each of which shall be deemed an original, but all of which together shall constitute a single instrument. This transaction, including any amendments or extension, may be conducted by electronic means including the use of electronic signatures and facsimiles.

The signatories below represent that they are authorized to execute and bind their respective entities to this Agreement.

<p>CITY OF PORTLAND, a municipal corporation</p> <p>By: Carmen Merlo Deputy Chief Administrative Officer Office of Management and Finance Date:</p>	<p>Dignity Village, an Oregon nonprofit corporation</p> <p>By: _____ Ed Kaufman, Chair Date: _____</p> <p>By: _____ Lisa Larson, Vice Chair Date: _____</p>
<p>APPROVED AS TO FORM</p> <p>City Attorney</p>	<p>By: _____ Rodney Anderson, Secretary Date: _____</p>

EXHIBIT A

PROPERTY AND USE AREA

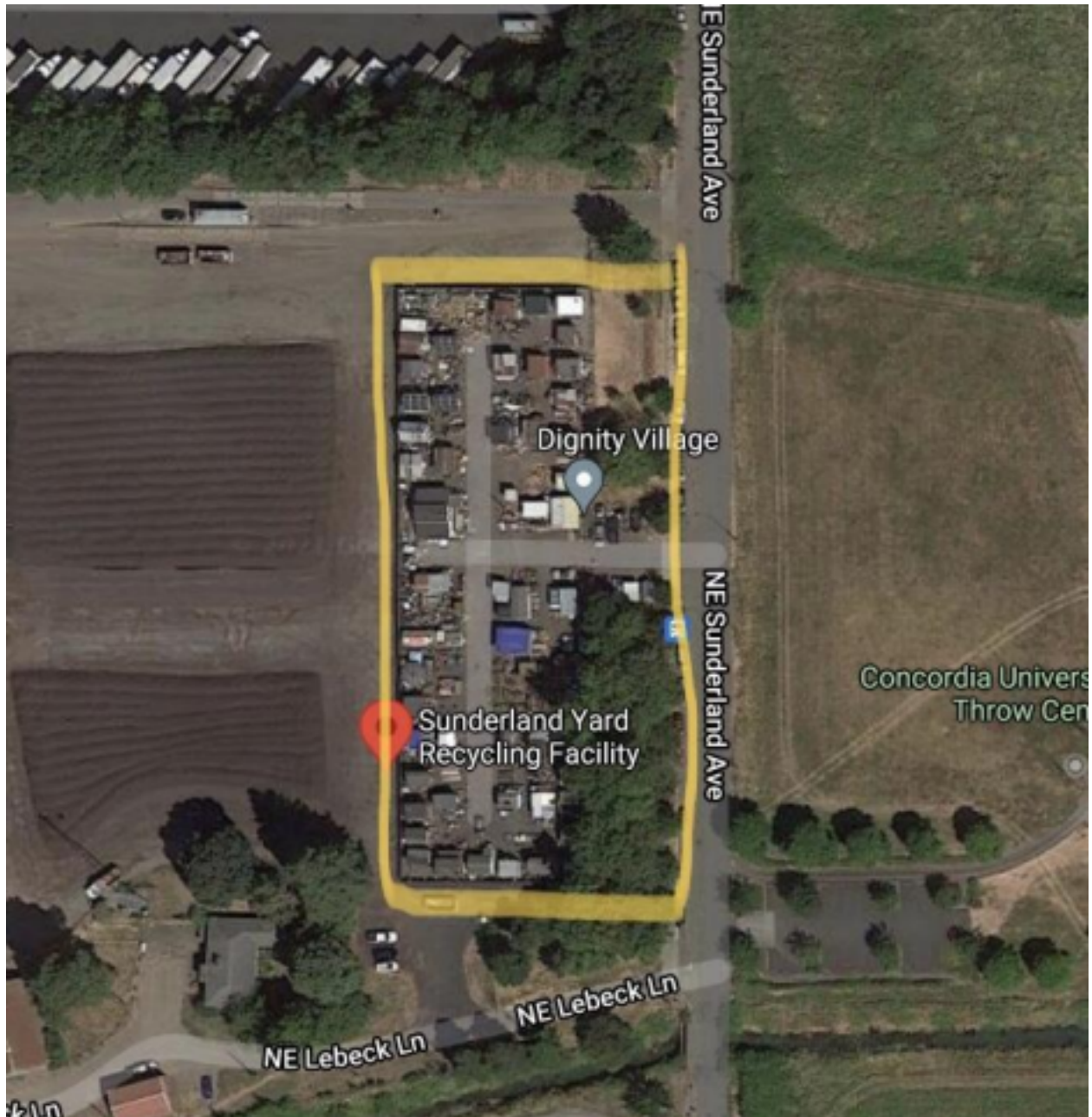


EXHIBIT C
MEMORANDUM OF UNDERSTANDING Between PBOT & OMF

EXHIBIT D
ACCEPTABLE SLEEPING POD/TENT TYPES

Building code requirements and guidelines for Sleeping Pods

- Size: Min 8'x8' and Max 10'x15'
- Detachable front porch for the door to swing out
- Solar (PV) additions allowed, but not for electrical storage
- Non-flammable interior
- Pressure treated bottom
- New structures not to exceed 11' in height from floor
- New structures should be movable

Sleeping Pod Design Parameters

- Sleeping pods may vary in size from as small as 8'x8' (64 sf) to as large as 10'x15' (150 sf).
- Height will not exceed 11' from floor to peak of structure. More height is allowable depending on clearance from ground.

Sleeping Pod Framing

- Floor joists will typically be 2x6's, 16" on center, and sometimes 2x8's or greater depending on availability. These will be joined to perimeter joists with Simpson joist hangers using 9D nails.
 - Wall framing will use 2x4's at 16" or 2' OC, optional, or greater depending on availability.
- Rafters will be 2x6's at 16" oc. Can be attached with three 12D toenails per connection, or else Simpson hurricane ties with 9D joist nails.
- Skids- 4x4 or 4x6 PT skids will be bolted to the bottom of the floor system to elevate the sleeping pod for ease of moving and blocking on site. All wood in, near, or in contact with the ground must be PT type.

Sleeping Pod Sheathing

- Siding will be shingles or 1/2" or 5/8" panels, any exterior grade. The siding will be protected with exterior grade latex primer and latex paint or similar (unless not necessary, ex cedar). Siding may also be added over OSB sheathing and vapor wrap.
- Roof sheathing will be 7/16" or 1/2" OSB or plywood covered with roofing paper.
- Floor underlayment will typically be 3/4" plywood, covered with sheet flooring, painted, or other finish for durability and cleanability.
- Bottom of floor framing will be sheathed with 3/8" CDX plywood or greater, for moisture and rodent protection.
- Interior walls and ceilings will be resilient and non-flammable, 3/8" or 1/2" gypsum board for example.

Sleeping Pod Insulation

- Walls will be insulated with R-11 or R-13, faced insulation, formaldehyde free and least toxic preferred.

- Ceiling will be insulated with R-19 or R-21 faced insulation, formaldehyde free and least toxic preferred.
- Floor will be insulated with R-21 batts. Formaldehyde-free and less-toxic varieties preferred. Faced varieties also preferred.

Roof & Gutter

- Roofing may be composite, light color preferred for heat deflection, or of metal or fiberglass. Please use flashing to protect exposed wood or ply.
- Gutters are encouraged in order to control and direct rain water.

Light, Heat, Hardware

- Sleeping Pods will usually depend upon solar orientation and good insulation for comfort. However, approved propane catalytic heaters may be considered if they meet conventional venting and air quality standards. To be considered upon review.
- Pods may include self-contained LED based, solar lighting systems.
- Each pod will include a door and at least one window. These will be located in the design so that three of four walls are solid, or else so that the corners are solid at least 2 feet in one or both directions.
- The window may be openable, and in that case will be lockable.
- The door will be lockable with key from the outside, and a knob lock from the inside.

Foundations

- There are several options for foundation designs, and these may include: • PT 4x4 posts set into 12"x12" conc pier blocks.
- PT skids set immediately on 12"x12" conc pier blocks with 6" metal stirrups, fastened with 2 1/2" exterior deck screws.

EXHIBIT E
CODE OF CONDUCT

Dignity Village

Terms of Access Manual & Admittance Agreement

[This contract page to be kept by VIC and/or Village Secretary]

1a. Signed Agreement & Manual Checklist

This manual is provided to every Villager. Please initial each item to acknowledge your receipt and understanding of the contents and ask your Village Intake Committee (VIC) representative if you have any questions about these policy agreements before signing.

- 1. Medical questionnaire with envelope _____
- 2. Welcome to Dignity Village letter _____
- 3. Village Intake Committee (VIC) Visitors & Day Use Guests _____
- 4. Winter Shelter Agreement _____
- 5. Dignity Village code of conduct _____
- 6. 60 Day Guest Status Rules & Requirements _____
- 7. Program noncompliance and Grievance procedure _____
- 8. Pet policy _____
- 9. Fire Safety _____
- 10. Who do I talk to about _____?
- 11. Structure upkeep and maintenance policy contract _____
- 12. VIC Roommate/Couple Agreement _____

I verify that I have received every section of this admittance agreement manual. I understand and agree to comply with and uphold all policies, agreements, and procedures contained in this manual. I furthermore understand that failing to do so may be deemed program noncompliance and result in me losing access to a structure and/or any other Dignity Village program services and/or the premises entirely. This document must be signed in order to access Dignity Village structures or services in accordance with our site use contract with the City of Portland.

Signature: _____

Date: ____/____/____

Print Name: _____

Witness: _____

1b. Medical Questionnaire for Envelope
[This page to be kept by VIC and/or Village Secretary]

Please answer all questions in full. This document will be confidentially kept on file in the Village in case of emergency (for EMTs, hospital staff, etc.). If any question makes you uncomfortable, you may leave it blank.

1. Do you have any allergies? Please list:

2. Please list medications you are prescribed:

3. Please list ALL medications you are taking:

4. Please list your Primary Care Physician (PCP):

Phone:_____ Insurance/Hospital:_____

5. Please list all diagnoses that you are being treated for:

6. Please list all your food allergies:

7. Who do we contact in case of emergency?:

Name:_____

Phone/s:_____

Email:_____

Signature:_____

Date:___/___/___

Print Name:_____

2. Welcome to Dignity Village

[The rest of this packet is your village manual to keep]

We are glad that you are here and want the time that you spend here to be as pleasant, comfortable, and productive as possible. This is a community based on love and respect for each other and ourselves. Therefore, we require proof of vaccination against COVID as a condition of accessing our program to ensure we are protecting one another's health to the best of our ability. We will not tolerate disrespect based on religion, race, gender, sexual orientation, national origin/immigration status, disability, age, lifestyle choices, criminal record, or socioeconomic status. That is Dignity.

We try as much as possible to keep rule enforcement flexible and considerate of context, preferring to trust that our fellow Villagers intend their best to use common sense and courtesy toward others. However, we have **5 basic rules**** which we more strictly regard as fundamental to the survival and success of the Village:

- 1. No violence to yourself or others**
- 2. No theft**
- 3. No public use of intoxicating substances allowed, except cannabis in designated area behind the Commons Bldg. Responsible use of substances allowed inside personal structures. No inappropriate behavior in public spaces due to substance use. No pushing or sales allowed onsite.**
- 4. No constant disruptive behavior**
- 5. Everyone must contribute at least 10 hours per week to the operation and maintenance of the Village (unless show proof of school or work to obtain an exception).**

****Must also pay the monthly program access fee to contribute toward Village expenses.**

Although there are other policies/agreements/rules/procedures to follow, the 5 Basic Rules** are the most firmly enforced. Violations can swiftly result in a PERMANENT EXCLUSION from accessing Dignity Village.

Self-governance is the cornerstone of the Village Model. Each member has a vote and is responsible to participate. We are a membership based 501c3 nonprofit community organization providing a shelter program. The Village Council is elected by vote of the membership and responsible for 501c3 nonprofit operations, including election of the Board Officers. The Board Officers consist of the Chair, Vice Chair, Secretary, and Treasurer. Membership may elect no less than 3 or more than 25 councillors to serve a 1 year term. Most decisions require a membership vote (including adoption of new rules) and decisions made by Council may be overturned by a membership vote (except an exclusion for violence). All villagers are solely responsible for attending meetings and requesting minutes to keep up on new rules. Democracy is a core value of Dignity Village.

Transparency is also a core value. Village Council, Membership, and various committee meetings are open to the public. However, people who have been excluded from the Village are not permitted. All villagers, members or not, are encouraged to attend, as the meetings are where new rules are voted on and announced. Again, all villagers are solely responsible for attending meetings and requesting minutes to keep up on new rules. During your first 60 days, all meetings are mandatory.

If direct participation in democracy, nonprofit operations, communal living, and Village maintenance do not interest you, Dignity Village may not be right for you. Although we would like you to give this model a chance, if this model doesn't move you, please consider one of the many agency-managed, pod shelters in town. We have a waitlist and would prefer people who are excited to be a proactive part of the Village Model.

Dignity Village primarily functions through mutual aid and peer support. We rely on donors and villager efforts to acquire supplies. Dignity Village is not responsible or able to supply everything you may need to live here beyond access to a room, water, a dumpster, a shower, toilets, and a phone. If you have a need, you can ask your neighbor to share or put in a request with the Donations Coordinator and they will let you know if it comes in. Every Villager is responsible for collectively supplying the Village whatever way they can.

Donations coming into the Village go directly to the Donations Coordinator to be processed and fairly distributed. As a 501c3 nonprofit organization, donations must be properly recorded and tax receipts issued BEFORE ANY items may be distributed. The Donations Coordinator must follow our equitable protocol for distribution: Members first, next residents, guests, and then outreach. When donors enter the Village, do not approach unless requested by Donations Coordinator or checking them in as Security. Do not solicit donations for personal use or otherwise harass donors. Our Donations Coordinator is responsible for ensuring a positive and comfortable experience for our donors.

Dignity Village has many amenities onsite, and a list of community expectations for access to them. Computers are provided in the office behind the Guard Shack. Food, drugs, pets, smoking, browsing pornography, or illegally downloading copyrighted files, are not allowed in the computer room. Should you need help, request it from a Council officer. If others are waiting, your time is limited to 45 minutes, unless you are working on official Village business or some special arrangement or exception has been made. Be mindful of not opening emails from strangers or strange looking messages from your saved contacts. Leave the computer room cleaner than you found it. Violations of the rules may result in loss or restriction of access to computers and/or an incident report.

In the Guard Shack, a telephone and personal message board are provided. Phone and other messages are pinned to this board (meeting notices or other official Village business are posted in the Commons). Code of conduct for the Guard Shack as follows:

1. Only the officially appointed mail deliverer or a board officer (Chair, Vice, Secretary, Treasurer) may touch the mail.
2. While the phone is in use, no yelling, profanity, or otherwise inappropriate discussions are allowed in the vicinity. People may be making calls to family, children, jobs, courts, donors, etc.
3. Phone calls are limited to 10 min unless for official Village business or by special arrangement.
4. Leave the Guard Shack cleaner than you found it.

Portable toilets are provided and serviced twice a week. Do not throw trash, other than toilet paper or paper seat covers, in toilets. Close the lid when you finish to prevent flies from spreading diseases in our food. Use trash containers for trash only, no biohazardous waste such as: needles, urine, feces, or vomit (needle disposal containers are available in the Guard Shack). If you miss the toilet or urinal, do not leave your mess for others to clean up. Disinfectants, bleach, and a hose are available from the Housekeeping Coordinator, if needed. Hand sanitizer is provided in the portable toilets and antibacterial hand soap at the sink. Please use them to prevent the spread of illness.

The shower and sink are located next to the portable toilets. Showers are strictly limited to 30 min because there is only 1 shower for 60+ people to share. The water is heated by individual propane tanks, you must provide your own or borrow a propane tank. Day guests may use the shower between 10am to 10pm. Leave the shower in a tidy and sanitary manner after use.

Quiet hours are from 10pm to 10am**. Normal tone of voice or use of audio devices is accepted. However, no elevated voices or high volume is allowed during these hours. **Construction noise for official village projects may begin at 8am. Repeated violations of Quiet Hours is considered a violation of Basic Rules #4 and may result in disciplinary action accordingly.

It is security's responsibility to maintain the peace and safety of the Village. If a situation arises that requires intervention by security, DO NOT impede/obstruct or otherwise interfere unless security requests it. If an incident deteriorates to the point police must be called, stay behind the gate for your own safety. Only security and Board officers may deal with the police. Remain polite and compliant within your legal rights and protections. Respect security's role in providing safety and police liaison services for the Village.

This introduction is not meant to be comprehensive/all-inclusive (and is subject to change by vote of Council/Membership); it is meant as an orientation guide for residency in Dignity Village. If you feel you cannot abide by these agreements and expectations, please consider if this is what you want to be a part of. If you have any questions, please find the VIC Chair or the Board Officers for the most accurate and up-to-date answers.

Welcome to our radical experiment in collective self empowerment to end homelessness!

3. Village Intake Committee (VIC) Visitors & Day Use Guest Policy

Possessions Policy

If Day or Overnight Guests leave belongings here when they leave, we will bag and tag them and store them. We make no guarantees as to the quality of the storage and take no responsibility for any damage. Dignity Village is not responsible for storing belongings after 14 days. If space allows, we will try to store belongings for up to 30 days. At any time after 14 days, Dignity Village reserves the right to dispose of belongings.

If conditions are beyond your control (arrest, hospitalization, etc.), you may attempt to arrange a storage agreement with VIC via phone or mail. However, Dignity Village is not obligated to make a storage agreement. If by mail, address letters to "VIC" and the "Secretary of Dignity Village".

Security Protocols

- All guests/visitors are subject to review by the Village Intake Committee.
- Members are responsible for ensuring visitors are aware of all Dignity Village agreements and code of conduct.
- All visitors/guests must follow all Dignity Village agreements and code of conduct.
- No public use of intoxicating substances allowed, except cannabis in designated area behind the Commons Bldg. No inappropriate behavior in public spaces due to substance use. No pushing or sales allowed onsite.

Day Guests

- The purpose of the Guard Shack is to meet and greet visitors/guests.
- All visitors/guests must get the security person on shift to log them in and out. Sometimes security do rounds, wait until they return or ask another Villager to log in/out.
- Visitors/guests are permitted on the premises between 8am and 10pm.
- Visitors for a villager must be escorted by security to the Commons room. Security will then get the villager. For safety reasons (domestic violence, stalking, vendettas, etc.), security must not escort a visitor directly to a villager's structure.
- Outside the Common Area, visitors must be escorted at all times. Only a member may escort a visitor outside the Common Area. Exception is made when actively doing work for the Village.
- All visitors for tours, meetings, etc. must be escorted in by security. Security is responsible for locating a tour guide or person/s with which they are there to meet.
- For safety, all visitors/guests are required to wear shoes at all times.

Overnight Guests

- Only Members in good standing may have overnight guests
- Overnight guests must make sure they are logged in the Visitor Log and the 24 hr Guest List
- Guests are allowed to stay overnight a maximum of 3 nights within a 30 day period, not on a month to month basis, or a maximum of 14 nights if the visitor has traveled more than 50 miles to visit.
- Residents who do not have Member status, may NOT have overnight guests.
- Member will escort their guest at all times throughout the Village. Exceptions are walking directly to and from the portable toilets or shower.
- No minors under 18 are allowed overnight unless their legal guardian/parent is a member who has legal right to visitations and has passed a background check. Minors may not be left alone. Another resident may babysit, so long as they have passed a background check.

Visitor Parking in the Parking Lot

- Parking priority goes to residents. Visitors may park in the parking lot unless a resident needs the spot. Visitors must be present and available to move their vehicle or be subject to tow and associated fees.
- Visitors' vehicles may NOT be parked overnight and must be out of the Parking Lot by 10pm.
- Campers outside the Village may not park in the Lot at any time.

In accordance with Criteria for Exclusion from Premises (850.00), Dignity Village reserves the right to direct any person to leave and bar them from returning to the premises for program noncompliance AND/OR the following reasons:

- a. Making unreasonable noise.
- b. Engaging in fighting or in violent, tumultuous, or threatening behavior.
- c. Substantially interfering with any right, comfort, or convenience of any villager or employee of the premises.
- d. Engaging in any activity that constitutes a criminal offense.
- e. Damaging, defacing, or destroying any property belonging to Dignity Village or a villager or employee.
- f. Littering on premises.
- g. Driving in a careless or reckless manner.
- h. Consuming or possessing an open container of any alcoholic beverage in the common areas.
- i. Violating the City's curfew ordinances.

Any person who fails to leave the premises after being directed to do so, or who returns to the premises after being given such direction, will be subject to arrest and prosecution for Criminal Trespass under ORS 164.245.

4. Winter Shelter Agreement

1. Admittance to the Winter Shelter is dependent upon availability of beds and/or weather advisory status.
2. Permission to stay the night requires approval from 3 Village Intake Committee (VIC) members. Any more nights (not to exceed 3 nights at a time) require written approval from 3 VIC members each night.
3. Winter Shelter guests must follow the 5 Basic Rules. Any infraction will result in immediate expulsion and removal from the waiting list.
4. Winter Shelter guests must pack up by 8am, leaving their sleeping area clean and tidy. Any items left out may be thrown away by housekeeping
5. Shelter guests must make sure they are logged in correctly at the Guard Shack.
6. Overnight and day guests must put in 1 hour of sweat equity work per day used (5 hours per week to get/stay on the waitlist).
7. Shelter guests must treat residents/members with respect. Remember, you are a guest in our home; please behave accordingly. Likewise, village members will treat you with respect as our guest. Shelter guests failing to abide by the contents of this agreement will result in VIC voting to exclude them from the premises and/or remove them from the waitlist.

Questions about rules should be directed to VIC members or Board Officers ONLY. Anyone else may likely give you incorrect or expired information.

5. Dignity Village Code Of Conduct Basics
(applies to all of Sunderland Ave, stop sign to stop sign)

1. No person shall threaten another person or engage in conduct that subjects a person to alarm, including but not limited to abusive or threatening language or gestures.
2. No person shall vandalize, damage, or destroy any City property, including offensive littering (ORS 164.805).
3. No person shall possess any weapon or similar instrument, unless permitted by Oregon law.
4. No person on the premises shall engage in criminal behavior as defined by the State of Oregon or City of Portland.
5. No public use of intoxicating substances allowed, except cannabis in designated area behind the Commons Bldg. Responsible use of substances allowed inside personal structures. No inappropriate behavior in public spaces due to substance use. No pushing or sales allowed onsite.
6. Minors may not reside in Dignity Village. Minors may enter as part of a volunteer group, part of a tour, or as visitors with their legal guardian/parent who is a Member in good standing for 90 days, has passed a background check, and has legal visitation rights. Minors visiting a legal guardian/parent must not be left alone, unless accompanied by a caregiver who has passed a background check.

While these are the most important and most strictly enforced rules, additional rules/policies/protocols apply and are subject to change at any time by vote of the Membership. All villagers are responsible for attending meetings and requesting minutes to keep up on new rules and amendments. Although the Council may be flexible and understanding, ignorance of the rules does not automatically entitle a person to being exempt from consequences.

6. 60 Day Guest Status Rules & Requirements

As a 60 day guest, you must abide by the following rules until you become a member.

1. Unless you are actively working on the Village, YOU MUST BE ESCORTED outside of the Common Area (see map on the front of the Commons Room). You are not allowed to escort anyone until you become a member.
2. Unless you have a late work shift or class, you must be in the gates by 10pm. If you plan to be out overnight or are too late for gate close, you must speak to a VIC member and be able to recall who you spoke to. DO NOT just leave a message.
3. If you are gone for 72 hours and have not checked in with a VIC member we will consider your place abandoned. VIC and security will bag and tag your belongings. You will no longer reside at Dignity Village. Your belongings will be held no longer than 10 days.
4. As a 60 day guest, you are not allowed any visitors inside your structure. If you have visitors, they must stay in the Common Area only.
5. You may not have overnight guests until you are a member.
6. 60 day guests need to become acquainted with the operations of the Village. Therefore, you must attend our weekly Council (Wed evenings) and Membership (1st & 3rd Tues evenings) meetings in the Commons Room. You may miss them if you have proof of a work shift or class scheduling conflict.

7. Program Noncompliance & Grievance Procedure

1. Write the Incident Report (IR) accurately as to the nature of the offence and legibly in print. Offence must have taken place within 30 days of discovery. Turn in to the Security Coordinators.
2. Security Coordinators will present the IR to Council for adjudication.
3. Security Coordinators must inform the Parties named in the IR no later than 24 hours before the Council Meeting at which it will be presented. If a person wants a copy of the IR for themselves, they must request one. In cases of imminent threat to the Village, Council may call an emergency meeting. Decisions made in emergency meetings may be appealed after a 24 hour cooling off period.
4. Council would ask that both parties be present. Council will work with issues like legitimate illness or work schedules. However, the Council reserves the right to proceed if ample notification and accommodation has been provided and a party has chosen not to attend.
5. The IR will be read into the record at the next Council meeting (People who struggle with public speaking may request another Villager present their case). Council will serve as a panel of judges and jury (imagine it similar to a court proceeding). Council will listen to testimony from and question both parties, as well as any witnesses brought forth. Both parties shall have protected time to present evidence, make a clear case (avoid irrelevant details or hearsay), and connect complaints directly to Village rules/policies/protocols violation. Evidence that is not directly witnessed will be regarded as hearsay. Both parties are expected to behave in a calm, mature, and respectful manner. Interrupting the other party's protected time or otherwise disrupting the adjudication process could result in being ejected from the proceeding. The Chair will be responsible for facilitating and keeping order to the process/proceeding.
6. Council will make a fair decision based solely on the relevant evidence and case presentations. Council may consider the context of the case when determining the severity of consequences. The fairness of this decision may be tested at a Membership meeting and annulled by a vote of the Membership. Membership will then decide on an alternative solution.

8. Pet Policy

- 1) ALL PETS must be spayed/neutered & vaccinated before they will be allowed to reside in the Village. Documented proof must be provided to the Pet Coordinator *NO EXCEPTIONS*
- 2) Dogs must be in the presence of the owner or a caregiver at all times unless inside a structure. No dog may be unattended in the Common Area.
- 3) Dogs must have a caregiver/babysitter if the owner will be out of the Village for more than 3 hours.
- 4) Dogs must be leashed at all times unless a membership vote has approved that dog to be allowed off leash *NO EXCEPTIONS*.
- 5) No more than one dog per structure. Exceptions made for certified service dogs with proof of certification provided to the Pet Coordinator.
- 6) All of your pet's waste or messes must be cleaned up in a timely manner and disposed of properly.
- 7) No more than 15 dogs may reside in the Village.
- 8) Pet owners are required and responsible to ensure their pets are adequately fed and receiving vet care. We often get donations of pet food/supplies. However, there is no guarantee of this or knowledge of what might be donated. If a pet needs a certain type of food or supplies that is not by chance donated, the pet owner is responsible for acquiring it.
- 9) If a dog causes harm to a person or another pet that requires medical attention. That dog will be made to leave the Village within 24 hrs of the incident and not allowed back in. If the owner does not comply with removal, an Incident Report will be written for Program Non-Compliance in violation of the Pet Policy and taken to Council.
- 10) Copies of service certifications or any other records must be turned into the Pet Coordinator within 30 days. Exceptions: Proof of spay/neuter and vaccinations required prior to entry.
- 11) In severe weather (outdoor temperatures above 85 F or lower than 40 F), if a pet is locked in a structure for 3 or more hrs without a caregiver, the Pet Coordinator, a Board Officer, and a Security Coordinator will enter the structure to do a welfare check making sure the pet is safe and in good health.
- 12) If the Pet Coordinator feels any pet at Dignity Village is being abused or neglected (including medical neglect), one or more of the following will occur:
 - 1) Owner will be given a verbal warning to correct the behavior.
 - 2) An IR will be written and taken to Council.
 - 3) Animal Control will be called and a formal report will be filed.

9. Fire Policies/Procedures

Action Procedures:

1. If you see a fire, ring the bell and call the fire department. If you hear the food bell, leave your structure to check if it is a fire alarm.
2. Turn off electrical devices and close windows/doors as you leave (without locking).
3. If you know how, use fire extinguishers (posted outside every other structure, visible from fire lanes) and/or help injured people.
4. Otherwise, exit the Village through the front gate, if possible. Assist people with ambulatory issues, if needed.
5. Keep fire lanes open and clear for fire trucks as you exit.
6. Make sure everyone is present or accounted for. For this purpose, do not reenter the Village until the fire is out and the Fire Department has given the okay.

Fire Policies (Required by the Portland Fire Chief & Fire Marshal):

1. There must be an uncluttered 5' space between houses and the fence line. For houses that are closer to the fence than 5', the area must be kept completely clear.
2. Villagers/Members must keep pathways between houses, stairs, ramp, and all walkways leading to structures clear 5' wide. No items may be stored or placed outside of property lines at any time.
3. All structures must have functional smoke alarms at all times.
4. All heaters must be working properly. If not, Villagers/Members should request maintenance.
5. Villagers/Members must not cook in their structures.
6. Only (2) 5 gallon propane tanks are allowed per any structure, including the shower.
7. All propane tanks are to be kept in milk crates at all times.
8. Under no circumstances, are cords allowed to be run out of the shower room.
9. Make sure all spent propane tanks get to the scrap yard.
10. No items may be hung on or leaned against the fence for any reason.

10. Who Do I Talk to About _____?

VIC Hours or Questions:

1. When in doubt, ask a VIC member. **Anyone else will tell you the wrong answer.**
2. Get hours signed off by the Department Head for the task you did your hours in. If the Department Head is not around, only a board officer (Chair, Vice, Secretary, Treasurer) may sign off on your hours. Hours without appropriate signature do not count.
3. All signed work hours should be turned in no later than Mon 10pm.

Council Board Officers:

Chair
Vice Chair
Secretary
Treasurer

Village Intake Committee (VIC):

Chair
Vice Chair
Secretary
Numerator
Inspector
Greeter
Liaison

Department Heads:

Security
Trash
Recycling
Pets
Building Coordinator
Office Manager
Gardening
Donations Coordinator
Outreach Coordinator
Time Keeper
Housekeeping Coordinator
Firewood Coordinator
Mail Carrier

11. Structure Upkeep and Maintenance Policy

1. I will keep my structure clean. This means I will dispose of all trash and perishable items in a timely manner. I will not let it build up inside or outside of my structure. This rule is important to not attract rodents or other pests.
2. If my structure is in need of any repairs, I will follow the correct protocols, notify the Building Coordinator, and make sure the repairs are done in a timely manner.
3. Neither I, my guests, nor any pets will do damage to the structure, deliberate or not. I will be held responsible for any damage done to the structure.
4. VIC, security, and council/board officers may enter my structure with written 72 hour notice to inspect the structure for compliance with these policies.

12. Village Intake Committee Roommate Agreement As a Roommate and/or as a Couple

1. As long as you are a **60 day guest**, if you are going to be gone even for one night, then **you must** call and talk to a VIC member, and make arrangements ahead of time.
Otherwise you will be taken off the list for a structure, NO EXCEPTIONS.
2. Your Sweat equity hours must be turned in no later than Sunday Night into the VIC BOX, while you are on 60 day guest status... Hours for those who turn them in late will not receive credit for hours, the only exception to this rule is if the Villager is disabled.
3. Couples and or roommates can not sign off on one another's hours. You must find another department head from the department you worked to sign off on your hours.
4. If noticeably under the influence of an intoxicating substance at any time, you **MUST** stay in your structure. You are only allowed to go straight to the portable toilets and straight back to your structure. This means **NO PUBLIC AREAS**, like wandering around the village grounds (up and down the tarmac), in the commons, or any other public place in Dignity Village. If for any reason any individual Villager or 60 day guest does not comply with this rule, they will receive a 24hr out. There are no exceptions to this rule.
5. A 60 day guest cannot have anyone over inside their structure, until that person becomes a member. This rule stays the same and does not change if the 60 day guest moves into a member's structure as a roommate and/or couple. **As long as you are on 60 day guest status, you are not allowed to be over at a member's structure or dorm after 10pm, NO EXCEPTIONS.**
6. **All 60 day guests must have an escort to and from a member's Structure.** A 60 day guest living in a member's structure as a roommate and/or as a couple is only allowed to go to and from the portable toilets, and to and from the commons without an escort. **Only exception to this rule is if the 60 day guest is working.**
7. **Dignity Village DOES NOT TOLERATE and/or CONDONE DOMESTIC VIOLENCE, or ANY VIOLENCE TOWARDS THEMSELVES OR OTHERS.** As it states in our Dignity Village 5 Basic Rules, (#1. NO Violence towards Self or Others. NO EXCEPTIONS to this rule.) If broken, both parties (couples/Roommates) will automatically be asked to vacate into separate structures.