



Resident Guidelines

Welcome to Molly's House! The office is open 9:00 a.m. to 5:00 p.m. to help you with any problems or questions. House Managers and Weekend House Managers are available 24 hours for emergencies (after 11:00 p.m. call Ext. 150 or knock on Manager's door).

These guidelines are intended to ensure your comfort and safety. It is important all guests understand and follow these guidelines. Molly's House is not a "hotel". It is your home away from home if you are qualified to stay. **Please care for it with the same love it took to establish it. With your help, we can keep our costs down and maintain the beauty of Molly's House.**

Molly's House is a Non-Medical Facility

- Molly's House Staff and Volunteers cannot provide any medical related services of any kind. You are fully responsible for both non-emergency and emergency services. The House will, of course, help to arrange for emergency services. Personal medications are to be stored in the guest's room only.
- Caregivers are required if you cannot care for yourself.

Referrals and Room Assignments

- A referral by a hospital or medical facility representative is required and information is kept confidential.
- **An I.D. and a permanent residence are required for check-in.**
- Guests are assigned rooms on a first come, first served basis, without discrimination.
- Rooms cannot be reserved by guests, only by referring medical facilities.
- Guests with communicable diseases such as measles, chicken pox, etc., cannot stay at Molly's House.
- Length of stay is limited to no more than one day prior to surgery or admittance to a hospital and may extend for a total of two weeks. Eligibility to stay longer will be reviewed and re-established after that period.
- For Fire Safety, no more than the allowed family members are permitted per room.

Check In

- A room will be assigned to you. A key for your room and the front entrance will be provided. Room keys must be returned at the time of check-out.
- A tour of the home and guest facilities will be given (kitchen, laundry room, library, serenity garden).
- Family and friends may visit in the common areas only. No visitors are permitted in your room.
- Children must always be supervised and should be in their rooms by 10:00 p.m.
- **Absolutely NO SMOKING is permitted anywhere on the campus. A room fire alarm triggered by cigarette or other smoking devices is cause for immediate dismissal from the property and a \$200 cleaning fee.**
- **NO ALCOHOL, weapons or illegal drugs are permitted at any time. Failure to comply is cause for immediate dismissal from the property.**

Communications

- The telephone number to Molly's House is (772) 223-6659. Please advise your family, friends, doctor and nurses of your room number so they can reach you after office hours. Only emergency calls will be accepted between 11:00 p.m. and 8:00 a.m.
- The phones in each room are restricted to local and 800 numbers only.
- Incoming fax is available upon request.
- Please check for messages at the front desk daily.
- To access our wireless network: Network Password: 9988776655 – Wireless Network: Molly's House

Dress Code

- Molly's House is a home for many people and respectable attire is always required. Shirt, pants or shorts, and shoes or slippers are mandatory when you are out of your room. As a courtesy to other guests, no nightwear or bathrobes are allowed in public areas.

Guest Rooms

- **Food and beverages (except water) are NOT permitted in your room. A cleaning fee of \$200 will be charged for any food or drinks found in your room.**
- Daily housekeeping is NOT furnished.
- Guests are responsible for keeping their room and linens clean while staying at Molly's House.
- A pack-and-play is available upon request.
- A staff member may find it necessary to enter a guest room to check on a maintenance problem or other issues. If you experience any maintenance problems, please report them to the front desk.
- **Absolutely NO fire is permitted in rooms or on property** (no candles, incense, etc.).
- Guests should only bring luggage, clothing, toiletries, medicines and food for their stay. The house is fully furnished, and linens are provided. Guest rooms may not be used for storage of household or other items. No boxes or personal furnishings are permitted in guest rooms.
- Molly's House management reserves the right to inspect rooms at its' discretion for rule compliance.

Kitchen

- Food and beverages are allowed only in the kitchen.
- Guests may bring in their own groceries and prepare them in the fully equipped kitchen. A numbered cupboard and refrigerator shelf space are available to store your personal food items. Please mark your food with your name and room number. Markers and labels are available in the kitchen for your use. Food must be consumed in the kitchen/dining area only. Please keep refrigerators clean and orderly.
- Please rinse and scrape your dishes and utensils then put them in the dishwasher. Use only dishwasher detergent powder. If the dishes on the dishwasher are clean, please unload them. Do not leave pots, pans or other dishes in the sink.

Laundry

- Molly's House provides washers and dryers so you may launder clothes, bed linens and towels during your stay.
- To keep our House comfortable, we ask your help in keeping your room and bathroom clean. Please keep common areas tidy.

Safety and Security

- Please become familiar with fire exits and the fire evacuation plan posted on your room door.
- In the event of fire, never use the elevator, use the stairwells located at the end of each hallway.
- Please remain on the property, if possible, so we can account for all residents.
- All outside doors are locked 24/7. Always keep your room key with you. Your room door will lock automatically, however be sure to check to make sure it closed all the way.
- Please do not let strangers into the House. Be sure to discuss this with your children.
- Molly's House is not responsible for loss, theft, or damage to guests' personal property.
- Any personal property left behind will be held for 30 days and then disposed of or donated to charity.
- Please report any accidents or injuries to the House Manager.

Check Out

- Molly's House needs your assistance in preparing your room for the next resident. Please assist us by following these basic checkout procedures. Thank you!
- Empty your food cupboard and refrigerator items. If you are not taking these items, please mark for general use and place in general use section of the refrigerator or throw away.
- Strip bed(s) put sheets and towels in laundry basket and leave laundry basket on the bathroom floor.
- Return all borrowed books to the library.
- Return anything borrowed from the hospital directly to them.
- Please report any damage to the front desk.
- **RETURN ALL KEYS TO THE FRONT DESK UPON CHECK OUT.**