



## **Drop-In Center Participation (9MusesArtCenter)**

### **PURPOSE**

The 9MusesArtCenter is an adult services Drop-In Center for use by individuals who have had a history of Mental Illness or are currently dealing with a Mental Illness.

### **POLICY**

The Drop-In Center is a peer operated service that offers free services for anyone who meets the above mentioned criteria. The primary purpose is to provide a safe and secure environment that supports individual recovery through mutual support.

Membership is available to others as well who do not meet criteria however a nominal fee is expected to help defray the costs associated with their participation. It is the policy of the Drop-In center that other professional staff (Case Managers, Peer Mentors, etc.) may accompany individuals to the center as a support for transportation however are not to provide other support functions for the individual who is participating. This is to encourage social interaction among peers and to encourage full participation in the activities being offered by the Drop-In Center.

Other professional staff may engage in the Drop-In center only by completing a member application and becoming a member of the Drop-In center. Professional staff may be asked to accompany individuals on a case by case basis if the staff believe it would be in the best interest of the individual to be present. In most cases professional staff are not to be involved with the individual while they are engaged in the services provided by the Drop-In center.

### **PROCEDURE**

Each member is expected to abide by the 9Muses Member Agreement which is provided to each new member as they join the center. As a peer run organization each individual member is expected to carry themselves in an appropriate manner at all times while in the center. Individual issues are addressed by the 9Muses Council whenever there is concern about that individual's behavior. All these issues are addressed in detail in the 9Muses Member Agreement.

The Drop-In center fully supports the idea that persons served should be given every opportunity to participate in the activities of the center on their own volition and encouraged to establish relationships with other members.



## 9MUSES MEMBER AGREEMENT

Welcome to 9Muses Art Center. Membership is free to all mental health consumers in Broward County and nominal to others in the community. We hope this center will be an inspiration in your pursuit of the arts and recovery. Please read the following guidelines carefully and be sure to retain this portion of the application for your records. Check the box on the first page acknowledging that you understand and agree to abide by them:

- All visitors and members are required to sign in daily for Center records. The Center honors confidentiality, but our funding requires that we provide demographics. Your name will not be used without your consent.
- Every member and guest will be treated with respect and dignity. Treat all members and staff with the same respect that you would like to receive. Staff are here to instruct, assist and enforce these regulations. Be guided accordingly.
- No one should be offended by anyone's lack of personal hygiene. Frequent bathing, use of deodorant and clean clothes are encouraged. Everyone is to wear appropriate clothing that properly covers their bodies. Shoes are required inside the studio. Spaghetti straps, see through fabrics, and tube tops are not permitted. Pants need to be properly pulled up or belted if necessary. It is not acceptable to have pants that are falling off or appear to be falling off or are inappropriate in length. Undergarments should not be exposed. Members attending 9MusesArtCenter who's dress or hygiene is disruptive may be prevented from attending classes or activities.
- Please speak in a soft conversational level so as not to distract members working at art tables. Do not discuss politics, religion or subjects that might be offensive to others. We also ask that you keep your cell phone volume on low and conduct conversations outside.
- 9Muses maintains a zero-tolerance policy regarding aggressive and abusive behavior, violence and sexual/racial harassment in accordance with the Human Rights Guidelines. Infractions may result in immediate suspension pending review by the Member Council.
- No smoking in the Center. A designated area is provided outside where there are ashtrays.  
**Do not use the ashtrays for your trash.**
- 9Muses is a drug-free facility and anyone under the influence of any substances will not be admitted. There will be no alcohol or illegal drugs at the Center, or on Center property, nor weapons of any kind.
- Panhandling in the Center or in the plaza is NOT permitted and is grounds for suspension from 9Muses.
- Each member is responsible for the proper use, cleaning, and return of supplies, and will be given an orientation in the use of each medium by a staff member or workshop instructor. Specific supplies are off limits until member's knowledge of the medium and its tools can be verified. Members are not permitted to remove supplies from the cabinets without assistance.
- We respect the work of others by not handling anyone's artwork but our own, unless directed by staff.
- Food is to be consumed only at the designated areas. No food or drink are permitted at the computers or the art tables (except water for art). Please clean up after yourself in the food areas and in the restrooms.
- All artwork must be cataloged. Let staff know when your piece is complete and allow up to two weeks to record the information if you plan to take it home. If you wish to sell your work through the Center, 9Muses will add 25% to your asking price to replenish 9Muses supplies budget, but no fee will be added to members' work priced \$10 or less. Members must sign a release to allow the Center to display and negotiate on behalf of the artist. Artwork abandoned for 3 months will be recycled if we cannot reach the artist; 2 months if it is not signed. It is suggested that members who take art home, then sell it through their own efforts, pay 10% of the sale to the Center. Due to lack of space, we cannot store finished pieces that are not for sale.
- Supplies may not be removed from the Center. Theft of any property is against the law and will be dealt with.
- **9MUSES IS NOT RESPONSIBLE FOR LOSS OR DAMAGE TO PERSONAL PROPERTY. WATCH YOUR BELONGINGS.**



# CODE OF BEHAVIOR: MEMBER WELLNESS PLAN

## *Following incidents requiring Member Council Intervention*

After an incident has been addressed by a Member Council, a Wellness Plan will be drafted for the member(s) involved in the incident. This Wellness Plan will be tailored to the individual and will address the incident itself as well as the broader causes that led up to said incident. The member(s) will then sign off on the Wellness Plan, which will establish escalating consequences for failing to adhere to the points established in the plan. Member Wellness Plans are meant to allow the member(s) involved in incidents to address the behavior that impeded their recovery and take steps to ensure that stability and recovery can be maintained in the future.

Each Wellness Plan will be developed by the Member Council, the member(s) involved in the incident, and 9Muses staff. Everyone will be able to provide their input and when a consensus is reached between all parties, that item may be included in the individual's Wellness Plan. Items in Wellness Plan may address specific activities and behaviors (ie. "member will cease panhandling at 9Muses and in Oakbrook Plaza"), and/or more general ideas (ie. "member will cease disrespectful behavior"). They should not be exclusively negative in nature, and should ideally include positive ways to enhance the member experience and aid in an individual achieving their goals (ie. "member will engage in activities and classes at 9Muses"). Wellness Plans should also attempt to address possible root causes of the behavior that led to the incident in addition to the specific details of the incident (ie. "member agrees to maintain a medication regimen that will contribute to stability and recovery").

If the member appears to be exhibiting behavior that goes against their Wellness Plan; they may be reminded of the details and shown the document that they developed and signed. If an incident occurs due to the member failing to adhere to their Wellness Plan, the guideline for consequences will be as follows:

**1<sup>st</sup> incident** (pre-Wellness Plan): One to two weeks removed from 9Muses, depending on severity of incident and decision of Member Council. Upon reinstatement of membership privileges, member(s) involved in incident will create their Wellness Plan and sign off on it.

**2<sup>nd</sup> incident:** One month (30 days) removed from 9Muses. Upon reinstatement of membership privileges, member(s) involved in incident will revisit their Wellness Plans and adjust them with the help of Member Council and staff to meet the needs of the member(s) involved. After the Wellness Plan is updated (including notation of 2<sup>nd</sup> offense), member(s) involved will sign off on it.

**3<sup>rd</sup> incident:** Six months removed from 9Muses. Upon reinstatement of membership privileges, member(s) involved will revisit their Wellness Plans and adjust them once more with help from the Member Council and staff. Wellness Plan will be updated (including notation of the 3<sup>rd</sup> incident) and member will be made aware a fourth incident could possibly result in revocation of membership privileges permanently. Member(s) will sign off on new plan.

**4<sup>th</sup> incident:** A fourth incident indicates a repeated refusal to adhere to the goals outlined in an individual's Wellness Plan. Each previous incident included a revision of the Wellness Plan to allow the member, with the aid of staff and Member Council, to examine their underlying inability to maintain stability and follow 9Muses rules & regulations. If a member exhibits repeated behavior that goes against their Wellness Plan and the policies of 9Muses, their 4<sup>th</sup> offense may result in removal from 9Muses for not less than one full year, or it may result in a permanent or indefinite revocation of membership privileges. The consequence will be at the discretion of the Member Council and, if needed, the Director of Adult Services and/or CEO of the Mental Health Association of Southeast Florida.