



The Will House

Agreement for Membership

Prepared for The Will House

Created by Lennhoff Properties

The Will House has an assortment of policies, rules, and procedures that help maintain and promote a healthy atmosphere of recovery, and a safe environment for all members and staff. These terms are not negotiable and can be enforced to the fullest extent by The Will House staff.

This agreement is dated _____, by and between The Will House and _____.

PREMISES: The Will House 148 Elliott Street Beverly, Massachusetts 01915.

PAYMENTS: \$500 due upon acceptance. (First and Last Week's Fee) Weekly fee of **\$250 due on Thursdays.**

POLICIES AND PROCEDURES:

As a Member of The Will House, I understand a violation of these terms will result in action taken by The Will House staff including but not limited to verbal or written warnings, restriction, or contracts. Multiple offenses may result in dismissal from the residence. I agree to the following:

PERSONAL PROPERTY DISPOSITION:

Any personal items left behind upon dismissal are the sole responsibility of the discharged member and will be held for no more than forty eight (48) hours and will be discarded thereafter.

SEARCHES AND ROOM CHECKS:

By signing this agreement the member agrees that any personal items brought onto 148 Elliott Street Beverly, Massachusetts 01915 are subject for search by staff at any time for any reason. No permission is required from the member. Room checks are performed periodically for safety and for violations of rules, regulations and policies. No permission is required from the member.

DRUG TESTING POLICY:

Members agree to take drug/alcohol tests when requested by The Will House staff.

- A.** Members who cannot produce a UA specimen will be asked to produce a specimen within one hour.
- B.** Members who cannot produce a specimen will be dismissed.
- C.** Members are responsible for what is in their system. This includes poppy seeds, mouthwash, over the counter medications, herbal supplements, or any substances that could produce a positive result .All positive results will result in an immediate dismissal.
- D.** Members can be dismissed for suspicious behavior or suspicion of substance use at The Will House staff member's discretion.

DANGEROUS MATERIALS:

Members shall not keep or have on the premises any type of firearm, weapon, or any materials of dangerous, flammable, or explosive properties that might significantly increase the danger of fire on the premises. If any such items or materials are found during personal property or room searches the member understands that this is grounds for immediate dismissal, at The Will House staff's discretion.

PERSONAL MEDICATION PROCEDURE:

Members are responsible for their own prescriptions and will provide The Will House with scripts upon request. Medications must be kept in a lockbox.

DRUGS AND ALCOHOL USE AND/OR POSSESSION AND RELAPSE PROCEDURE:

The use and/or possession, consumption, or ingestion, of any drugs or alcohol is strictly prohibited both on and off the property during members' stay at The Will House. Use and/or possession of drugs and/or alcohol is grounds for immediate dismissal and termination of membership. If said member is non-threatening and fully cooperative, The Will House staff will assist the member to contact detoxification centers and/or hospital emergency rooms and when possible will provide transportation to said facilities.

RULES:

As a member of the Will House, I understand a violation of these terms may result in immediate dismissal. I agree to the following:

- A.** I will not possess, consume or ingest any drugs or alcohol for the duration of my stay.
- B.** No drug or alcohol related paraphernalia of any kind is allowed. Including but not limited to hookahs, glass pipes, empty bottles or cans.
- C.** Tobacco products may only be used in designated areas.
- D.** Mouthwash containing alcohol is prohibited. Alcohol free mouthwash is permitted.
- E.** I will participate in a 12 step program.
- F.** I will find and keep contact with a sponsor on a daily basis, and meet with my sponsor each week. I will begin step work once I find a sponsor and do step work regularly.
- G.** I will participate in a minimum of 5 meetings per week. If I am on restriction, I will participate in 6 meetings per week including wednesday night meetings. All house meetings must be attended.
- H.** I will find a home group and report it to the Will House staff. I will attend my home group's monthly business meetings and gain a service position.
- I.** I will show up a minimum of five minutes early for all internal house meetings and all external meetings and stay for the duration of the meeting.
- J.** Disrespectful behavior or defiance towards The Will House staff is grounds for further action or dismissal at the discretion of staff. Vandalizing, tampering with or altering The Will House property is prohibited. Altering, writing, or erasing notices from Will House Staff in any way is prohibited.
- K.** Members using weapons, violence or threatening gestures physical or emotional are grounds for dismissal from the Will House. Legal action may also be pursued on members who break this rule.
- L.** The Will House is not responsible for lost or stolen items. If the Will House staff suspects a member is responsible for stealing this will result in immediate dismissal and legal action may be taken.
- M.** Lying is not conducive to the recovery of yourself and other members. Dishonesty and dishonest behaviors may result in dismissal at the discretion of The Will House staff.
- N.** Curfew begins at 11:00 pm and ends at 5:00am. Members are expected to sign in for the evening before curfew and must remain on the premises for the night unless cleared with the Will House Staff. Overnight guests must be cleared 24 hours in advance with The Will House Staff by completing an overnight request form.
- O.** Illegal activity is not permitted and will result in immediate dismissal as well as possible legal action.
- P.** Gambling is not permitted on the premises. Members must not visit strip clubs or bars.. Members may visit restaurants, but may not sit in bar areas or consume alcoholic beverages.

REGULATIONS:

As a member of The Will House, I understand a violation of these terms will result in action taken by The Will house staff including but not limited to verbal or written warnings, restriction, or contracts. Multiple offenses may result in dismissal from the residence. I agree to the following:

- 1.** Disrespectful, inappropriate or violent behavior towards other members will not be tolerated.
- 2.** I agree to comply with my assigned chore. Chores are mandatory and are not negotiable. Chores rotate regularly. Altering chores lists in any way is prohibited. Members may be asked to do more than one chore from time to time.
- 3.** Members may not possess or consume energy drinks or energy supplements on The Will House Grounds. Coffee is permitted.
- 4.** Members may not borrow money or belongings from members or staff. The Will House staff is not responsible for loaned or borrowed money or belongings.
- 5.** The Will House will not provide storage space outside of member's assigned rooms. We may occasionally accommodate small storage items, but recommend renting a storage unit or storing personal effects with a trusted friend or relative.
- 6.** Napping or sleeping in the common areas is prohibited. Members are expected to be fully clothed in the common areas at all times.
- 7.** Members are expected to clean up after themselves in all common areas, as well as the assigned room. Food and trash is to be properly disposed of and emptied regularly and living space is to be well kept and maintained. Beds must be made at all times when not in use.
- 8.** Lights, fans, and AC units are to be turned off when not in use. Please help us keep the living expenses as low as possible for everyone.
- 9.** Computers and phones are allowed. Members may not borrow or make use of other members' electronics unless sanctioned by Will House staff.
- 10.** If you suspect another member is in violation of any of the rules, you are expected to notify the Will House staff. Failure to do so will result in further action taken by the Will House staff. You could be held equally responsible if you are suspected of withholding information. Anonymity will be kept private.

RESTRICTION POLICY:

The Will House has a restriction policy that limits certain privileges for the duration of the restriction. For the first 30 days Members are under mandatory restrictions. **If a member is put on restriction for any other reason, the following policies must be observed.**

As a member of the Will House, I understand a violation of these terms will result in action taken by The Will House staff which may include being discharged. I agree to the following:

- 1.** Curfew begins at 10:00 pm and ends at 5:00am. Members are expected to sign in with staff and remain on the premises following signing in and during curfew and may not leave for any reason.
- 2.** Members are forbidden from staying overnight outside of the facility during this time for any reason.
- 3.** Members are expected to attend 6 meetings each week including Wednesday nights. on the premises meeting- “What’s In The Book” during restriction.
- 4.** Members on restriction must abide by all recommendations by The Will House staff.
- 5.** Members on restriction must demonstrate to The Will House staff active participation in the 12 steps.
- 6.** If the member does not have a minimum of 20 hours of work each week, the Member is expected to find work before being released from restriction. Members may not work more than 40 hours a week, 5 days a week (unless cleared by The Will House staff for a maximum of 60 hours a week, but no more than 6 days a week.) Meeting requirements must still be met.
- 7.** If the member does not have a home group, the member must find a home group and gain a service position before being released from restriction.
- 8.** If the member does not have a sponsor, the member will be expected to find and meet with said sponsor at least once a week before being removed from restriction.
- 9.** Members must meet with The Will House staff before being released from restriction.

Fees:

In connection with the Member's application for Membership at The Will House, Members shall be required to pay \$250.00 weekly, the parties agree and acknowledge that this is fully consistent with The Will House Agreement for Membership separately executed by the Signed Member and The Will House. All members are required to give a two (2) weeks notice when vacating. Members' failure to pay said fee obligations shall result in termination of Membership.

Refund Policy:

In the event a member is dismissed for violation of rules, regulations or restriction policies, non-payment of fees, or leaves on his own volition, it is understood that any refunds are prorated.

Binding Agreement:

I assume full responsibility for any accident or personal injury that may incur while a Member at The Will House. The Will House staff may occasionally provide transportation to and from the property of The Will House, and I acknowledge that I am participating at my own risk.

I hereby certify that I have read and understand these terms of agreement for Membership at "The Will House" at 148 Elliott Street, Beverly Massachusetts. Failure to comply with any of these rules, regulations or restriction policies may result in my dismissal with a prorated fee returned. If asked to vacate the premises by The Will House staff, I will do so immediately. I know that upon dismissal, I will not be allowed to return to the premises for at least 30 days. The Will House will hold personal property for no more than 48 hours upon dismissal. Further, I agree to abide by any emergency plans imposed by any signed family members if applicable.

The above rules, regulations, and restriction policies are subject to change at any time. Should a change become effective, I agree to abide by the new house rules, regulations, and restriction policies for the duration of my stay.

Member Name (Please print below)

X _____

Member Signature (Please sign below)

X _____ Date _____

Staff Signature

X _____ Date _____