**Dawns House Sober Living Occupancy Agreement and Regulations**

**MISSION**
To provide safe and sober structured housing for alcoholics and addicts. Providing self-motivated, willing women with a stable foundation to create long term sobriety and well-being, gaining a more successful way of life. Helping women to help themselves through empowerment and loving support.

**PROBATIONARY PERIOD**

There is a 30-day probation period for all new residents. This includes a curfew of 10pm. A Bag check/UA and background criminal check will be done before admittance.
You must obtain employment of no less than 25 hours a week or college funding/enrollment with-in 30 days. You must be out of the home looking for work/Going to meetings from 11:30-1:30 every weekday if you do not have a job.
You must follow all rules that have been set forth by the house. You must give a UA upon request of any member of the house. You must attend 5 meeting a week, (outpatient treatment, mental health, meeting with sponsor counts as a meeting) until you acquire employment, after such time 3 documented meeting a week are required for the duration of the stay. You must acquire a sponsor. Dawns House IS NOT responsible for transportation. Does NOT give refunds and IS NOT responsible for left belongings.
If you do not follow all guidelines set forth by the house you may be asked to move immediately or the house may extend the probation period. After probation, curfew is midnight and you will be granted 2 pre-approved overnight passes per month and will be given an UA upon re-entry. It is important to know that DAWNS House is NOT a care facility we do not assist with mental, physical or phycological conditions. If at any time we feel that a condition is beyond our specified program we will assist in resources to gain other housing. A resident must be able to become a self-sufficient active member of society and participate fully in our program as designed.

**ZERO TOLERANCE**

**1) ANY drug or alcohol related activity. (Adderall, Suboxone, or other narcotic prescriptions).**

**2) Stealing of any kind or ANY illegal Activities.**

**3) Other Addiction activity of any kind (Gambling addiction, Cutting, Eating Disorders, etc.)**

**4) Verbal or physical confrontation with staff/volunteers or other members of the home.**

**5) Omitting legal, mental, physical or phycological conditions on application or during the interview.**

**You may be asked to leave immediately for noncompliance to the rules set forth. Refusal to leave will result in being assisted off the property, either by police or designated volunteers. Dawns House has a three strikes policy. Written warnings will be issues for breaking the rules, three warnings and you will be asked to leave.**

**DISRUPTIVE BEHAVIOR**

ANY disruptive behavior WILL NOT be tolerated. Disruptive behavior consists of: Lying, Verbal abuse to anyone, aggressive/violent behavior, arguing, name calling, bullying, gossiping and creating chaos and drama, fighting, fraternization, eating someone else’s food, having guests over on other days but Sunday, smoking in other areas besides designated smoking area, loud TV or music, talking on phone while others are sleeping, excessive foul language, and theft of any kind. Not Picking up after yourself in the common area, or any other area including kitchen and bathroom, destroying any property of Dawns House, your own personal property, or anyone else’s property. Other disruptive behavior includes, not doing dishes immediately after finished eating, dishes in bedroom, not doing assigned chore, . You may be asked to move if you cannot refrain from doing these things. These are behaviors that make it hard for everyone to live in the house and the house must run smoothly so that everyone has the opportunity to recover and get their lives on track.

**WORK**

As a team member of the house, you must be either, working or looking for work, volunteering or going to school. If you are not working (even if you have unemployment, or retirement) you must be out of the house looking for work or going to meetings, Monday – Friday 11:30am- 1:30pm You must be able to present to the house manager the research and applications and proof of job search. If on Social Security disability it is mandatory that you to get involved with a nonprofit/ volunteer for no less than 5 hours a week and going to meetings at least 5 hours a week.

**Service Fee (RENT)**

First month’s fee is $625.00, which includes utilities (electric, gas, water, garbage, sewage, house phone, cable and Internet). Includes $100 damage/cleaning non-refundable deposit.
After first month’s fee of $625, second month and thereafter is $525.00\* a month. Money orders or checks shall be given to the house manager. Make checks payable to Dawns House Corp. There will be a $45.00 late fee if you do not have rent in full within 5 days of the due date.
If you relapse and or are asked to leave the house for any reason, you will not be reimbursed for any monies paid. A 2-week notice must be given when you are moving out in order to receive prorated rental refund.
\*Rent is month to month based upon compliance of policies. (Subjected to change if increase in utilities)

**RELAPSE**

If you relapse you will be asked to leave the house immediately and must return within 24 hours to gather your belongings. Contingent upon the circumstances of the relapse Dawns House will issue a 3 to 5 days suspension, 30-day suspension or permanent suspension of the home. Each suspension will result in starting the probationary period over. IF YOU BRING DRUGS OR ALCOHOL INTO OUR HOME YOU WILL BE REMOVED PERMANENTLY AND THE AUTHORITIES WILL BE NOTIFIED IF LAWS ARE BROKEN. Dawns House IS NOT responsible for belongings left.

**GUESTS**

There are no guests allowed in the premises that are under the influence of drugs or alcohol. Your guests – which include children – must leave the house when you leave. Guests/Children must be pre-approved by management. Sunday is guest and family day. You are responsible for all food, messes and behavior of your guest or family member. Adult guest must be pre-approved by house manager and off paper for 6 months.

**CHORES**

There are chores for every member of the house. A chore list will be updated every house meeting and your chore position will rotate weekly.
It is all members’ responsibility to keep up the house and the property grounds.

**PERSONAL PROPERTY**

Dawns House Sober living Home is not responsible for ANY personal property. You must keep your personal belongings in your room and out of the common area. You must also keep your room in a neat and orderly condition. You may carry your own renters insurance; you can access that information online.
Dawns House Sober Living Homes has full access to check your personal belongings in your room, under any circumstances relating to suspicion of criminal behavior, drug use and or alcohol use.

**LAUNDRY**

Washer and dryers are on the premises at no cost. But laundry may NOT be done between 10pm- 7am. Laundry times are 7am-10pm. To keep cost down we ask that you keep your laundry to two loads a week.

**FOOD**

You must supply your own food and not eat anyone else’s food, it’s considered stealing. You will be given a designated cabinet area where you can keep your food, and also an area in the refrigerator and the freezer. Label what belongs to you in the provided areas.

**DISHES**

Dishes must be washed thoroughly, immediately by hand after use and put away. No exceptions. There will be a $5.00 fine for any dishes that are left out. No dishes allowed in any room except for the dining room. Dawns House provides: Dishes, pots and pans, silverware and glasses.

**TRASH/ RECYCLING**

Garbage needs to be taken out as needed by the member who’s chore it is that week. Garbage containers go out to the street every \_\_\_\_\_\_\_\_\_\_. Not everything is “garbage”. We do recycle!
Your waste needs to be separated before it’s thrown away. Bins for compost, trash, paper & plastic and recycling will be available in the house.

**TOILITRIES**

Dawns House Sober Living Homes will provide toilet paper and hand soap. You must provide all of your own toiletries. Each resident will be given a basket to take to and from the bathroom. Keep all personal toiletries in your room, do not leave them in the bathroom.

**PARKING**

Due to limited parking, the parking in front of the house is limited to the members of the house only. Driving without a license and valid insurance is illegal and is not acceptable. Parking that is located in front of the house goes by seniority. Overflow parking and guest parking is located on side streets.

**MAIL**

Mail will be retrieved and placed in the communal are three times a week by the house director. You are responsible for putting in for a change of address when you move out.

**HOUSE MEETINGS**

House meetings are on Sunday nights at 5pm. It is mandatory that members participate in every Sunday night meeting. The only exception is work. House meetings are for discussions about topics related to the house and life issues. The house is open for suggestions to improve the quality of living.

**UTILITIES**

$80 from each members rent goes towards utilities every month. This covers bills such as electric, water and sewer, Garbage, Cable, Phone, and Internet. Please be conscious of the electricity and the water that you are using. When you leave your room, turn off the light and the AC/ heat /fan. If people are not being conscience of the power and water and are not being held accountable, the utility fee will go up for every member in the house. The house manager opens any house bills. During house meetings the house manager will bring up the cost of the bills and if necessary discuss any changes that need to be made.

**WE PROVID:**

DAWNS House is Turn-Key Living and all inclusive except for food.

**URINE ANNANALISIS (UA)**

Supervised UA’s may be given at any time without notice and or reason. This may be done by the house manager, or a designated board member of the Dawns House Corp. Refusal or avoidance to provide a UA will be considered a dirty UA and you will be asked to leave immediately.

**SMOKING**

Smoking cigarettes (and or cigars) is not allowed in the house. You must be 10 feet from any entrance; this includes doors and windows. In the designated smoking area.

**WEAPONS**

There are absolutely no weapons allowed on the premises. This includes, but isn’t limited to: Guns, swords, explosives, bows and arrows, throwing stars or knives.

**RECOVERY PROGRAM**

Everyone must be working a 12-step program of some sort to help them grow in their recovery members must acquire a sponsor. We ask that everyone do something to better their lives while transitioning through the home.
Here is a list that other’s having done in the past:
AA meetings, NA meetings, meeting service work, work with a sponsor, get involved with a church or volunteer and develop a support group with people that are inside of the house and also outside of the house.

I HAVE READ AND ACCEPT ALL RULES AND REGULATIONS FOR DAWNS HOUSE CORP.

PRINTED NAME\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SIGNATURE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DATE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone#\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Work Contact Info\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Probation Officer Name and Number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Outpatient Councilors, Place, Name, Number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Emergency Contact\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone#\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

HOUSE DIRECTOR\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_