

## House Rules

As a resident of the HOMTC supportive living environment, I understand and agree to the following:

### Drugs/Alcohol

1. I will not possess any drugs, alcohol, or mood-altering substances.
  - This includes 'non-alcoholic' beer or wine.
  - Staff must be notified in writing of any prescription medications. Mouthwash or medications with alcohol are not allowed. Only over-the-counter medication that is on the 'safe list' may be used.
  - Residents must store all medications in a lock-box and a spare key must be given to their counselor. Sharing of medications with other residents is not allowed.
2. I will agree to take random drug/alcohol tests when requested by HOMTC staff. Refusal or failure to take the test immediately, or a positive test, will result in immediate dismissal from HOMTC with a recommendation for a higher level of care. If a test comes up positive, there will be a \$20 fine for misuse of test. **Alcohol or drug use is grounds for immediate termination of the right to remain in the HOMTC program, at which time a recommendation for a higher level of care will be made.**
3. No drug-related paraphernalia of any kind is allowed (this includes hookahs, rolling papers, etc.)
4. If transitioning from a treatment facility, I agree to follow all of their aftercare recommendations including but not limited to aftercare group meetings, therapy, etc.

### Behavior

5. I understand that violence, or threats of violence, emotional or physical will not be tolerated and are grounds for immediate dismissal and possible legal action.
6. I will not bring weapons into the community-including stored in a vehicle.
7. At no time am I allowed in another resident's room, for any reason! All conversations, activities, visiting, etc. is to be done in the common areas. There are no exceptions. If I do not live in a particular room, I do not go there.
8. I agree not to lend money, cars, and/or jewelry to my peers. Sharing of personal computers must be approved by HOMTC staff counselors.
9. I understand that smoking is only allowed in designated outside areas (front porch and back yard). Residents who smoke must keep the areas clean at all times. Ashtrays/butt cans must be kept clean and emptied regularly. Butts should never be found on the ground or walkways. I understand that if butts or smoking in authorized areas becomes a problem, HOMTC has the right to revoke smoking privileges on the property.
10. No smoking inside under any circumstances. If one is found to be in violation, this will result in immediate termination. This includes smoking in bathrooms and bedrooms.
11. I will not go into environments such as bars, lounges, etc.

12. I will not go into adult entertainment establishments, which include but are not limited to strip clubs, massage parlors, sex shops, etc.
13. Use of the telephone for 'sex' phone calls is forbidden.
14. There is to be no sex in the house. This includes sex with yourself, your roommates or any guest that may be in the residence.
15. I understand that pornographic materials are not allowed in the residences. This includes but is not limited to internet pornography sites, magazines, video materials, etc.

### **Personal Property**

16. HOMTC staff reserves the right to search personal property (including but not limited to bags, any belongings being stored by HOMTC, pockets, vehicle, etc.) at any time while I am a resident at HOMTC.
17. No storage space is available at HOMTC beyond what can fit in one's bedroom.
18. HOMTC is NOT responsible for losses or theft of personal property, including money, jewelry, clothing, etc. **Stealing will result in immediate termination and possible legal action.**
19. HOMTC cannot be responsible for items remaining at the house after a resident has left the program for any reason. Every reasonable effort will be made to safeguard these items for a period of 48 hours, at which time they will be donated to the house or another charity.
20. At no time may any of your personal belongings be left unattended in the common areas (downstairs) i.e. coats, clothing, shoes, towels, etc.
21. I agree that I will not participate in another community member's disease by keeping secrets about chemical use, rule violations, or destructive behaviors. I further agree to notify HOMTC staff if I suspect any of the above. I understand that failure to do so may result in my discharge.

### **Cleanliness/Hygiene**

22. I understand that each residence is a working environment and that I will be expected to assist in the daily activities required to allow the home to run smoothly. This means that I will be responsible for helping with the chores and the housekeeping duties. I will be expected to do my fair share. Each house has a cleaning schedule/division of labor. Failure to do my part will result in a \$10 fine for each chore not completed.
23. I understand that my bedroom is to be clean and my bed made every day.
24. Trash is to be taken out every day.
25. I understand that residences are subject to inspections, and that failure to maintain a clean-living environment may ultimately result in my dismissal.
26. In order to maintain a clean healthy atmosphere we also require your physical self to be clean as well. We ask that you bathe your body at least 3 times a week. If hygiene becomes an issue, we may have to intervene and you could incur a \$10 fine.

### **Responsibilities**

27. I agree to see my treating physician or therapist at least twice monthly for the first 90 days of my stay at HOMTC.
28. I agree to have a primary care physician and have an appointment for a well check (physical) within 30 days of my arrival or show proof that I have had a well check (physical) within the last year.
29. I will work, attend school, or do a combination of these things, which consist of a full day's activities (40 hours/week). Recovery will be my #1 priority above all else (work, relationships, etc.)
  - Residents are encouraged to seek employment during normal, daytime hours (9-5).
  - Residents are expected to have employment or a full time work schedule (minimum 30 hours) within 30 days of admission to HOMTC.
30. Each HOMTC residence is expected to eat dinner together a minimum of once per week.
31. Residents are expected to be out of bed by 10:00 AM (Monday-Friday) unless otherwise cleared with HOMTC staff counselor.
32. I agree to abide by the 11:00 PM curfew.

**NOTE: Staff should be contacted immediately if a resident is late**

33. In the event that I would like visitors, I must first get my request approved by staff then I will clear any visitors to the residence with my roommates. Overnight guests outside of the HOMTC community are not permitted.
34. Written pass requests for an overnight out of the house must be submitted and must be approved in writing before a pass transpires.
35. I agree to attend and be on time for all HOMTC meetings, including but not limited to: community meetings, 1-1 meetings, life skills, interviews, house meetings, spiritual growth and healing, job skills and any group required by the HOMTC staff.
36. When I move out of HOMTC, I will leave a clean space for the next person, i.e. vacuum, etc.

### **General**

37. HOMTC staff should be notified anytime there are concerns or questions about yourself, you roommates or the living environment. We are here to support you.
38. Cell phone use is prohibited during any HOMTC group, meeting, or activity. HOMOTC staff reserves the right to confiscate cell phones if they become detrimental to the recovery process.
39. I will, always, respect the other members of the house in regard to noise, eating, cleaning personal space, personal possessions and common living areas.
40. No sleeping or laying down on the couches in the living room that is what your bed is for.
41. I will be fully dressed in the common areas at all times.
42. Computers are allowed at HOMTC. I understand that I must conduct my activities appropriately and that HOMTC staff can inspect my computer at any time.
  - Viewing/downloading pornography is not allowed
  - Illegal downloading from the internet is prohibited

43. No pets.
44. No halogen lamps, candles, or incense.
45. All laundry must be finished by 11:00 PM.
46. There are certain areas in the house that are off limits. The office, the house manager's bedroom and the closet upstairs off the hallway are all off limits to residents unless you get permission from staff to enter.
47. We require all food that is not community food to be clearly labeled. If you purchase food that you do not want to share, please label it. You may never consume any food that is labeled with anyone else's name. Food that has been donated to the house is open to the residents for consumption, however, you may not label any food that has been donated with your name. Donated food may be consumed on a first come first served basis. If you are found consuming food labeled with someone's name, you will be required to replace the item and incur a \$10 fine.

**Release of information-** HOMTC through its authorized representatives has my permission to contact, in order to obtain and/or release information pertaining to me that will be useful in resolving my housing crisis, from any person or agency(ies), group, employer, organization, church and agencies such as social services, law offices, law enforcement, probation and parole, and medical treatment facilities, etc.

**Waiver of rights-**HOMTC through its authorized representatives has my permission to search my personal belongings and possessions to require me to provide a physical sample of my breath and/or urine, if deemed necessary by staff, due to theft on premises, or their suspicion of my use or possession of alcohol, drugs, weapons, or other material which goes against the rules of HOMTC.

**UNDERSTANDINGS:**

- I understand HOMTC is not liable for any personal belongings or monies that are my responsibilities due to theft, misplacement, or abandonment upon leaving HOMTC. It is not the responsibility of HOMTC to store my belongings. I understand that if any of my belongings are left there, HOMTC will not be responsible or liable for them and after 48 hours they become the personal property of HOMTC. At which point, HOMTC may donate or discard them at their discretion.
- I understand that HOMTC is not liable for any medical care/medical bills or monitoring of medicines I may need/incur during my stay as a resident of HOMTC. I further understand and agree to hold harmless HOMTC should I contract any communicable disease, whether this contact/contract is/was from another resident, staff or other person visiting this facility no matter whether this disease be tuberculosis, hepatitis, measles, chicken pox, HIV/AIDS or any other contagious or communicable disease.
- I have been informed that a contaminated body fluids cleanup kit is available in the kitchen and will be used to clean up any contaminated body fluid spill. Rubber gloves are also available and shall be worn when cleaning up such spills. HOMTC acknowledges there are some things it may not know about it's guests for which it

cannot accept responsibility. Therefore, you are asked the following question: “Do you presently, to the very best of your knowledge, have ANY communicable disease(s)?”

- I understand that during my stay at HOMTC that I am in subjection to its house rules and failure to obey these rules is grounds for dismissal and could affect any future stay at HOMTC. I understand that I may be tested at any time for illicit drug or alcohol use. Refusal to be tested, or a positive test result can be grounds for dismissal.

**Understanding and Agreement**

**I have read and understand the guidelines and rules of House of Mercy Transformation Center (HOMTC) and agree to abide by them. I was given the opportunity to ask questions about any area unclear to me. I understand that this opportunity remains throughout my stay at the residence.**

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Resident signature and date Staff signature and date

**( office use only) I agree to attend and be on time for the meetings checked below:**

- Weekly Community Meetings**
- Life Skills**
- Spiritual Growth and Healing**
- Other Meetings \_\_\_\_\_**

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Resident signature and date Staff signature and date

These rules are posted throughout the house for your convenience and referral. Please read and sign these rules and statements at the time of check-in. A copy of these rules were given to you and are available to you at any time for your personal use upon request.

**\_\_\_\_\_ I have personally reviewed the house rules with \_\_\_\_\_ (name of resident).**

**Staff Signature and date:** \_\_\_\_\_