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**Resident Handbook – Hope Is Here LLC.**

**A 9-month Christ-centered sober living community for women**

All house members must read these rules and refer to them when in doubt about an issue. Any further questions should be discussed with the house manager or brought up during the next house business meeting.

**Clean and sober living**

It is critical to the success of any recovery house that each member remains clean and sober at all times. Any use of alcohol or drugs jeopardizes the sobriety of everyone in the house. Therefore, each resident is expected to remain 100% clean and sober during their stay here. Any relapse will result in automatic eviction (a drug test is not required).

This house is a recovery community, not just a place to abstain from drugs. Since we are a faith-based program that is Christ-centered, and have witnessed that having a personal relationship with God is necessary to those recovering from addiction, each house member must attend all meetings every week, and attend church on Sunday.

Drug tests will be conducted frequently and randomly. To live in this house you must be able to take urine drug tests in the presence of the house manager. When a drug test is requested, the resident must remain under observation and cannot leave the house until the test is complete. Failure to comply with drug testing will be considered a relapse and will result in eviction.

Any suspicion that another house member is under the influence or has relapsed must be brought to the house manager’s attention. A resident who fails to report another resident’s drug use will be evicted.

All prescription medications must be reported to the house manager as soon as they are prescribed, and all medications must be taken exactly as prescribed. Taking more or less than prescribed can be considered a relapse. All medications should be kept in your room and out of sight in a lockbox. Diabetics should never handle syringes in front of other residents. If your doctor changes your medication, or prescribes new medication, the house manager must be informed. Anyone who receives mood altering or addictive medication and does not inform the house manager immediately will be evicted.

No alcohol, drugs, or paraphernalia are allowed on the property at any time, and no active alcoholics or addicts are allowed on the property at any time, whether they are under the influence at the time or not. Failure to abide by any of these rules is grounds for eviction.

In addition, each member is expected to behave as a responsible adult. This means working for a living, paying rent on time, following all house rules, getting along well with others, and generally taking care of your responsibilities. See Behavior

**Rent and Deposit**

1. A money order for $175.00 is required for entry. This is the entry fee ($175) non-refundable.

2. Rent is $125.00 per week and is due by midnight every Sunday night during the first 3 months, and $175 for the duration of the program. Money orders/Cash are accepted. If for any reason you cannot pay rent on time, you must inform the house manager in advance to arrange a rent extension. Failure to pay on time without informing the house manager will result in an eviction.

3. Return of Rent/Deposit: Any excess rent will be refunded to a house member who moves out, regardless of circumstances. His deposit will be returned only if all of the following conditions are met:

 The resident gives 2 weeks’ notice prior to moving out.

 Her rent is paid in full at time of moving.

 Her room is cleaned and there are no damages, all furniture is in place and in good working order, all house property has been returned, and all personal belongings are removed from the house.

 Evicted residents are not entitled to come back to the house under no circumstance.

Distribution of Refund: After the resident moves out, the above conditions will be verified on the date of the next regular house meeting to determine if he is eligible for a deposit refund. A refund check will be issued in approx. 30 days if one is due.

**New Residents**

1. It is strongly recommended that anyone new in recovery avoids any unnecessary life changes (other than seeking employment) during their first month/year of sobriety. This means focusing on recovery and meeting your basic needs, and avoiding such major projects as a new romantic relationship, career changes, enrolling in school, starting a business, etc.

2. Every new house member is required to have a sponsor, and full-time job (30+ hours/week) within 30 days after moving into the house. It is required that each housemate works at Phoenix Rehabilitation, or Discount Diva Boutique. You are responsible for your own transportation if you work at a different location. You will then only pay $115 weekly for the first 3 months, and $165 thereafter.

Full-time students must work part-time (15+ hours/week). You are expected to be actively searching for a job every day until you are employed. An individual who has legal disability status and is unable to work must do 10 hours of documented community service work per week. Failure to comply with this rule is grounds for eviction. This is not a flop house. No pay & lay!

3. Each new resident will be given a 30-day probation period to get adjusted and become accustomed to the rules and procedures of the house. During this time the new resident will not receive any fines and will not be allowed to spend any nights out. Also, you are not allowed to have your cell phone for the first 30 days, from 6:00 am-6:30 pm. No phones at meetings for no reason at all. At 6:30 pm phones are to be placed inside the lockbox until 6:00 am the following day.

4. House members are not permitted to work in any of the following situations:

 Bars, liquor stores or serving drinks

 Casinos/gambling establishments

 Sex shops, strip joints, pornography stores

 Any place that sells drug paraphernalia

 If in doubt, ask the house manager.

**Curfew, Guests and Overnights**

1. Every resident must spend at least 5 nights per week in the house (from curfew until 5:00 am). You must inform the house manager and your roommates in advance that you are spending the night out. Residents cannot stay out more than 2 nights consecutively, except under special circumstances, and with prior permission—twice a month after 30 days.

2. Every resident must be home by curfew. Curfew is 8:30 pm Sun-Thurs and 11:00 pm Fri & Sat. If you are unable to make it home by curfew due to work or some other legitimate reason, you must notify the house manager in advance. Residents who work evenings/nights can speak to the house manager to have their curfew adjusted accordingly.

3. You are responsible for your guests and their actions. Do not leave guests unattended in the house. No active alcoholics or addicts are allowed in the house at any time. Any individual with a history of addiction or treatment must be clean and sober 30 days to be allowed on the property. No one can visit unless approved by the house manager.

 Guests must leave by curfew. No overnight guests.

 Guests are allowed on the 1st floor only.

 Guests are not to be left unattended for more than 15 minutes.

 When your guest arrives you should meet them at the door.

 The house washer & dryer are for house use only, not for guest use.

 Guests must abide by all house rules

4. Quiet hours are 10:30pm to 5:00am.

**Cleanliness and Chores**

1. Each house member is expected to clean up after herself, to always leave a room as she found it, and to do her fair share to help keep the house clean. This includes cleaning up the kitchen (stove, sink, counter, table, etc) after preparing food or eating, rinsing dirty dishes and washing, putting things away after use, moving furniture back the way you found it, and throwing away all trash. You have one hour to clean the kitchen after use.

**The following examples are not acceptable:**

 Leaving dirty dishes in the sink

 Leaving shoes, coat, or other personal items in a public area of the house or yard

 Leaving clothes, towels, etc on the bathroom/bedroom floor

 Leaving the stove dirty after cooking

 Leaving clothes in the washer/dryer/ laundry area or leaving the lint filter dirty

 Littering the yard with cigarette butts or other trash

 Placing trash on the floor next to a full trash can. If it’s full, take it out.

**The following examples are acceptable:**

 Leaving a few items in the bathroom cabinets

 Storing DVDs in the living room (if housemates approve)

 Storing personal dishes/food in the kitchen (use a reasonable amount of space)

2. Each resident will be assigned chores on a rotating monthly schedule. All house members are required to complete their assigned chores on time.

 Weekly chores must be completed each Sunday before midnight. (Vacuuming should be done between 9:00 am and 9:00 pm).

 The house manager will inspect the rooms on Monday before noon. If a chore is honestly attempted, but unsatisfactory, the resident will be given 24-hour notice to complete it. NO FOOD IN THE ROOMS, YOU CAN ONLY STORE SODAS UNOPENDED.

 If you know you will be unable to complete your chore, you may ask another house member to complete it for you.

3. Daily Kitchen Detail: House members will take turns doing daily kitchen detail on a rotating basis. This involves sweeping the kitchen floor, mopping if necessary, and taking out the trash (including bathroom trash when full). Kitchen detail must be completed between 7:00 am and 11:00 pm.

4. Mops and buckets should be rinsed after use, and all cleaning supplies should be left in a clean and usable condition for the next person.

5. Appliances such as stoves, coffee makers, etc should be turned off when not in use to reduce fire hazards.

**House Meeting**

1. Each resident is required to attend a weekly house business meeting. The day and time of the meeting will be determined by the house manager.

2. A house member can miss no more than one house meeting per calendar month due to work or special circumstances. The house manager must be informed in advance.

**General/Misc**

Smoking, vaping, and using tobacco products are not permitted in the house. All use of these products must be done outside, with no cigarette butts thrown on the ground.

All maintenance issues or damage to the house must be reported to the house manager as soon as possible.

The house manager may enter any room at any time and may conduct a search if he feels there is good reason to do so.

**All of the following are prohibited on the premises:** gambling, prostitution,

Buying/possessing/selling stolen property, operating a business, giving or receiving tattoos/piercings, pets, viewing pornography in any room or house TV.

No house member will enter someone else’s bedroom without permission unless accompanied by another house member or the house manager, and there must be a good reason, such as preventing a hazard. The house member must be informed as soon as possible.

Any proof of theft of property or food will result in automatic eviction.

**Conflicts:** Any conflict that cannot be resolved between the parties involved should be brought to the weekly house meeting for discussion. Conflicts between individuals should not be allowed to fester and affect the whole house. Solving problems in a healthy, constructive way is one of the goals of recovery.

Lending money between house members is discouraged. Many close relationships between friends and even family members have been ruined by lending money.

**\*\*\*\*The thermostat should be kept in a reasonable range (73-75 in summer) and (75-82 in winter). \*\*\*\***

**Behavior:**

This house is a Christ-centered community of women living in recovery. All house members are expected to go out of their way to help others and to be considerate and respectful of others, whether at home or out in public. Everyone is expected to participate in house business and activities.

If you are attending outpatient, you are required to attend all scheduled sessions or to notify outpatient staff in advance if you must miss a session. You are expected to cooperate 100% with outpatient staff and their requirements and to maintain a positive, constructive attitude and behaviors while there.

Any behavior that interferes with the normal flow of the house or creates an atmosphere that is not conducive to recovery can be considered disruptive behavior and can result in eviction from the house. **Some examples of disruptive behavior include:**

 Repetitive conflicts or uncooperative behavior

 Lying, stealing, manipulation

 Being in another person’s room without permission

 Eating someone else’s food or using their personal items without permission

 Aggression, intimidation, name-calling, threats of physical harm or physically striking another house member, guest, neighbor, etc

 Excessive use of profanity while in a dispute with another person

 Interfering in the personal life of another house member

 Not doing chores, not attending house meetings, breaking house rules

 Arguing/fighting with the house manager

 Not actively participating in recovery

**All house members are expected to:**

 Be considerate and treat others with dignity & respect

 Respect boundaries set by others

 Do not monopolize the washer/dryer, kitchen, TV, etc. Take turns and work together to coordinate in a way that is fair to everyone.

**Eviction**

If a resident is found to be under the influence, he will be given 60 minutes to pack his belongings, call his current counselor, or sponsor, call for a ride, etc, and leave the premises. A disruptive individual will be asked to leave immediately and return at a later time to pack his belongings. In addition:

 The house manager will ask for the resident’s car keys and will assist in calling a cab if necessary. If the individual attempts to drive while under the influence, or if the house manager feels he might be a danger to himself or others, the house manager must notify the police.

 Depending on the severity of the individual’s intoxication, the house manager may call paramedics for medical evaluation.

 The individual’s emergency contact person will be notified.

 The house manager will provide the individual with a list of contacts for housing, treatment, etc.

 Any personal belongings left behind will be kept for 7 days and then donated to charity.

**CLIENT GUIDELINE ACKNOWLEDGEMENT FORM**

The resident handbook describes important information about the Hope Is Here LLC's sober living program. Since the information and guidelines described here may be subject to change, I acknowledge that revisions to the handbook and guidelines may occur. I understand that Hope Is Here LLC may supersede, modify, add to, or eliminate existing guidelines.

I have received these guidelines and reviewed them with the house manager. I

acknowledge that I understand them and that it is my responsibility to comply

with the guidelines contained in this handbook, including any revisions made to it.

Client’s name (printed):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Client’s signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Witness:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_