

**RESIDENT GUIDE**

Welcome to our home! This guide will inform you of our expectations of you and what you should expect from Somerset Sober Living employees and volunteers. Your continued success in recovery is our desire and as consequence each one of our policies are geared toward helping you move toward your individual recovery goals. We will strive to create an environment that is positive and encouraging and which also maintains strict adherence to all home rules for the stability and security of each resident. It’s a bright future in Somerset, Kentucky and we are excited to partner with you in recovery!

Somerset Sober Living started from the vision of a handful of believers in Jesus Christ. We saw people leaving Drug Rehabilitation Centers without support in place to help them transition from the Rehabilitation environment to everyday life. A place was needed where skills learned in Rehabilitation could be practiced together with others that are focused on recovery. In our own lives each person starting Somerset Sober Living has experienced the remarkable unconditional love and forgiveness that Jesus offers. Our desire was to show others in need the same unconditional love and forgiveness we personally experience. So, our mission is clear:

*Provide a Christ-centered environment to help adults advance in recovery*

And while we are motivated by the love of Jesus, we want everyone to know that all people in recovery are welcome to stay with us regardless of your belief. The love of Jesus extends to all people regardless of race, color, creed, or any other distinction. It is our hope that our home is filled with people from all walks of life that are committed to living a life free from the bonds of addiction and we commit to create an environment that encourages a broad diversity of people and ideas.

Substance abuse has claimed lives, destroyed homes, and has ravaged our community for far too long. We are eager to help those in recovery take back what has been lost and to rebuild on a firm foundation so that each resident becomes a strong pillar of our community. Our region will be stronger because of the people that successfully leave Somerset Sober Living and we are grateful you have chosen to begin that journey with us. May God bless you and us as we walk together in recovery!

**Clean & Sober Living**

It is crucial to the success of our recovery home that each member remains clean and sober at all times. Any use of alcohol or drugs jeopardizes the sobriety of everyone in the home. Therefore, all residents are 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 home is a recovery community and not just a place to abstain from drugs. Since active participation in a 12-step program and other similar programs have proven so valuable to those recovering addiction, each house member must attend at least 2 meetings per week in the 12-step program of his choice, Celebrate Recovery, or Narcotics Anonymous. An attendance sheet must be signed by each resident of each meeting attended and that attendance sheet will be brought to each weekly house meeting so that the house manager and other house members can see it. Our homes have a required weekly meeting that uses The Genesis Process Curriculum. This meeting is set for 6 p.m. on Monday evenings and it is mandatory for all residents to be active participants in The Genesis Process.

Drug tests will be conducted frequently and randomly. In order 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 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 relapse and result in eviction. 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 immediately. Anyone who receives mood altering or addictive medications and does not inform the house manager immediately will be evicted.

No alcohol, drugs, or paraphernalia are allowed on the property at any time. 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.

**Employment**

Each resident is required to have full time employment (at least 30+ hours a week) within 30 days after moving into house unless he is a full- time student. Full-time students are required to work at least 15+ hours a week in addition to their school schedule. Residents are expected to look for a job every day until employment is secured. Employment must be verified with an official payroll stub. A resident who has a documented legal disability may complete 20 hours of documented community service weekly instead of employment. Failure to comply with this requirement will result in dismissal from the house.

It is strongly recommended that anyone new in recovery avoids unnecessary life changes (other than seeking employment) during their first year of sobriety. This means focusing on recovery and meeting your basic needs. We strongly discourage a new romantic relationship, career changes, enrolling in school, starting a business, or other big changes that can shift your focus away from recovery.

Each new resident begins on 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.

Residents are not permitted to work in any of the following situations:

* Bars, liquor stores, or serving drinks
* Casinos or gambling establishments
* Sex shops, pornography stores, or strip clubs
* Any establishment that sells drug paraphernalia
* When in doubt, ask the House Manager

**Rent & Deposit**

A $240 deposit is required (The first week’s rent and $120 security deposit). Residents have 30 days or less from the move in date to provide the deposit. Failure to provide a deposit will result in eviction if it is not received within 30 days of moving in to the home.

Rent is $120 per week and is due by midnight every Sunday night. Money orders and credit/debit cards 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 a fine.

Return of rent/deposit: Any excess rent will be refunded to a resident who moves out, regardless of circumstance. His deposit will be returned only if all of the following conditions are met:

* Resident gives 2 weeks notice prior to moving out
* Rent is paid in full at time of moving
* Resident’s 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 receive their deposit back

Distribution of refund: After the resident moves out and the above conditions have been verified on the date of the next regular house meeting, then the house manager will confirm and ensure a refund check will be issued no later than 30 days from that date.

**Curfew, Guests, and Overnight**

Every resident is expected to be in the home nightly from curfew to 5:00 a.m. If you are requesting a special exception to this policy, then you must contact the House Manager for advance approval. Any requests made without advance notice will not be granted.

Every resident must be home by curfew. Curfew is 11:00 p.m. Sunday through Thursday and 12:00 a.m. Friday and Saturday. If you are unable to make it home by curfew for work or some other legitimate reason, then you must notify the House Manager in advance. Residents who work evenings/nights can speak to the House Manager for a curfew adjustment appropriate to their situation.

Residents hosting a guest in the home are responsible for their guest’s actions. Do not leave any guests unattended in the home. No active alcoholics or addicts are allowed in the home at any time. Any guest with a history of addiction or treatment must be clean and sober for no less than 30 days to be allowed on the property.

* All guests must leave by curfew. No overnight guests allowed, no exceptions.
* Guests are only allowed in designated common areas.
* Guests are not to be left unattended.
* When your guest arrives you should meet them at the door.
* The House washer and dryer are only for resident use, not guest use
* Guests must abide by all house rules.

Quiet hours are 9 a.m. to 9 p.m.

**Exception to Curfew Policy**

The curfew is stated previously in the Resident Guide; however, from time to time residents may request an exception to curfew so that they can spend extended time with family. The House Manager will discuss and approve or deny any exception to curfews at the House Meeting on Wednesdays. Exceptions to curfew should be submitted in writing and should be completed before the House Meeting begins. A phased approach to how many curfew exceptions will be considered in a month’s time is as follows:

Residents with less than 30 days are not eligible for an exception to curfew;

Residents with 30-60 days in the home are eligible for 1 exception to curfew in a month;

Residents with 60-90 days in the home are eligible for 2 exceptions to curfew in a month;

Residents with 90-120 days in the home are eligible for 3 exceptions to curfew in a month;

Residents with greater than 120 days in the home eligible for 4 exceptions to curfew in a month

Please note for residents over 120 days all 4 exceptions to curfew in a month's time cannot be used exclusively for weekends.  At least one of the curfew exception should be used on a weekday.

The needs of the home and other residents will be considered and balanced with the needs of the resident requesting an exception to curfew. Any resident not meeting any of the other obligations stated in the Resident Guide will not be eligible for an exception to curfew. Curfew exceptions are not permitted greater than 2 consecutive days (any request beyond 2 consecutive days should be presented to the full board for approval or disapproval). Also, the House Manager may suspend a resident’s curfew exception requests if the resident is not making appropriate advancement toward recovery goals or has violated house rules. The amount of time the resident will not be eligible for a curfew exception will be noted in writing in the Behave Health application and the resident will be notified as well. Any deviation from the exception to curfew request form will result in revocation of curfew exception requests for a designated time noted in the Behave Health Application and the resident will be notified as well.

**Exception to Curfew Request Form**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address where you will stay:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Phone number where you can be reached:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date & Time leaving:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date & Time returning:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*\*Please note a drug test may be conducted on your arrival back in the home and your time and date returning to the home are important for the House Manager.*

**Cleanliness & Chores**

Each house member is expected to clean up after himself, to always leave a room as he found it, and to do his 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 loading them into the dishwasher, 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
* Leaving clothes, towels, etc. on the bathroom floor
* Leaving the stove dirty after cooking
* Leaving clothes in the washer/dryer or laundry area or leaving the lint filter dirty
* Littering the outside of the premises with cigarette butts or other trash
* Placing trash on the floor next to a full trash can. (If it’s full, take it out.)

Each resident will be assigned chores on a rotating monthly schedule. All residents are required to complete their assigned chores on time. The following are requirements for house chores:

* Weekly chores must be completed each Sunday before 9 p.m.
* The house manager will inspect the home on Monday before noon. If a chore is attempted honestly, but unsatisfactory, the resident will be given 24-hour notice to complete it. Failure to complete the chore within that time frame will result in a fine.
* If the house manager asks you to redo your chore, you must do it. Failure to do so will result in a fine.
* If you know you will be unable to complete your chore, you may ask another resident to complete it for you.

One of the expected chores is Kitchen Detail. Residents will sweep the kitchen, mop, and take out the trash (including bathroom trash when full) as part of the responsibilities for Kitchen Detail.

Everyone is responsible for safety so we ask all residents to turn off the stove, coffeemaker, or any other kitchen appliance when not in use in order to reduce potential fire hazards.

**House Meeting**

Each resident is required to attend a weekly house meeting. The day and time of the meeting will be designated by the House Manager in order to ensure house members do not have conflicts that prevent their attendance, but the meeting should remain at a consistent time except under unavoidable circumstances. The location will always be in the House common living room.

A house member can only miss 1 meeting in a calendar month period due to work or other special circumstances. The house manager must be informed in advance of any potential missed meeting.

**Car Use Policy**

Somerset Sober Living has a donated automobile for select usage. Strict guidelines must be followed in order to be allowed the use of this vehicle.

* Only residents, employees, or volunteers with a valid Kentucky driver’s license may **operate** Somerset Sober Living’s vehicle
* Only residents, employees, or volunteers may **ride** in Somerset Sober Living’s vehicle (any other passengers allowed in the vehicle will result in immediate removal of driving privileges for the person operating the vehicle)
* Somerset Sober Living’s vehicle is only for transport to work, school, community service, church service, healthcare visit, or to a meeting that meets a requirement for residents
* The vehicle can only be driven within Pulaski county (exceptions to this must be approved by the House Manager in advance)
* The Somerset Sober Living vehicle may not be used as part of a person’s job (e.g. delivery driver’s vehicle, newspaper delivery, etc.)
* No smoking, vaping, or smokeless tobacco use will be tolerated in the vehicle.
* Somerset Sober Living has a group insurance policy and current evidence of coverage will remain in the glove box at all times
* A chart will be maintained in the group common area that will show a schedule of when the vehicle will be needed
* Residents are responsible to ensure the vehicle is available for everyone’s general benefit and so it is expected that if someone needs transportation to work that they will take another resident with them so that the vehicle can be driven home for others to use during the work shift (and will coordinate so that they can be picked up after their shift is over). Weekly meetings are a good time to cover how the vehicle will be made available for all to use
* Residents are responsible to buy fuel for the vehicle and will put forward money at the weekly group meeting. Expected contribution is about $5-8 per resident per week to go toward the purchase of a fuel card. Residents that do not contribute money toward fuel will not be allowed to use the vehicle during the week they did not contribute. The House Manager will purchase a gas card with the funds provided at the meeting and all contributions will be recorded publicly on the vehicle use board.
* The vehicle must be fueled up to a full tank at least 1 time a week. A gas card will be provided by the House Manager and the person that fuels the vehicle is responsible to provide a receipt to the House Manager (failure to provide a receipt may result in loss of privileges).
* If fuel is not needed to due to limited vehicle usage, then a gas card purchase is not necessary for that week so long as the vehicle is fueled to full. If fuel is needed prior to the regular weekly fill-up, then residents should meet with the house manager to discuss additional fuel card purchase.
* Fair usage of the vehicle should be discussed at the weekly meeting to ensure that no one person is monopolizing use of the vehicle and to be sure that fuel expenses are weighted toward persons making most use of the vehicle.
* Any moving violations or tickets are the responsibility of the person operating the vehicle and driving privileges will be revoked for the person operating the vehicle.
* Any violations of the car use policy will result in the operator losing privileges to operate the vehicle (they may continue to ride in the vehicle so long as their behavior is meeting the standards set for passengers)
* Appropriate passenger behavior is considered the same behavior as expected in the home with the additional guidance that a passenger is expected not to distract or interfere with the person operating the vehicle. If their behavior violates these standards then the resident can lose riding privileges as well.
* The House Manager will document any loss of car use privileges with the stated reason why and the resident will sign in acknowledgement

**Miscellaneous House Guidance**

Smoking, vaping, or using any tobacco products in the home is prohibited. Outside the home tobacco products may be used only in designated areas and cigarette butts or any other trash must be picked up immediately and placed in an appropriate receptacle.

All maintenance issues or damage should be reported to the House Manager as soon as possible.

The House Manager may enter a resident’s 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.

No house member will enter someone else’s room 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 that occupies the room must be informed as soon as possible of those that entered and the reason. Any proof of theft of property will result in automatic eviction.

Lending money between house members is strongly 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 (between 65 and 75 degrees farenheit)

Conflicts should be resolved between the involved parties if at all possible. Any conflict which cannot be resolved between involved parties should be brought to the weekly 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.

**Behavior**

The house is a community of men living in recovery and all house members are expected to go out of their way to help others and be respectful/considerate of others. All house members are expected to meet this standard and everyone is expected to participate in house business and activities.

Any behavior that interferes with the normal flow of the house or creates an atmosphere which 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 their 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 and 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.

**Fines & Behavior Contract**

Fines and Behavior contracts are intended as tools for growth and to correct problems that interrupt the normal flow of the house.

A house member may be fined for any of the following:

* Not doing an assigned chore
* Late or absent from a house meeting
* Leaving personal items in a common area
* Doors left unlocked
* Unexcused absence at any mandatory meeting
* Dishes left in sink, common areas, or bedrooms
* Not cleaning up after oneself

A house member may be placed on a behavior contract for a repetitive issue, non-compliance with house rules, too many fines, etc. Once the terms of a behavior contract are set, the house member must adhere to the terms of the contract or be evicted.

**Eviction**

If a resident is found to be under the influence, he will be given 60 minutes to pack up belongings, call his current counselor, sponsor, call for a ride, etc. and leave the premises. An individual who is disruptive will be asked to leave immediately and return at a later date to pack his belongings. Additionally, the following actions will be taken.

* 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 the house member is a danger to himself or others, the house manager is required to call 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 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 30 days and if not recovered by the individual, then they will be donated to charity.

**Fines**

Late to house meeting $10

Absent from house meeting (without prior permission) $20

Late for curfew $20

Failure to pay rent on time (or a rent extension payment) $20

Failure to pay fine on time $10

Weekly chore not completed $20

Kitchen detail not completed $10

Leaving house with clothes left in dryer/washer $10

Dryer lint filter not cleaned after use $10

Leaving an exterior door unlocked when you are not present $20

Creating a fire or security hazard $20

Three fines accumulated within 30 days $20

Meeting sheet missing or incomplete $10

All fines collected will go back into the house. Items purchased are determined collectively by the members of the house and will remain as part of the house.

**House Member Acknowledgement**

The resident handbook describes important information about the Somerset Sober Living Home. Since the information and guidelines here may be subject to change, I acknowledge that revisions to the handbook and guidelines may occur. Each resident will be made aware of changes or revisions as they occur and the handbook will be modified to reflect those changes as soon as is possible. Each resident should recognize that Somerset Sober Living may supersede, modify, add to, or eliminate any existing guidelines.

Please sign below to acknowledge you have received these guidelines and have reviewed them with the house manager. Signing below also acknowledges that you understand the policies in this handbook and have agreed to comply with them, as well as any revisions that have been provided.

Resident’s name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Resident’s signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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