



## Grace House Augusta, Inc. Rules

### **1) Resident House Living Rule**

- a) For the first 30 days Residents are not allowed to have any contact with family or friends other than via written correspondence. Violation of the first 30-day rule may result in the reset of your start date.
- b) Residents are prohibited from going anywhere alone for six months except to work and back.
- c) Residents are prohibited from making or receiving any personal calls on the house phone except from their Sponsor, looking for a job or making a daily AA/NA contact. This will be approved by Executive Director and/or the House Resident Manager.
- d) Residents may not use a computer unless applying for employment or conduct financial business. This will be supervised by Executive Director and/or the House Resident Manager.
- e) Resident must keep the board up-to-date with scheduled work and appointments in order to facilitate transportation.
- f) Residents are prohibited from communicating either by phone, mail or email with anyone incarcerated.
- g) Residents may not leave the house with anyone under the influence of drug and/or alcohol including family members.
- h) Residents are responsible for own medical bills and securing personal items.
- i) Residents are not allowed in their bedrooms between 9 a.m. and 5 p.m. without permission of the Executive Director and/or the House Resident Manager.
- j) Residents who do not have a full-time job are not allowed in their bedroom from 9 a.m. and 5 p.m. and cannot lie on the couch and watch TV.
- k) Residents are to be out of bed, with the bed made, by 8:30 a.m. Monday thru Friday.
- l) Residents are allowed to go back to bed on the weekends, day off from work, or not going to an early meeting after all assigned responsibilities have been completed and with permission of the Executive Director and/or the House Resident Manager.
- l) Residents are to complete assigned daily chores by 9:30 am daily. If Resident's work schedule conflicts they may complete their chores in the evening and have them checked.
- m) Curfew is 9:30 nightly.
- n) Residents are to keep their room neat and clean, with no clothes on the floor or bed.
- o) Residents are to change and wash bed sheets once a week.
- p) Residents are to wash, dry and put away laundry at one time.
- q) Residents agree to be considerate of others and keep television volume low.
- r) Residents are allowed to have a plastic sealed snack container under bed. This privilege can be removed if room is found to be dirty and food left out.
- s) Residents must clean all dishes immediately after use and keep the kitchen clean at all times.
- t) Residents are prohibited from smoking inside the house, and all cigarette butts must be disposed of in ashtrays.



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- u) Residents are prohibited from smoking, vaping or dipping in the Grace House vehicles.
- v) Empty trash cans and ashtrays daily.
- w) Only flush toilet tissue in the commode.
- x) Spray the shower with Clorox after each use.
- y) Pull shower curtain shut upstairs after using. Or shut shower door down stairs.
- z) No shouting, profanity, or fighting allowed either inside or outside of the house.
- aa) If a Resident works fulltime, rent is up-to-date, chores are done, room is clean and no one needs a ride, you are allowed to take a one-hour nap during the daytime. Resident must clear with the person in charge, at that time, first.
- bb) After 90 days, all Residents must perform 2 hours of community service weekly.
- cc) Residents are prohibited from borrowing clothing, cigarettes or money from any other residents.
- dd) Residents are not allowed in any other resident's bedroom unless invited.
- ee) Theft of any items is strictly prohibited and may result in the Resident's immediate discharge from the house.
- ff) No dating or getting in a relationship while living at the Grace House Augusta.
- gg) No writing or receiving mail from anyone incarcerated.

### **2) Personal Hygiene and Dress**

- a) Resident is to bathe daily and after work if you work in a restaurant.
- b) Everyone must wear deodorant.
- c) When wearing leggings or jeggings, top must cover your bottom.
- d) Shorts length must be below your fingertips.
- e) A proper length shirt should not show your belly if you raise the arms above your head.
- f) Sleeveless tops/dresses can be worn if shoulder strap is as wide as three fingers.
- g) No cleavage showing.
- h) No high heels.
- i) No see through clothing.
- j) Resident must dress appropriately for work and is prohibited from wearing flip-flops, jeans or shorts when searching for employment.
- k) Tattoos must be covered and all facial piercings must be removed for all job interviews.
- l) Everyone must wear a bra.
- m) **NO** sleeping naked or getting undressed in front of another resident.
- n) No new piercing or tattoos while a Resident.

### **3) AA/NA/House Meetings/ Sponsorship**

- a) Resident will attend at least one AA/NA meeting per day if working and two AA/NA meetings per day if unemployed.
- b) Resident may choose to attend a church service once a week if transportation is available. You are still required to go to an AA/NA meeting.



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- c) Resident must obtain an AA/NA sponsor within the first 30 days of residency at Grace House Augusta. Resident must call her AA/NA sponsor each day. Sponsor must be approved by Executive Director.
- d) House meetings are mandatory.
- e) If you are sick, permission must be granted by the Executive Director and/or the House Resident Manager to miss AA/NA meetings.
- f) All Residents are expected to find a Home Group by 90 days.

### **4) Cell Phone**

- a) Residents cannot have a cell phone their first 90 days.
- b) Residents may obtain a flip phone at 90 days.
- c) Residents may obtain a smart phone at 5 months.
- d) Do not contact anyone other than immediate family, sponsor and women in recovery.
- e) Do not use your cell phone after 9:30 pm.
- f) No cell phones are allowed in group meetings.
- g) A Resident cell phone is subject to review by the Executive Director and/or the House Resident Manager.
- h) Violation of cell phone rules may result in the loss of your phone.

### **5) Social Media**

- a) You may create a NEW Facebook page at 5 months. You must friend the Executive Director and the House Resident Manager once on Facebook.
- b) Refrain from posting numerous pictures of yourself.
- c) No friend requests allowed for guys or old friends.
- d) No Dating Profile websites.
- e) Snapchat and Instagram are allowed.
- f) No Social Media, i.e., Snapchat, Facebook, Instagram, etc., with men/women in a manner that is inappropriate, sexual or attention seeking, or for any other motive deemed unfit for a woman in a recovery house is not allowed.

### **6) Family/Visitation**

- a) All visits are subject to rent being paid up.
- b) All visitation must be planned at least one week in advance and approved on the visitation calendar, located in the doorway to the computer room, by the Executive Director.
- c) Residents cannot take days off from work to see family. NO VACATIONS!
- d) No visits for the first 90 days. On your 91<sup>st</sup> day you can schedule a 2 day/1night visit with your immediate family in town.
  - i) After your first visit (or 90 days) you are allowed a visit every six (6) weeks from the date of your last visit. After 9 months you are allowed a visit every 4 weeks.



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- e) If a Resident's family member dies, Resident may attend the funeral and must be accompanied by a sober individual. All funeral activities will be handled on a case by case basis by the Executive Director.
- f) No going with anyone, even family if they are under the influence.
- g) No asking family for financial help after 90 days.
- h) No asking or taking money from family after you have a job and are paying your own rent.
- i) No one goes home for any holiday.
- j) Your family is invited here for Thanksgiving and Christmas day 9-5 visit only.
- k) No more than three residents at a time are allowed to be gone on visitation at one time.
- l) No visitations will be scheduled on the day of someone's graduation or special house event.
- m) Only at the discretion of the Executive Director may a resident be allowed to leave Augusta for a visit.
- n) Anyone other than immediate family (aunts, uncles, cousins, etc.) can visit after you have six (6) months of residency.
- o) You must call/text the Executive Director and/or the House Resident Manager when you leave the Grace House and the moment you arrive back at the Grace House after every visitation.
- p) You are not allowed to leave the house before 9 am and you must return before 5 pm.
- q) Residents may be subject to alcohol and/or drug test on admission to the program and on return from pass.

### **7) Employment Policy**

- a) Residents must begin looking for employment with permission from the Executive Director.
- b) All unemployed residents are expected to look for jobs Monday through Friday from 9 a.m. to 5 p.m. until employment is obtained.
- c) Everyone must become employed full-time and pay own rent by 90 days.
- d) If you are sick permission must be granted by the Executive Director and/or House Resident Manager to miss work.

### **8) Vehicle Privileges**

- a) With the permission of the Executive Director, Residents may have their own car after 90 days, if employed and able to pay months.
- b) Residents must be able to pay for insurance and gas. Residents family is not allowed to pay.
- c) You need to you keep your oil changed every 3 months and keep car in good running condition. Residents family is not allowed to pay this for you.
- d) Residents must keep their cars clean from all trash and take care to present yourself as a lady in recovery.



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### **9) Doctors, Dentists, Hospital and Medication**

- a) Physician and dental visits must be approved by the Executive Director in advance.
- b) Following physician and dental visits, Resident must have the notice of health care workers signed at the time of visit and returned to the program director.
- c) Residents agree to allow the Executive Director and/or the House Resident Manager to drop off and pick up all medications needed while at the Grace House Augusta. No one else is authorized to drop off or pick up medications.
- d) Residents must have someone accompany them for Doctor's visits.
- e) No medications, including over-the-counter, is allowed except by permission of the Executive Director and/or the House Resident Manager.
- f) No visiting people in the hospital without the Executive Director and/or the House Resident Manager's permission.

### **10) Miscellaneous**

- a) After six (6) months Residents may have a day pass every four weeks.
- b) After six (6) months Residents can have manicures, pedicures, nail tips or other luxury items done if they have own car, pay for own gas, child support is paid up and you have extra money.
- c) No expensive clothing, new shoes or makeup while here until after six (6) months.
- d) Prior to six (6) months of residency no haircut that cost more than \$20.00.
- e) No salon hair coloring, no highlighting, tinting or anything like that except after six (6) months or while on pass.
- f) If Residents are allowed to color hair it will be done at the Grace house for free.
- g) If Residents have grey hair, two-tone or badly faded colored hair when they arrive they may color hair back to its natural color and with Grace House hair color only.
- h) No bleaching dark hair and no dying natural light colored hair black while living here.
- i) Food stamp cards and Government phones must be canceled when you come here.
- j) No giving out the address of the house to any men.
- k) No Western Union.
- l) On occasion, personal business and/or errands arise that need attention. The Resident must receive permission from the Executive Director and/or the House Resident Manager to leave the house to handle such matters.
- m) If an approved outside individual (i.e. sponsor, AA/NA member, Family Member, etc.) picks up a resident, they must sign you out and sign you back in. Resident must have permission from the Executive Director and/or the House Resident Manager to leave the house.
- n) Situations may arise from time-to-time that are not addressed in the Grace House Rules. These will be handled on a case-by-case basis by the Executive Director with guidance from the Board of Directors.



## **Grace House Augusta, Inc. Rules**

### **11) Termination of Contract/Eviction**

- a) In the event a Resident is discharged from Grace House Augusta, the Resident is required to immediately move her personal possessions out of the residence. Resident will have 2 days to remove all personal possessions. All personal possessions remaining after that time are deemed abandoned by Resident. Grace House Augusta and its agents, officers, and/or employees are not responsible for the loss of or damage to any personal possessions in the event said items are abandoned by Resident.
- b) If a Resident leaves the Grace House Augusta before her contract is complete, they cannot have contact with any resident of the house except in the confines of an AA/NA meeting.
- c) Resident can visit the house after one year from the day contract was broken and/or with permission of the Executive Director.

### **12) Program/Graduation Completion**

- a) Resident will have completed all 12 steps with their sponsor
- b) Will have stayed at the house for their required time.
- c) All rent is current.
- d) Resident with assistance of their sponsor develop a written exit plan to continue and maintain their sobriety.
- e) Resident will have an exit interview.
- f) If completion requirements are met, Resident will have a graduation celebration party and be awarded a certificate of accomplishment.

**These rules are subject to change based on the needs of the house and/or residents. The new rules will be adhered to by all residents.**