

Confidentiality - Policy & Procedure

Guests at Hickory Hill (Herein HH) are expected to maintain an elevated level of personal integrity and to ensure an atmosphere of trust; guests are encouraged to practice honesty with each other. All guests must take every precaution to prevent the intentional or unintentional disclosure of confidential information to any unauthorized person or outside entity. HH guests are never allowed to disclose the names of other guests.

Upon completion of the screening process and intake, a copy of all personal information disclosed in the application form and the information release form, including the necessary contact information, is immediately given to the House Lead (herein HL) and remains with the HL. The HL creates a file for the new guest, which is then placed in a secured filing cabinet where it is kept for 90 days following the guest's discharge from the home, the information is then shredded.

Confidential information is only shared with a third party if the guest consents by signing a release of information form (ROI). Guests may revoke ROI by signing the revoked portion of the release. Once ROI is revoked and documented, it takes effect immediately. You may verbally withdraw your ROI; however, the HL is allowed up to 24 hours from documentation to communicate this change with all (if any) other HLs.

ROIs for Emergency Contacts may not be revoked. HH and HL must report pertinent information to appropriate agencies regarding a court order, medical emergency, or child or elderly abuse.

Sober Living Phases

Phase I: 7 days

- All guests are on an 8 pm curfew for their first seven days of residency.
- After seven days, the curfew increases to 9 pm until employment is secured and a work schedule is provided to HL.
- After seven days of compliance with the 8 pm curfew and securing employment, guests move to phase 2.
- The 8 pm curfew is not to punish you. It allows us to get to know each other. It shows your willingness to move through our Phases. We believe in you!

Phase II: 30 days

- Once transitioned to Phase II, all guests are on a 10 pm curfew Monday, Tuesday, Wednesday, Thursday, and Sunday and an 11 pm curfew Friday and Saturday. Guests are in Phase II for a minimum of 30 days.
- All guests are expected to get a sponsor, start working the 12 steps, get a home group, and get a service commitment in Phase II.
- Guests must show commitment and responsibility with employment and rent payments on-time for at least 30 days.
- After 30 days of residency, passes are granted if the pass is conducive to your recovery. One pass per month is given. Exceptions for curfew and passes are made for recovery-related events, conventions, campouts, and retreats.
- All guests must have worked steps 1,2, and 3 with a sponsor before moving into phase 3.

Phase III: 6 months

- Once transitioned to Phase III, curfew extends to midnight on Monday, Tuesday, Wednesday, Thursday, and Sunday and 1 am on Friday and Saturday.
- Guests are expected to start working a 4th step with their sponsor.
- Guests remain in PHASE III until obtaining six months of residency with consistent sobriety and clean time.
- Overnight passes are granted twice a month if the pass is conducive to the guest's recovery.
- Once the guest has completed steps 1 through 5 and has maintained six months of recovery and clean time, they transition into Graduation Phase.

Graduation Phase:

- All graduates get a graduation party! Graduates receive a Completion Certificate and a bouquet to celebrate their accomplishments. We honor them during a community dinner and dessert.
- All Grads are on 1 am curfew, Monday through Sunday.
- Overnight passes are more flexible.
- Graduates are allowed to work overnight jobs.
- Graduates may be eligible for HL positions after one year of sobriety/clean time.

Hickory Hill Alumni:

- Alumni, who have a year or more clean/sober, can sponsor new residents and give back to their community.
- HH holds yearly Alumni events including but not limited to:
- Alumni Speaker Meetings

- The Annual Clean and Sober Thanksgiving Feast
- Taco Parties
- Fire Pit Get Together
- Secret Santa Exchange
- Community Dinner Nights and Sleepovers

Responsibility To Guests

- The primary obligation of the HL is to respect the integrity and promote the guest's welfare, whether the guest is assisted individually or in a community setting. In a community setting, HL is also responsible for taking reasonable precautions to protect individuals from physical and psychological trauma resulting from interaction within the community.
- HL ensures that in any community setting, volunteers, visiting sponsors, recovery coaches, and counselors set a norm of confidentiality regarding all community participants' disclosures.
- HL ensures that if a guest is, or has been, in a therapeutic relationship with a professional person or entity, HL attempts to contact that person or entity after obtaining proper releases to exchange relevant information from the guest. These contacts, or attempts to get them, will be documented in the guest's record.
- When it has been determined that the guest's needs are not being met at the current level of care/support, the guest will receive the necessary assistance with residential placement at the appropriate level of care/ support.
- HL should ensure that if a guest's condition indicates a clear and imminent danger to the guest or others, HL will alert first responders to address the threat and risk. HL is trained and understands any close harm potential is beyond the scope of HH's level of support and must be referred and deferred to professionals.
- HL and volunteers refrain from intimation, bullying, or otherwise threatening or discriminatory behavior: relying instead upon the appropriate, consistent, and uniform application of written residence rules and consequences.
- HL and volunteers will not solicit or accept any commission, fee, or anything of monetary value from residents, other related persons, or referral sources, including, but not limited to, the borrowing of money from a guest under any condition or circumstance (see Ethical Conflicts below)
- HL ensures that referral and linkage to appropriate interventions will be made if a resident's condition deteriorates, i.e., relapse or psychological deterioration.

House Agreement - Plan & Expectations

- I will go to 12-step meetings. I will get a sponsor. I will get a home group. I will work on all 12 steps. _____
- I will get phone numbers from other recovering/recovered alcoholics/addicts and build a support group. _____
- I will remain abstinent from all mood and mind-altering substances and am willing to take a drug test anytime. _____
- I will abide by my curfew. _____
- I will pay my rent on time. _____
- I will get a job that is conducive to recovery. _____
- I will not contact or stay in touch with any individuals (former or new) who are negative toward my recovery (and) are using drugs/alcohol. _____
- I will maintain boundaries with any unhealthy people in my life and put recovery first. _____
- If I am struggling, I will contact my support and share in a meeting. _____
- I will commit to a minimum stay of 90 days at Hickory Hill (HH) _____
- If circumstances (other than relapse) require my departure from Hickory Hill (HH) before 90 days, I will give Hickory Hill (HH) a written 30-day notice and understand my \$500 deposit may be forfeited if I fail to give notice _____
- I will not move out of Hickory Hill without a recovery support plan I discussed with my support group. _____
- I will attend all necessary outside appointments that are conducive to my recovery and assist me with becoming a healthy, productive member of society. _____
- If applicable, I will take my medication as prescribed and seek further care if needed from appropriate providers. _____

Dated _____

Guest Signature _____

House Lead Signature _____

Reoccurrence Substance Use - Policy & Procedure

- Guests must immediately pack their belongings and leave the property if they relapse. HL will assist with packing if necessary. The guest has a maximum of 20 minutes to pack and transfer.
- HL will provide referrals to local treatment centers, detoxes, respites, and hospitals. The HL will also give the guests referrals for alternate housing.
- HL will notify emergency contacts to inform them of the guests' condition. If an ROI is in place, HL will notify all legal and professional providers of guests' discharge.
- It is preferred that the guest allow the HL to assist with discharge plans to ensure a safe transfer. This plan will go in the guest file.
- HH does not provide transportation for transfers or discharges.
- If the guest expresses motivation to return to HH and the HL determines it is in the best interest of the guest and community to return, the guest must return after a minimum detox period of 7 days and test negative in a UA, breathalyzer, and panel test.
- No guests are allowed to stay at HH immediately after a relapse. No guest will be accepted back into HH more than three times a year.
- All fees/deposits are non-refundable.

AFTER 72 HOURS FROM DISCHARGE, WE RESERVE THE RIGHT TO DISCARD ANY PROPERTY NOT COLLECTED WITHIN IN THIS TIME. MEDICATIONS THAT ARE LEFT BEHIND WILL BE DROPPED OFF TO THE NEAREST HOSPITAL FOR DISPOSAL AFTER 72 HOURS.

Drug Testing - Policy & Procedure

- Upon intake, guests will submit a drug screen, UA, and a breathalyzer test. Guests will randomly receive drug and alcohol tests at least once a week and a maximum of three times a week.
- Guests must submit a UA/drug screen if returning from a pass, late for curfew, or returning from the hospital/doctor visit.

- HL will observe guests while completing UA samples.
- HL will enter the bathroom with the guest, and the guest must have one hand holding the UA cup while the other is in plain sight. Test results are provided to the guest and logged into the guest file. A copy of the test results can be provided upon request.
- HH uses 15 panels, UA cups, and breathalyzer testing. Drug testing fees for guests are included in the costs.
- If a guest fails a drug test or refuses to comply with testing, they are immediately discharged and provided referrals to a higher level of care. HL will assist with packing guest belongings if the resident is non-compliant.

Maintenance - Policy & Procedure

- All guests are required to report any unsafe conditions to HL
- HL is required to report any dangerous conditions to owners or landlord
- All guests and HL are required to maintain a clean and hazard-free living space.
- All guests must promptly report *all* equipment malfunctions to HL by submitting a maintenance request form to HL to be addressed as soon as possible. This includes appliances, doors, windows, cable, etc.
- Any alteration of the physical construction of the premises and property damage is not allowed (holes in walls, interior decorating, altering entertainment and communication devices, disabling smoke alarms, etc.)
- HL completes a safety checklist once a week, every Sunday.
- HL is to delegate repairs to the appropriate outside contractors within 48 hours.

THE CONSEQUENCE FOR SUCH BEHAVIOR COULD BE REPAIR/REPLACEMENT COSTS AND DISMISSAL FROM HH, AND FORFEITURE OF PREPAID FEES AND DEPOSITS.

Grievance - Policy & Procedure

- All guests should feel safe to report any grievance between themselves and another guest or HL without fear of reprisals. Policies are to be enforced fairly and equitably.

- Grievance forms are in the communal area. Fill out the grievance form and submit it to HL to be addressed; if you prefer confidentiality, place the form in the grievance box.
- Every weekly accountability meeting will provide a forum for discussing grievances or household issues.
- Intimidation or unfair policy enforcement will NOT be tolerated.

Emergency - Policy & Procedure

- In case of a medical emergency, CALL 911.
- All other guests not involved in the emergency must vacate the premises according to the evacuation maps posted in the kitchen area once medical attention arrives. Please provide any information or assistance to medical professionals if required.
- In case of fire, locate a fire extinguisher, call 911, and vacate the premises according to the evacuation maps in the kitchen area. Fire extinguishers are in the kitchen area.
- Evacuation maps are in the kitchen area; please see the maps to find emergency exits. Guests should gather on the corner of Vale and Hewes.
- First aid kits are in the HL room. Please notify HL if you need minor first-aid assistance. Seek emergency medical attention if injuries are more severe. If a guest is involved in an emergency and cannot contact their emergency contact, HL will make contact.
- If HL is present in case of an overdose, follow their direction. If not, the procedure is as follows: Narcan is in the living room tv cabinet, kitchen corner shelf, and on a shelf across from the washer/dryer. Administer Narcan immediately and call 911. Continue to administer Narcan and follow the operators' instructions. Redirect all other guests to gather on the corner of Vale and Hewes. Notify HL of the situation.
- Narcan Training is held every Sunday.
- Hickory Hill will meet all guests' basic needs in case of a wildfire or earthquake. Water, food, batteries, and candles will be provided. If the guests do not want to stay on the property, HL will provide all guests with information about local shelters and resources. Guests are allowed to go elsewhere if it is more comfortable.

Zero Tolerance Policy

- Behaving in any of the following ways will, without exception, result in the immediate termination of residency at Hickory Hill (HH)
- Being under the influence of drugs (including Buprenorphine (Suboxone)* or alcohol.
- Being in possession of drugs, drug paraphernalia, or alcohol.
- Testing positive for drugs and alcohol.
- Abusing OTC or prescription medication/addictive substances.
- Refusing to submit a U/A, drug panel, or breathalyzer test when asked.
- Violence in any way towards HH, HL, guests, or neighbors.
- Being in possession of any weapon or firearm.
- Vandalizing or stealing any HH, HL, guests, and neighbors' property.

Medication Use & Storage - Policy & Procedure

- Guests being admitted must report *all* medications they are taking on the application form.
- Guests must inform HL of any changes to their medications. Any changes will be logged into the guest file.
- Take precautions when handling doctor-prescribed medication. If a guest takes prescription medication/s for a medical condition or illness, the guest's responsible for being accountable for those medications.
- All medications require that the drugs be stored in a concealed manner. Medicine found in bags or bottles with no prescription for that guest is considered contraband.
- NO PILL BOTTLES MUST EVER BE LEFT OUT IN PLAIN VIEW SIGHT. HH and HL will not hold medications or handle any guest's medication distribution.
- Controlled substances, prescribed or not, are not allowed in HH. OTC medication with alcohol, DXM, CCC, or other addictive components is prohibited.
- HL *is* allowed to ask any guest, at any time, to count their medication in front of them if HL is suspicious of abuse.
- Guests are not allowed to share medications.

AFTER 72 HOURS OF DISCHARGE, WE RESERVE THE RIGHT TO DISCARD ANY PROPERTY NOT COLLECTED AT THIS TIME. MEDICATIONS THAT ARE LEFT BEHIND WILL BE DROPPED OFF TO THE NEAREST HOSPITAL FOR DISPOSAL AFTER 72 HOURS.

Hazardous Search - Policy & Procedures

- HL thoroughly searches guests' belongings and vehicles before bed assignment for contraband. i.e., drugs, alcohol, weapons, unreported medication.
- All bedrooms, bathrooms, kitchens, etc., can be searched anytime. HL has the right to explore at their discretion.
- RANDOM ROOM AND VEHICLE SEARCHES WILL OCCUR randomly.
- Hazardous items include but are not limited to abusive substances, medication that has not been checked in, weapons, candles, stolen items, drug tests, paraphilia, etc.
- Finding contraband could result in losing privileges or immediate discharge for each guest assigned to that room.
- All guests with any knowledge of contraband (and) alcohol and drug use of other HH guests (and) visitors are to report it to HL immediately. Failure to do so will result in your own immediate discharge from HH.

GUESTS AND HL UNDERSTAND AND AGREE HH RESERVES THE RIGHT TO SEARCH PERSONAL SPACES AND PROPERTY ANYTIME SAFETY CONCERN ARISES.

*Refer to **ZERO TOLERANCE POLICY***

Good Neighbor – Policy

- To fulfill the HH Mission Statement, every guest must be considerate to our neighbors.
- Any personal conduct that negatively affects our relationships with neighbors and the surrounding community will not be tolerated.
- Guests are only to park on Hewes Ave in parking areas: never on HH property or in front of HH property.
- Guests must never block neighbors' driveways, garbage cans, or mailboxes.
- Quiet time occurs between 10 pm and 9 am.
- There is no loud music allowed, screaming, yelling, or derogatory language allowed,

- Guests are not to have relationships with neighbors beyond a brief greeting.
- Neighbors are not allowed on the property.
- Guests will only smoke in designated areas and not throw cigarettes in neighbors' yards or streets. The designated smoking area is located on the back patio only.
- Guests will not loiter on the neighbor's property or in front of HH.
- Guests will be respectful and keep noise at a minimum.

Refer to ***ZERO TOLERANCE POLICY***

Hickory Hill - Rules & Guideline

- HL will complete an orientation with guests immediately upon move-in. _____
- HL will go over guest's intake-packet give the guest a tour, and provide the guest with bed linens, pillows, towels, a laundry hamper, and a shower caddy. _____
- All clothing must be washed after intake. _____
- All guest's belongings must be unpacked within their first 24 hours of moving in. _____
- Abstain from the use of drugs and alcohol for your entire stay. Controlled or addictive substances are not allowed. This can include prescriptions, over-the-counter medications, and legal or illegal substances. _____
- All guests with any knowledge of contraband (and) alcohol and drug use of other HH guests or visitors, are to report it to HL immediately Failure to do so will result in your own immediate discharge from HH. _____
- Drug-seeking behavior will not be tolerated. _____
- Submit a drug test, UA, and breathalyzer test whenever HL asks. Failure to submit a drug/alcohol/UA test will lead to immediate discharge. When asked to drug test, if the guest cannot provide a urine sample, the guest must sit at the dining room table and drink water until able to do so. If this time limit exceeds 20 minutes, the guest will be discharged. _____
- All guests must be fully always clothed in communal areas and around other guests. Sleeping nude is prohibited. All guests must sleep in appropriate attire. _____
- Guests are responsible for personal grooming and appearance. All guests must bathe daily and maintain personal hygiene. _____
- Remain employed or receive financial assistance due to retirement, disability, or full-time school enrollment. _____

- If receiving financial assistance due to retirement or disability, be actively involved in volunteer work. _____
- Guests are encouraged to pay their rent and maintain their responsibilities. _____
- All unemployed guests must be out of the house M-F between 10 am and 2 pm seeking employment or a volunteer commitment. _____
- PAY RENT ON TIME IN FULL. Rent is due by 10 pm on your scheduled day. If rent is late, a fee of \$10 will be charged daily, which could lead to immediate discharge. _____
- Some types of employment are not conducive to recovery and will not be allowed. This includes but is not limited to bars, alcohol sales, strip clubs, casinos, phone rooms, smoke shops, commission-based jobs, and graveyard shift. _____
- Guests are responsible for ensuring their personal and employment schedules, adhering to the curfew policy, house meeting schedule, and their personal treatment plan with outside providers. _____
- NO JOBS BEFORE 5:00 am and after 1:30 am. _____
- Guests must provide their updated work schedule to HL. _____
- Guests are not to lend vehicles to other guests. Guests are not to drive any vehicle that is not registered and insured. Guests are not to drive any vehicle without a valid driver's license. _____
- Guests cannot leave or abandon vehicles on the property. Vehicles left on property will be promptly removed/towed at the owner's expense. _____
- Attend the MANDATORY WEEKLY house meeting every Tuesday at 7 pm. _____
- Participate in Weekly Deep Clean Day every Sunday. _____
- Help maintain the property by performing assigned chores. This responsibility is mandatory for all guests of HH. Daily chores must be completed by 10:00 pm. _____
- HL inspections and chores delegated daily are to be performed in the allotted times. If the chore is not completed, a \$10 chore fine will be due the same night. Continued or consistent noncompliance with this policy will lead to immediate discharge from the premises. _____
- Any chore assigned to a guest is the assigned guest's sole responsibility, and it is not permitted to pay another guest to perform duties. _____
- Keep a clean, safe, and orderly living environment. Assigned living quarters must be kept clean and always organized. _____
- Guests are not to change, living quarters, or property without permission. Any alteration of the physical construction of the premises and property damage (Holes in walls, interior decorating, altering entertainment, communication devices, disabling smoke alarms, monitoring cameras, etc.) is not allowed. The consequence for such behavior could be repair or replacement costs or dismissal from HH and forfeiting, fees, and deposit. _____

- Bedrooms: keep bed neatly made, clothes washed, hung up, and put away, dresser tops uncluttered, garbage emptied, and floors swept and vacuumed. Change and wash linens EVERY SUNDAY. No food allowed in any bedroom. Food is to be eaten in the kitchen, the dining room, or outside patio areas. _____
- Bathrooms: clean and straighten up properly after use. Hang towels neatly on towel racks. wipe down sink area after use, with designated cloth. No personal items are to be left on top of bathroom counters. _____
- Kitchen: counter tops must be kept free of clutter and wiped clean. Absolutely no dishes of any kind (plates, glasses, cups, silverware etc.) are to be left in the sink at any time. Clean up and put dishes away immediately after cooking meals. _____
- BURNING CANDLES, INCENSE AND/OR ANYTHING else that could pose a fire risk to property is prohibited and could result in expulsion from HH. _____
- Smoking is not permitted inside HH. Smoking is to be done in backyard patio in designated smoking areas only and cigarette butts disposed in the ashtrays provided. _____
- Treat other guests and HL with dignity and guests respect always. This includes not taking any food or property belonging to other guests or HL without their permission. No stealing. _____
- Violence and abuse of any kind will not be tolerated and will lead to immediate discharge. This includes bullying, verbal abuse, physical abuse, and violent threats of any kind. HH will press charges for any physical acts of violence on property. _____
- Guests with cell phones must give the HL their cell number. _____
- All guests must sign up on GroupMe app and participate in our community group chat. All guests are responsible for responding to required community information on the GroupMe platform within the same 24 hours of the messages posted. All guests must check GroupMe daily. All guests must participate in "GroupMe" group chat to ensure communication and serve as a platform to express cares and concerns. _____
- HL will *not* hold medications or handle any guest's medication distribution. HL *are* allowed to ask any guest, at any time, to count their medication in front of them, if they are suspicious of abuse. _____
- Take precautions when handling your doctor's prescribed medication/s. If a guest is taking prescription medication for a medical condition or illness, it is that guest's responsibility to be accountable for those medications. Store them in a concealed manner and do not leave the bottle or pills out in plain view. _____
- No sexual relations with other guests at HH will be tolerated. _____
- The opposite sex or romantic partners are not permitted on property. _____
- Visitors are not permitted in/on property, without prior authorization. _____
- HH physical address is never to be given out to others. _____
- Turn all lights and appliances off when leaving any room. Do not tamper with the air conditioning unit. _____

- Be responsible and follow through on applying for, making appointments, and attending appointments for available and relevant social services, medical services, and or therapeutic services (bus passes, food stamps, self-care, counseling etc.). _____
- Each guest is required to work on a personal program of recovery to help build a solid foundation in recovery and a strong network in the recovery community. This means you must have a sponsor, start working the 12 steps, and have a home group within your first 2 weeks of stay. The sponsor must have a minimum one-year of continuous sober/clean time, have completed all 12 steps, and be of the same sex. _____
- Attend a minimum of one 12-step meeting (AA, NA, CA, OA, Al-Anon etc.) per day until employment has been secured. After employment is secured, attend a minimum of 3, 12- step meetings per week. Everyone must sign a weekly meeting sheet. _____
- Provide a detailed report of your meeting attendance and daily activities to HL if requested. _____
- Obtain literature for the 12-step fellowship(s) you attend. (AA Big Book, NA Basic Text etc.). _____
- Adhere to HH curfew policy. Every guest is on an 8pm curfew for their first week and then on 9pm curfew until they become employed. After employment is secured, curfew is 10pm on weekdays and 11pm on weekends. Once a guest has obtained a sponsor, home group, and demonstrating a responsibility in paying their rent timely, their curfew is adjusted to 11pm on weekdays and 12pm on weekends. Consequences may include additional chores, loss of privileges or dismissal from the house. _____
- Overnight passes are not issued during the first 30 days in the program. guests in good standing, that have met their requirements and responsibilities, may be eligible for an overnight pass. An overnight request form must be submitted to the HL (a minimum of) 48 hours in advance of the request date. All fees must be paid, and chores must be done prior to leaving on the overnight pass. The guest should expect to be drug tested upon returning from an overnight stay. _____
- Lending or borrowing money between HL or guests is not permitted. _____
- Quiet time takes place at 10pm every night. This means the television is at volume 20, phone conversations need to be taken out back towards the fire pit, no music, no loud noises, etc. TV must be off by 1am. _____
- When out back at nighttime, all guests must have the back lights turned on. _____
- No one is to check the mailbox; the HL will distribute mail by the end of the night. _____
- No one is allowed in another guest room. _____
- No one is allowed in the garage. _____
- Guests must respect neighbors, refer to **Good Neighbor Policy** _____

VIOLATION OF THESE RULES AND GUIDELINES MAY RESULT IN LOSS OF PRIVILEGES OR DISCHARGE. THE OUR GUIDELINES AND POLICIES ARE STRUCTURED TO PROMOTE SAFETY AND ACCOUNTABILITY.

GUESTS ARE EXPECTED TO CONDUCT THEMSELVES IN A MANNER THAT IS IN ACCORDANCE WITH HH MISSION STATEMENT.

FINES MUST BE PAID PROMPTLY (WITHIN 24 HOURS) OR ADDITIONAL CONSEQUENCES MAY BE ADMINISTERED.

ALL GUESTS WILL BE PROVIDED A SIGNED COPY OF HH HANDBOOK UPON REQUEST. THE HANDBOOK IS ALSO POSTED IN THE KITCHEN AREA.

Dated _____

Guest Signature _____

House Lead Signature _____

Guest Contribution - Community Financial Agreement

This agreement, dated _____ by and between Hickory Hill hereinafter referred to as HH, (aka Rita King) and _____ hereinafter referred to as The Guest, is as follows:

1. TERM: The Guest agrees to reside at HH residence for no less than three months.

2. TIMELINESS OF PAYMENT: The Guest hereby agrees to pay contribution fees in advance either monthly, bi-monthly, or weekly from the inception of this agreement by 10 pm on the day due until the guest commitment is completed.

3. CONTRIBUTION FEES: The Guest contribution shall be either: \$1050.00/month, \$1150/month (\$575 bi-monthly), OR \$1300/month (\$325 weekly). The Guest has agreed to pay _____ monthly / bi-monthly / weekly.

(Guest initial) _____ (House Lead initial) _____

Should the need arise to accommodate The Guest, The Guest may request a change in payment intervals with seven days written notice at any time. An updated payment agreement will then be signed and become effective.

4. MOVE IN DEPOSIT: The Guest shall pay a \$500 deposit (fully refundable after a 3-month stay and a written 30-day move-out notice) upon moving into HH to ensure the faithful performance of the terms and conditions of this agreement.

5. ADMINISTRATION FEE: The Guest shall pay a \$350 administration fee (non-refundable) upon securing a reservation with HH and to ensure the faithful performance of the terms and conditions of this agreement.

6. LATE PAYMENT: If rent is past due more than one week, The Guest will be evicted.

7. CONDITION OF THE PREMISES: The Guest acknowledges that she has examined the house and is in good order, repaired, and in clean and livable condition.

8. MAINTENANCE AND REPAIR: The Guest shall keep and maintain the house in a safe, serviceable, clean, and presentable condition. This includes but is not limited to notifying the House Lead (HL) of any necessary damage and repairs. Keeping HER room and house clean and neat, disposing of waste/garbage in a safe and sanitary manner, and not engaging in any conduct or activity that would cause damage to the house.

9. ANIMALS: The Guest shall keep no domestic or other animals in or about the house.

10. RIGHT OF INSPECTION: House Lead (HL) retains the right to inspect and maintain a house key.

11. SUPPORT PROVIDED: We shall provide the following support/property to The Guest: comfortable enjoyment of the property, water, gas, electricity, trash, TV streaming service, internet, free parking, washer and dryer, bed linens, pillows, towels, laundry hamper, shower caddy, cleaning supplies, and random testing (15 Panel/UA/Breathalyzer).

12. HOUSE RULES: The Guest hereby agrees to adhere and abide by the HICKORY HILL - RULES AND GUIDELINES, attached hereto and incorporated herein, as part of this COMMUNITY Financial agreement.

13. TERMINATION: We reserve the right to terminate this agreement with or without cause, and The Guest hereby forfeits the administrative fee and move-in deposit if The Guest uses drugs or alcohol, fails to submit to a urine, drug panel, or breathalyzer test, engages in or threatens violence, is caught stealing or violates the HOUSE RULES AND GUIDELINES.

14. DEFAULT: The Guest shall default on this agreement if The Guest fails to fulfill any COMMUNITY obligation, house rules, or term by which The Guest is bound.

15. DESTRUCTION OF THE PREMISES: The Guest shall be solely responsible for the cost to repair any damage caused by The Guest or due to The Guest's negligence.

16. PERSONAL PROPERTY: All private property brought or placed into the house shall be the sole responsibility of The Guest. Hickory Hill is not liable to The Guest or anyone else for damage, loss, or abandonment. Hickory Hill shall not be responsible for property left on the premises.

17. DEFAULT: The Guest shall default on this agreement if The Guest fails to fulfill any COMMUNITY obligation, house rules, or term by which The Guest is bound in this term agreement. Failure to do so shall result in complete forfeiture of the \$500 move-in deposit.

Dated _____

Guest Signature _____

House Lead Signature _____

Discharge - Policy & Procedure

Successful Discharge:

- The guest MUST submit in writing a 30-day move-out notice prior to discharging Hickory Hill to HL. It is RECOMMENDED that guests HAVE A RELAPSE PREVENTION PLAN INCORPORATED IN THEIR DISCHARGE PLAN. The guests will share their plan during community house meeting before discharge. A copy of the plan will go in the guest file.
- The guest MUST CLEAN AND READY HER LIVING SPACE FOR THE NEXT guest. HL IS RESPONSIBLE FOR COLLECTING BEDDING AND CHECKING FOR CLEANLINESS.

Unsuccessful Discharge:

- HL has the right to discharge anyone we see fit if they are a negative contribution to the community. By signing this agreement, you agree to leave the property and never return, if we instruct you to do so. HL is never allowed to discharge anyone without communicating with owners first unless the guest has relapsed. All guests who are discharged unsuccessfully must be provided with a list of referrals specific to their individual situation.
- If a guest does not come home. HL will pack their belongings, label belongings with first name and last initial, and store them in shed. HL will attempt to contact guest and if no response, HL will contact their emergency contact and the guest is considered an elopement.
- If a guest relapses HL will notify emergency contact to inform of guest condition. If ROI is in place HL will notify all legal and professional providers of guest discharge.
- HL will place a note in guest file describing guest discharge. Discharge summary will include drug test result, referrals provided, emergency contacts notified, and reported transfer. HH and HL do not provide transportation for transfers or discharges.
- No guest is allowed to stay at Hickory Hill immediately after a relapse. No guest will be accepted back into Hickory Hill more than three times a year.
- All fees and deposits are non-refundable.

AFTER 72 HOURS FROM DISCHARGE, WE RESERVES THE RIGHT TO DISCARD ANY PROPERTY NOT COLLECTED WITHIN IN THIS TIME. MEDICATIONS THAT ARE LEFT BEHIND WILL BE DROPPED OFF TO THE NEAREST HOSPITAL FOR DISPOSAL AFTER 72 HOURS.

HL will contact successful and unsuccessful discharges monthly to provide support if wanted by guest. HL will invite previous guests to holiday and recovery supportive events throughout the year.

*Refer to **ZERO TOLERANCE POLICY***