



A Supportive Sober Living Program

Participant Handbook

Renters for Recovery is a supportive sober living program for individuals recovering from alcoholism and addiction that provides a therapeutic living environment, individual counseling, case management, peer support, and connections to a wide array of community resources tailored to each participant's unique needs. Participants will learn critical life skills that empower lasting change and stability in long-term recovery.

Interlude House Peer Support Contact Information:

Shay Smith
601-549-6702

Stephanie Harris
601-323-0565

Email: renters4recovery@gmail.com

Welcome Home!

Welcome to the Interlude House, a supportive sober living program for women. We are so happy you are here! As a participant in this program, you will be assessed on an individual basis by the Renters for Recovery team and will collaboratively develop a person-centered plan of recovery tailored to your unique life goals. You will become an integral part of our community of women whose primary goal is to develop concrete skills that support long-term recovery. The Renters for Recovery team is committed to providing you with the support, structure, and guidance necessary to achieve your goals. Renters for Recovery staff believes that everyone deserves the opportunity to live a sober, joyful life, and that with the proper support, recovery is not only possible, but likely. **WE BELIEVE IN YOU!**

This handbook is intended as a general orientation to Interlude House participation requirements, guidelines, and expectations. Policies and rules stated herein are in effect at the time of publication and may be amended at any time by the Renters for Recovery board of directors. By accepting admission to Interlude House and signing the last page of this handbook, you implicitly agree to abide by policies and rules herein as they may be amended. Please feel free to reach out with any questions or concerns found in this handbook.

It is our sincere hope that you enjoy your time here at the Interlude House, and that it helps you to grow, learn, and heal. We are looking forward to serving you in the days to come. Thank you for allowing us to be a small part of your very **BIG** recovery journey! Welcome **HOME!**

----- Admission

To be considered for admission to Interlude House, a person must complete an initial assessment and submit it with a personal reference letter from a member of their treatment team at their current treatment facility as soon as possible, but no later than two weeks prior to discharge from inpatient treatment. Interlude House staff reserves the right to review exceptions for these requirements as requested on a case-by-case basis.

Proof of completion of a residential treatment program (i.e., certificate) must be presented to staff before or on the day of arrival.

Upon admission, each participant will be shown around the facilities by a peer. Please let them or staff know if you have any questions or concerns. Participants may be sharing a room and bathroom with another person. It is important for each person to begin working on problem-solving skills in the beginning. You will need to work out a plan with your roommate upon arrival about how you both will live comfortably in the same living area. A Healthy Coexistence Worksheet will be completed collaboratively by you and your new roommate the day you arrive.

----- AA/NA Meetings

Interlude House believes in a strong 12-step program. New Participants are required to attend five 12-step meetings per week for the first 30 days. After 30 days, Participants are required to attend a minimum of three 12-step meetings per week and become involved with a home group. Additionally, Participants are required to find an AA/NA/Celebrate Recovery sponsor to start step work within the first 30 days and continue to do step work.

Participants are required to complete a Meeting Schedule Calendar (within 3 days of admission and update every 30 days) and give it to the Peer Support Specialist by the end of the month. Please contact the

Peer Support Specialist to revise your schedule as needed. This schedule will outline the meetings that you plan to attend. You will carry it with you to meetings to collect signatures.

Interlude House further believes in the philosophy that helping one another will assist in staying clean and sober. Participants are encouraged to help the newcomer by offering them rides to meetings, introducing them to others in the recovery community, and helping them become acclimated to the therapeutic home environment.

----- **House Meetings**

House meetings are held every Monday at 6 P.M. All Interlude House participants are expected to attend the weekly house meetings unless their absence has been previously approved by staff. During this meeting, the Interlude House staff and participants will address issues, concerns, and comments participants may have. If a person has an issue they wish to discuss during the meeting, please notify a staff member prior the meeting so it can be placed on the agenda. Each participant will bring \$5 per meeting to contribute to the house supplies fund to buy community toilet paper, paper towels, dish soap, and other necessities.

----- **Participation and Schedule**

Participation and promptness are important parts of an individual's recovery and affect the whole community. Each participant will be responsible for and expected to attend all scheduled activities on time. Housekeeping of rooms should be completed before 9 am each morning and house chores completed daily. A chore chart will be posted weekly. If you have physical limitations that impede your ability to complete your chores, please notify Interlude House staff immediately.

"Quiet time" is between the hours of 10:00 pm and 6:00 am daily. Quiet time is designed for personal study, reading time, and preparing for bed/sleep. Please always be respectful of fellow participants.

----- **Employment**

Participants are required to obtain employment within the first 30 days. This rule can be modified if the participant will be attending an IOP, volunteering or attending school a minimum of 20 hours a week on a case-by-case basis. If a participant is not employed, they must participate in a volunteer activity whether with Interlude House staff or an outside agency of their choice. Fees and payment accounts must stay current for all participants throughout their stay at the home.

----- **Possession and/or use of mood-altering substances**

All participants MUST abstain from the use of drugs and alcohol while living in the Interlude House. If a participant is unable to produce a urine sample within one hour of the request of the Interlude House staff, the drug screen will be considered positive. If for some reason the test is inconclusive or staff is uncertain about the results, the participant will be asked to have a drug screen performed at an independent laboratory at their own cost. Participants who refuse to take drug/alcohol tests will be asked to leave the Interlude House immediately.

Interlude House has a ZERO-TOLERANCE policy on the possession or use of alcohol and/or drugs on house grounds and violation of this policy will result in immediate discharge.

If a participant tests positive but does not pose a safety risk to themselves or other housemates, they may be given the opportunity to consult with Interlude House staff to decide the best plan of action for the individual and all participants living in the Interlude House. "Second Chances" will be reviewed by staff depending upon your circumstances of use and individual situation. Fellow participants may also be consulted by staff to help make the best decision for the entire home.

If a participant tests positive and is considered by staff to be a danger to themselves or others in the home, they will be immediately discharged. Referrals to other programs and resources will be given at the time of discharge.

----- **Medications**

We expect each participant to list ALL medications, including anything oral or topical, they obtain with or without a prescription, to staff for approval immediately upon admission. The medicine will be reviewed for mood altering potential and a person may be asked to send these meds home or properly disposed of them. As part of participation in the program, each person agrees to take only medications that are prescribed to them, and only take medications as they are prescribed. Any exceptions or modifications must be made by a physician or nurse practitioner. Each participant is responsible for taking their medications and informing the staff of any changes or problems. *Medications left at Interlude House upon discharge for longer than 72 hours will be destroyed.*

Any medications or supplements with addictive potential are not allowed on our premises and will be destroyed upon discovery.

All medications must always be locked in a safe, and the key must be kept in a place that is only accessible by each participant. Every person is responsible for keeping their own medications secure. Renters for Recovery board members, Interlude House staff, landlords, and volunteers are not responsible for keeping up with participant medications.

Participants assume ALL responsibility for their own medications. For guidance in keeping your medications safe, please consult with Interlude House staff. Interlude House reserves the right to ask participants to show proof of properly taking medications as prescribed as necessary and appropriate.

----- **Verbal or physical violence**

Interlude House understands that profanity or use of derogatory terms including, but not limited to, racial or ethnic slurs, may offend another participant and contribute to the demeaning of individuals and a decline of civility. Interlude House believes in everyone's right to live in an atmosphere of mutual respect and dignity. Persistent use of inappropriate language may terminate a participant's stay. To provide a safe environment for growth, physical aggression and threats of any kind will not be acceptable and are grounds for immediate discharge.

Please remember that often what starts out as playfulness can lead to an injury. Participants of this program are expected to be respectful of themselves and others by being safe and courteous, including not being involved in dangerous and/or destructive behavior (pushing, shoving, wrestling, horseplay, hurtful jokes, throwing objects).

----- **Interlude House Property**

Participants who willfully damage property will be expected to pay for the damages and may be immediately discharged. Participants must respect the property and all that is in it, including furniture, appliances, outdoor equipment as well as heating and air-conditioning units, etc.

----- **Accidents or Illnesses**

Participants are expected to immediately notify the peer support specialist if sick or injured. Neither Renters for Recovery nor Interlude House shall be liable for any death, injury, damage or loss to person or property caused by negligence of others, wind, rain, flood, hail, ice, snow, lightning, fire, smoke, explosions, natural disaster, or any other cause; and participant hereby expressly waives all claims for such death, injury, damages, or loss. Participants may obtain their own renter's insurance if desired.

----- **Romantic Relationships**

Fraternization is the intentional building of a romantic relationship between participants. The Renters for Recovery team at Interlude House agree with research that suggests that entering an intimate relationship while in early recovery can be detrimental for all individuals involved. Your focus in recovery is to be on your own progress and working an honest program.

----- **Curfew**

Participants' curfew is 9 P.M. during Phase 1 (first 30 days) and is 11 P.M. for the remainder of your stay. Exceptions to curfew may be made on a case-by-case basis. If participants are not going to be home by curfew, they are required to notify Interlude House staff before the actual curfew time. Failure to do so may result in a probationary period or behavioral contracting. Multiple offenses may result in discharge at the discretion of Interlude House staff.

----- **Overnight Stays**

An overnight stay will not be allowed during Phase 1. Phase 2 allows bi-weekly overnight passes by request. Phase 3 allows weekly overnight passes by request. Overnight stays are typically for Friday or Saturday nights. However, an overnight stay may be taken during the week if it is deemed appropriate due to a participant's work schedule on a case-by-case basis. To qualify for any overnight stay, participants must complete a request form and submit it to the Peer Support Specialist at least 2 days before the expected date(s) of the event. Participation fees must be current, guidelines must be followed, and all chores must be completed before the participant leaves the home. Participants cannot be approved for consecutive overnight passes. Passes may begin at 8 am. Participants must be checked back in by 5 pm on the day of their expected return. Remember, overnight stays are considered a privilege and a reward for active participation in the program, and Interlude House reserves the right to deny a pass for any reason.

----- **Vehicles on Premises**

Participants are allowed to have their vehicle on property if they have a valid driver's license, written proof of insurance, and a current tag. All vehicles on Interlude House property must be in good working order. The treatment team may deny permission to any participant to keep their vehicle at Interlude House.

Staff may search any vehicles on property at any time and a trained drug dog may make rounds including the parking lot and inside the buildings with or without notice.

----- **Theft**

If you have any concerns that you might have a problem with theft, please talk to staff immediately to work out a plan. Stealing is not permitted and may result in immediate discharge. Remember that you are solely responsible for your valuables and money. Renters for Recovery is not liable for any losses sustained while living in the home. It is strongly recommended that any expensive jewelry or valuable items not be kept in the Interlude House if at all possible.

----- **Personal Belongings & Weapons**

Interlude staff, board members, landlords, and volunteers will not be held responsible for the theft, damage, or loss of any participant's personal belongings. All participants of Interlude House are encouraged to limit the number of belongings that they bring in to allow room for others. Participants are not allowed to put personal belongings (e.g., family pictures) in the house common areas living room, kitchen, and dining room. Any belongings left at this facility longer than 72 hours will be discarded or donated to charity.

To maintain the safety of participants and staff, no guns, knives, or weapons of any kind are allowed on the property. If you have a question about anything in your or a peer's possession, please let staff know immediately. **Possession of a weapon of any kind is grounds for immediate discharge.**

----- **Visitation**

All Interlude House guests/visitors are not permitted in the house prior to 9 am and after 9 pm. No visitors are allowed in participants' bedrooms. Immediate discharge is possible if visitors are found to be in participants' bedrooms. Visitors who are under the influence of a mood-altering chemical, or suspected to be, are not allowed on Interlude House's property. All visitors are subject to drug testing at the request of staff. All visitors will be reminded of the confidentiality of other participants in this facility and must sign a waiver upon arrival.

Interlude House staff reserves the right to ask any visitor to leave the property at any time for any reason they deem appropriate.

----- **Clothing, Hygiene, and Grooming**

Participants are strongly encouraged to practice good hygiene and grooming. Dress appropriately when outside of your room. No clothing advertising alcohol, drugs, sex, offensive language, or violence are allowed at the Interlude House. No clothing, garments, or other adornments reflective of gang affiliation are allowed on the premises for participants, visitors, or guests. If you need assistance purchasing hygiene items, please speak to staff to be connected to resources.

----- **Housekeeping**

Participation in the Interlude House program includes involvement in daily and weekly chores. All participants will be assigned a chore to be completed daily and agree to participate in any special projects that are requested by Interlude House staff. Unemployed participants may be given additional chores and/or connected to volunteer opportunities.

Please keep your bedrooms and living areas clean and neat. Make sure your bed is made, trash emptied, and your room straightened before 9 am each day. Clean up what you mess up in all areas of the home, including shared living spaces such as bathrooms, kitchen, dining area, living room, and porches. Assigned chores must be completed on time and Interlude Staff will complete room and house checks daily. Anyone who does not complete their chores may be placed on a behavioral contract. Numerous violations may result in discharge from the Interlude House.

----- **Linens & Laundry**

Each participant is responsible for washing their own linens along with any other dirty laundry. Dirty clothing must be kept off the floors and in a laundry basket. Clean clothing should be kept in closet or furniture in your own room. Participants should not leave laundry in the washer or dryer for any extended period of time. Participants should not leave the house while washing or drying their clothes. Do not touch any other persons' laundry for any reason. Please be respectful so that everyone has an opportunity to do their laundry. A schedule will be posted in the laundry room so that each participant can sign up for a time and date they wish to use the washer and dryer.

----- **Nicotine Products**

No tobacco products (vape, chewing tobacco, snuff, and/or cigarettes) are to be used inside the building and only used within the designated outdoor smoking area. All cigarettes, trash, chewing tobacco, etc. are to be put in the proper receptacles. Smoking is a privilege that can be denied by Interlude House staff if deemed appropriate. Cigarette butts and other tobacco-related trash that is thrown into the yard will not be tolerated.

----- **Noncompliance**

Everyone is asked to follow this set of guidelines to instill discipline and skills necessary for recovery. We understand that everyone admitted to our program may not be able to comply fully with the guidelines set forth. We will provide referrals to similar programs in the area but cannot allow anyone to disrupt the Interlude House therapeutic environment. When staff cannot influence a change in disruptive

behavior, discharge and referral elsewhere may be the best for everyone involved. Please remember these guidelines and rules apply throughout your stay here and are subject to change as necessary by the Interlude House team.

----- **Moving Out & Eviction**

There will be **no refunds** due to relapse, theft of property, physical force against another person in the house, failure to disclose the use of prescribed medication or violation of any house rule which warrants eviction. Interlude House requires at least a six-month stay and two weeks' notice when leaving on good terms. Failure to follow any house rules may result in immediate termination, and there will be no refund of fees paid. Participants who leave Interlude House for any reason have 72 hours in which to remove all their personal belongings. Personal items not removed within 72 hours will be donated to a local charity.

----- **Disciplinary Action**

Consequences for rule violations can range from a verbal prompt to immediate discharge depending upon how serious the infraction is deemed to be by staff. Consequences may include written warnings, behavioral contracting, consultation with the Interlude House staff and/or peers, and loss of overnight passes, visitation, and/or other privileges. If a person is discharged for noncompliance, the Interlude House reserves the right to decide when and if they will be permitted to return to Interlude House property. We require at least a 2-month waiting period if you are discharged for noncompliance before you can reapply. Your return to Interlude House must be approved by Interlude House staff and board members, and your readmission may be subject to a vote from house participants.

While our staff recognizes that individuals are working toward behavior change, we still must respect the fact that Interlude House is a community environment. Noncompliance is everyone's concern because it affects progress in recovery and overall well-being of the therapeutic community at large.

Participants are encouraged to begin practicing assertive, respectful communication skills with peers while in the Interlude House when they become aware of infractions. This may be done one to one, in community, in group therapy, with staff members or in the presence of the Interlude House team. If you are unsure how to approach a situation in an appropriate way, please speak to your Peer Support Specialist who will guide you in how to proceed. We will always work to maintain peace in our home.

Noncompliance which is not reported to staff by the community may result in individual consequences or loss of privileges imposed on the entire community depending upon the severity of the noncompliance and "depth of conspiracy." We believe that "keeping secrets" is not therapeutic and impedes progress.

----- **Participation Fees & Living Expenses**

Participant fees are calculated on a weekly basis. Interlude House accepts payments through PayPal or cash. Receipts will be given for each payment. It is the participant's responsibility to keep up with their own receipts. The initial payment for enrollment in the program is \$400, due on the first day of admission. This payment will cover your first month. The participant fee after the first month is \$200 per week, due on Monday of each week. Payments can also be made monthly (\$800) or biweekly (\$400) depending on pay schedule. A plan to pay any arrears incurred will be completed with the Peer Support Specialist that is appropriate for each person's individual payment ability and budget.

Participants are responsible for their own food. Peer Support staff will assist in connections to local food resources as needed. Late payments and failure to pay may result in discharge from the Interlude House at staff discretion.

----- **Grievance Procedure**

Most household and peer issues are resolved through direct and clear communication between the parties involved. Those participants who wish to choose a more formal procedure may choose the Problem Referral Process. Should a participant choose the Problem Referral Process, she should use it within a

reasonable time after the problem occurs. The participant discusses the problem with the Peer Support Specialist. In most cases, a problem can be resolved satisfactorily at this point. A participant who is not satisfied may present the problem in writing to the board of directors for further assistance and review. The board of directors will then investigate the problem and respond within five business days unless the circumstances warrant additional investigation. All people involved must fully cooperate to find the solution that best serves everyone.

Interlude House

PARTICIPANT AGREEMENT ACKNOWLEDGEMENT

This handbook is intended to provide guidelines for program requirements, rules, and expectations of the Interlude House. Participants of Interlude House are expected to review the handbook and abide by the regulations set forth.

The handbook does not create a contract between the participant and Interlude House. No policies in the handbook or any oral interpretation of the policies and procedures create an express or implied contract of residency between Interlude House and participants regarding length of occupancy, expectations, house rules, or any program requirements.

This is not a lease, and you are not a tenant of the Interlude House or the landlords who own the property. By signing this handbook, you agree to waive all civil liability to the greatest extent possible.

Interlude House reserves the right to change any portion of this handbook at any time based on program or agency needs. In the event of a change to the handbook, participants will receive written notice of the change and be expected to follow guidelines. This written notice of change shall be considered the participants' official notice and should be maintained with their personal records for later referral.

By signing below the participant hereby acknowledges receipt of their participant handbook and understands that they are primarily responsible for review of the participant handbook.

I, _____, have read and agree to abide by the rules and guidelines listed in the Interlude House Participant Handbook. If I have any questions concerning these guidelines, I will discuss these issues with staff immediately. I also understand that failure to follow these guidelines and rules could result in my discharge from the Interlude House.

Participant's Printed Name

Date

Participant's Signature

Date

Staff's Signature

Date