

# THE WILL HOUSE

## MEMBERSHIP AGREEMENT

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The Will House has an installment of policies, rules, and procedures that help maintain and promote a healthy atmosphere of recovery and a safe environment for all Members and Staff. These terms are not negotiable and may be enforced to the fullest extent by the Will House staff.

This agreement is dated \_\_\_\_\_ by and between

The Will House and \_\_\_\_\_.

ADDRESS: The Will House, 148 Elliott St., Beverly, Massachusetts 01915.

PAYMENTS: \$510 due upon acceptance (First and Last Week's Fee).

FEES: Members agree to pay \$255.00 per week [ ] or  
\$305.00 per week for a single room [ ].

Weekly Membership Fees are due on Thursday and must be paid on time. Failure to pay will result in dismissal from the residence.

Membership Fees are paid to Elliott House LLC using an online payment system. Paying with your bank account is free of charge. Card payments incur a 2.99% card fee charged by the processor. Cash payments are accepted only at 7-11, Walgreens, Walmart, or CVS for a \$3.99 fee charged by the processor, with a provided pay slip unique to each member. No cash or physical checks will be accepted by any Will House staff at any time.

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## **POLICIES AND PROCEDURES**

As a Member of The Will House, I understand a violation of these terms will result in action taken by the Will House staff, including but not limited to verbal or written warnings or contracts. Multiple offenses may result in dismissal from the residence. I agree to the following:

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## **PERSONAL PROPERTY DISPOSITION**

Any personal items left behind upon dismissal are the sole responsibility of the dismissed Member and will be held for no more than 7–10 days, after which they will be discarded.

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## **SEARCHES AND ROOM CHECKS**

By signing this agreement, I understand that any personal items brought onto the sober home are subject to search by staff at any time and for any reason. No permission is required. Room checks are conducted periodically for safety and rule compliance.

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## **DANGEROUS MATERIALS**

Firearms, weapons, and flammable or explosive materials are strictly prohibited. Discovery of such items is grounds for immediate dismissal.

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## DRUG TESTING POLICY

Members agree to take a minimum of one weekly random drug/alcohol test when requested by The Will House staff.

- A. Members unable to produce a UA specimen will be asked to do so within one hour in the presence of staff.
- B. Failure to provide a specimen may result in dismissal.
- C. Members are responsible for any substances in their system, including those from poppy seeds, mouthwash, over-the-counter medications, and herbal supplements. All positive results will result in immediate dismissal.
- D. All screenings are recorded on a nightly staff log and reported directly to the Operator.
- E. In the case of a false positive, members will be provided another Quick Cup test. A second positive result may be followed by an optional opportunity to go to the local emergency room for toxicology screening at the member's expense. Same-day negative lab results will waive dismissal.
- F. Members may be dismissed for suspicious behavior or suspected substance use at the discretion of staff.

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## PERSONAL MEDICATION PROCEDURE

Members are responsible for their own prescriptions and must provide scripts upon request. All medications must be stored in a lockbox (member's responsibility to obtain). Members are accountable for what is in their system.

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## **SUBSTANCE USE AND/OR POSSESSION AND RELAPSE PROCEDURE**

The use or possession of drugs or alcohol—on or off property—is strictly prohibited. Violation is grounds for immediate dismissal. If the member is non-threatening and cooperative, staff will assist in contacting detox or emergency services.

In the case of a medical emergency, The Will House reserves the right to share a member's health information and medication list with emergency responders when relevant. Emergency contact information on file will be notified in the event of a medical emergency, including a return to substance use.

If a member fails to return from an approved overnight stay, stays out without prior permission, or fails to return to residence by the designated curfew without contacting staff, it will be treated as an emergency, and the contact provided will be notified.

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## **THIRD-PARTY PAYER POLICY**

Members who receive funding from a third-party source will be notified when said funds are paid to Elliott House LLC. Members shall be made aware of payment via email receipt. Any refunds due will be returned to the third-party payer, not the member.

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## **REFUND POLICY**

Members must provide a minimum of two (2) weeks' written notice before departing. The Last Week's Fee is held and applied to the final week when proper notice is given.

Refund Eligibility: Refunds apply only to membership fees paid in advance beyond the current week.

A member is not eligible for a refund of the Last Week's Fee if:

- They fail to give the required two-week notice, or
- They are in arrears on Weekly Membership Fees at the time of departure.

Eligible refunds will be returned within 10 business days.

## RULES

As a Member of The Will House, I understand that a violation of these terms may result in immediate dismissal. I agree to the following:

1. I will not possess, consume, or ingest any drugs or alcohol for the duration of my stay.
  - A. No drug- or alcohol-related paraphernalia of any kind is allowed, including but not limited to hookahs, glass pipes, or empty bottles or cans.
  - B. Tobacco and nicotine products are to be used only in designated areas.
  - C. Mouthwash containing alcohol is prohibited. Alcohol-free mouthwash is acceptable.
2. I will participate in a 12-step program.
  - A. I will find and maintain contact with a sponsor and meet weekly.
  - B. I will attend a minimum of 5 meetings per week, or 6 during the acclimation period (including house meetings).
  - C. I will join a home group, attend its monthly business meetings, and obtain a service position.
  - D. I will arrive 5 minutes early and stay for the full duration of all meetings.
3. Disrespectful behavior or defiance toward staff is grounds for dismissal. Altering notices or vandalizing property is prohibited.
4. Violence, threats (emotional or physical), or possession of weapons will result in dismissal and possible legal action.
5. The Will House is not responsible for lost or stolen property. Theft will result in dismissal and potential legal action.

6. Dishonesty may result in dismissal at the discretion of staff.
7. Curfew is 11:00 PM. Members will sign in by curfew and may not leave after doing so unless approved by the House Mentor. Overnights require 24-hour notice and an Overnight Request Form.
8. Illegal activity is prohibited and will result in dismissal and possible legal action.
9. Gambling is not allowed. Bars and strip clubs are prohibited. Restaurant bar seating and alcohol consumption are not allowed.

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## **REGULATIONS**

As a Member of The Will House, I understand a violation of these terms will result in action taken by the Will House staff, including but not limited to verbal or written warnings or contracts. Multiple offenses may result in dismissal from the residence. I agree to the following:

1. Disrespect, violence, or inappropriate behavior toward others is not tolerated.
2. Chores are expected and rotated. Altering chore lists is not allowed.
3. Borrowing from or lending to members or staff is prohibited.
4. The Will House does not offer extra storage. External storage is recommended.
5. Napping or sleeping in common areas is not allowed. Members will be fully clothed in these areas.
6. Members will clean up after themselves and maintain tidy rooms. Beds are made when not in use.
7. Members will turn off lights, fans, and AC units when not in use.
8. Personal electronics use is permitted, but borrowing another's device without approval is not.
9. Members are expected to report rule violations. Anonymity will be preserved.

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## ACCLIMATION POLICY

The Will House has an Acclimation Policy that is goal-oriented for Members to build structure, accountability, and self-discipline in a supportive setting for the duration of the acclimation period. We believe that becoming acclimated to The Will House is vital to the long-term success of our Members. For the first 30 days, Members agree to follow the standards outlined in this policy.

*Please note: This policy may be imposed as an alternative to dismissal for cause or in the event a member's recovery plan is compromised.*

As a Member of The Will House, I understand and agree to the following:

1. I understand the curfew is 10:00 PM, and I agree to be in the home at that time.
2. I understand overnights are not allowed during the first 30 days of my stay.
3. I agree to attend 6 recovery meetings per week and provide documentation of my attendance weekly.
4. I agree to collaborate with staff to adhere to the terms in this agreement.
5. I agree to participate in a 12-step program and demonstrate core principles within the community.
6. Members are encouraged to attend the "Wednesday Night – What's In The Book" recovery meeting. I understand that my attendance is anticipated during the Acclimation Policy period, unless discussed with staff beforehand.
7. I agree to find work or volunteer a minimum of 20 hours per week. If I anticipate that work or volunteering will exceed 40 hours, I agree to collaborate with staff prior to exceeding those hours for approval and accountability.
8. I agree to find a home group, attend its monthly business meetings, and obtain a service position.
9. I agree to find a sponsor and meet weekly. I agree to have met 1:1 with my sponsor prior to requesting that my acclimation period be reviewed with staff.
10. I understand that the initial acclimation period is a minimum of 30 days and that moving to the next phase is contingent on evaluation and collaboration with Will House staff.

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## BINDING AGREEMENT

Rules and policies are subject to change. I agree to comply with updates during my stay. Members are expected to take personal responsibility for their actions, follow all house rules, and engage in open communication with staff and peers. The Will House is not responsible for any harm or injury that results from a member's failure to follow the rules, guidelines, or safety procedures of the home.

I certify that I have read and understand this agreement. Failure to comply may result in immediate dismissal. Upon dismissal, I will not return to the sober home for 30 days. Personal property will be held for 7–10 days.

In the event of a medical emergency, The Will House reserves the right to share a member's health information and medication list with emergency responders as deemed relevant. I hereby certify that I have granted The Will House consent to notify my designated Emergency Contact on file in the event of an emergency, including but not limited to a return to substance use.

I understand failure to return from an approved overnight stay, staying out without prior permission, or failure to return to residence by the designated curfew without contacting staff will be treated as an emergency, and the provided contact will be notified accordingly.

Member Name (Please print below)

X \_\_\_\_\_

Member Signature (Please sign below)

X \_\_\_\_\_ Date \_\_\_\_\_

Staff Signature

X \_\_\_\_\_ Date \_\_\_\_\_