

**HOUSING RULES**

1. I understand The Lazarus Project is a faith-based, Christian, recovery program and agree to participate in all program related activities and classes. \_\_\_
2. Understand that court orders and instructions from supervising entities (probation/parole officers, community corrections etc) take precedence over any rule listed below. The Lazarus Project staff will follow all instructions issued by the justice system which may or may not align with the house rules. Your house rules may vary from your roommates. Do not assume you have the same access or privileges, you need to verify your parameters with the Executive Housing Director. **You are expected to follow all instructions even if they vary from the documented information in this document**. \_\_\_\_\_
3. This is a clean and sober facility – **drug and alcohol use are strictly prohibited as we operate on a zero tolerance policy.** Any violation of this rule can be cause for immediate discharge. If drug or alcohol use is suspected, staff will investigate suspected use. A special House Meeting may be called, and staff may agree to a discharge. The resident is expected to make immediate plans to vacate the property. Any disorderly response will lead to the police being called. The Lazarus Project of Knoxville reserves the right to conduct random, unannounced apartment inspections. Discovery of illicit substances or contraband may result in immediate discharge and the filing of police reports and/or charges being filed. \_\_\_\_\_\_\_\_\_
4. Per TDOC, RHP benefits are contingent upon willingness to submit to and producing negative drug screen results. If a resident produces a positive drug screen, RHP benefits could be terminated effective the date of the drug screen. \_\_\_\_\_All residents are required to submit to random drug and alcohol screenings upon admission and every week thereafter. Residents are required to produce a urine sample within 30 minutes, otherwise the screen is considered positive. Refusal to provide UA, PBT (breathalyzer), or oral swabs can result in immediate discharge at the Program Director’s discretion. **The fee for drug screens is $25 per screen and must be paid at the same time rent is collected.** **\_\_\_\_\_**
5. Prohibited contraband items include, but are not limited to: drugs (including kratom and CBD oil), drug paraphernalia, alcohol, weapons of any kind (guns, knives, bows, tools etc.), pornographic material (pictures, magazines, videos) on paper, video or electronic devices/phones, sexually explicit or drug-related material (clothing, pictures, etc.), any material that is rude or offensive and food items that contain poppy seeds. All e-cigarettes and products utilized to “vape” are considered contraband and are not permitted. \_\_\_\_\_
6. Disruptive behavior is not tolerated. Any behavior which is deemed by staff to be detrimental to the serenity and recovery of any resident is strictly forbidden. These acts include, but are not limited to: verbal threats, sexual harassment, physical violence, destruction of property and/or intimidation of any manner. Any such acts can be grounds for discharge. \_\_\_\_\_
7. Relationships with others in the house should reflect a family type relationship. Association with other residents or staff members in a romantic, intimate or sexual manner will be cause for discharge. \_\_\_\_\_
8. **Program fee for residency is $150 per week** and includes room and board only. **Rent must be paid in advance on the Thursday prior to the upcoming week, no exceptions.** A security deposit may be required (non-refundable) for admission and is determined at the Program Director’s discretion. If a resident does not have the financial ability to pay such deposits, the amount will be added to the resident’s ledger to pay toward on a weekly basis which must be preapproved by the Program Director. **Residents agree and understand that if arrearages are owed to the program, any and all forms of income including government benefits are subject to a partial hold until the outstanding balance is resolved. During the temporary hold, the program will allow the resident partial funds to apply toward daily necessities.** **All residents must report in to staff every Thursday at 7 pm EST to discuss rent balances etc, no exceptions. If you experience a scheduling conflict related to work only, you may make arrangements by contacting Deniese James at 865-335-9424 no later than Wednesday of every week.** \_\_\_\_\_
9. Weekend passes are available to residents pending successful progress. Passes begin at 8 am on Saturdays and end at curfew on Sunday nights unless otherwise specified and/or directed by the courts, PO, etc. **Pass requests forms are required to be submitted to the Executive Housing Director no later than the Thursday before the requested pass date. No exceptions. Passes are contingent upon adequate payment of rent, adherence to ALL program rules (including chores, curfews etc) as well as a positive attitude.** Program staff may deny a pass for any reason at any time. \_\_\_\_\_
10. Upon returning from ANY pass, residents are required to follow the proper program protocols instructed by leadership to maintain a pest free facility as well as disease free environments. Such instructions may include drying clothes/belongings in the dryer, proper hand washing protocols, and additional CDC guidelines to include wearing masks, and social distancing. Failure to adhere to proper program protocols may result in discharge.\_\_\_\_
11. The Lazarus Project of Knoxville is not responsible for lost or stolen property. If a resident has anything of significant value, it is highly recommended to store the items off site (electronics, jewelry, excess cash, etc.). \_\_\_\_
12. Any household items that are broken or damaged by a resident must be replaced. Damage to building structures, equipment or appliances must be done by a professional that has been authorized by staff and paid for by the resident. Theft is not tolerated. This offense can result in immediate discharge. \_\_\_\_\_
13. Attendance at a **minimum of one weekly support group meetings** is **mandatory for transitional housing residents**, unless you have been excused for a valid reason by The Lazarus Project of Knoxville Program Director *only*. Residential recovery residents must adhere to the class schedule as directed by staff.
14. Residents are required to maintain full time employment (unless disabled with alternate arrangements made) that accommodates program requirements. Unemployed residents are required to seek temporary employment/labor **until full-time employment is achieved. Proof of employment must be submitted with weekly rent. The Employment Specialist must be notified of any changes in work schedule prior to the change taking place. This includes calling in sick etc. \_\_\_\_**
15. **Residents are not permitted inside the facility during the hours of 8 am to 3 pm EST** **Monday thru Friday** unless pre-approved by the Executive Housing Director, or unless a local, state or national emergency arises at which time alternate instructions will be announced as necessary. Residents are not permitted to leave the facility prior to 5AM unless preapproved for employment related purposes. \_\_\_\_\_
16. **CURFEW IS 9 PM EST UNLESS OTHERWISE DESIGNATED BY STAFF, COURT ORDER, OR SUPERVISING ENTITY:**

**All residents must report in daily by curfew and be in their dorms by lights out with electronic devices stored away. Failure to report in by curfew constitutes grounds for immediate discharge. \_\_\_\_\_\_\_**

1. **Visitors are prohibited and are defined as any individual who does not work or reside at The Lazarus Project of Knoxville. Deliveries to residents are strictly prohibited (i.e. having another individual drop items off to a resident-including food delivery). No exceptions. \_\_\_\_**
2. All residents must obtain authorization from staff and complete all required paperwork before they will be allowed to bring a vehicle on-site. Drivers must have a valid driver’s license and the vehicle must have current registration and insurance. These documents must be presented to staff so copies can be retained. Auto repair on the property is not permitted without staff permission. Park ONLY in designated parking areas. Parking in an area other than the designated must have prior authorization from staff. Residential recovery residents are not eligible for a vehicle until at least 9 months of the 12 month program has been completed as well as other requirements deemed by staff. **IF YOU TRANSPORT OTHER RESIDENTS, YOU AUTOMATICALLY ASSUME ALL LIABILITIES.** \_\_\_\_\_
3. Residents are responsible for supplying their own food. Private snacks and meals must be labeled and dated accordingly. Staff submit a food stamp application on your behalf upon admission to the program. It is your responsibility to ensure the application is approved. If it is not yours, do **not** eat it. \_\_\_\_\_
4. Residents are required to follow all recommendations made by the Health Advocate and are responsible for the storage and administration of their medication. All medications must be approved by the program Health Advocate prior to use. Medications may **not** be kept in common areas and must be kept in the resident’s dorm room, out of sight of other residents. Medication must be taken privately (in the bathroom or other private area) and never in common areas. Do not leave medication on counter tops or dressers or in any other common area. The use of CBD Oil and Kratom are not permitted. \_\_\_\_\_\_
5. Smoking is permitted in designated areas only. Smoking is not allowed in any indoor ares or on the front porch. Do not leave cigarettes unattended. Dispose of cigarette ashes and related items in the disposal cans/ashtrays provided. Violation of this rule could result in immediate discharge. \_\_\_\_\_
6. Dorm areas are for dorm residents only. If you do not reside in the dorm, you are not allowed inside unless authorized by staff. \_\_\_\_\_
7. Cleanliness starts with self; shower daily, brush your teeth and keep personal dorm areas and the apartment clean and orderly. Beds are to be made daily and clothes put away, not on the floor areas or shoved underneath a bed. Clothing must be stored/hung in designated areas approved by staff. Be considerate of roommates and others. Residents must remain fully clothed (shirt, pants/shorts) always. Public display of underclothing is not permitted, i.e. sagging. Sagging is defined as a manner of wearing pants or shorts that “sag” so that the top of the waistband falls below the top of the hipbone, regardless of whether a shirt or jacket covers the gap. Shirts referenced or understood to be called “wifebeaters” must be worn underneath clothing only. Wifebeaters are not permitted to be utilized as a primary covering. Underclothing such as boxers or briefs must also be worn. \_\_\_\_\_
8. Apartments are to be cleaned daily. Please refer to the checklist posted on the front door of your apartment for specific requirements. Failure to maintain a clean apartment may result in program discharge. \_\_\_\_\_ **Apartments will be inspected randomly every week.** If you are on an off-property weekend pass or will not be at home, YOU ARE STILL RESPONSIBLE FOR ENSURING THE APARTMENT MEETS THE MINIMUM STANDARD. Failure to maintain a clean apartment may result in denial of Overnight/Off-Site Passes. \_\_\_\_\_
9. Reasonable noise levels are always to be maintained. No yelling, screaming or excessively loud music/TV. When playing music in common areas, the type of music should be generally acceptable by others and not excessively loud. When playing music in the dorms, the music must be acceptable by everyone in the dorm and played at a minimal sound level. \_\_\_\_\_\_
10. TV use is prohibited outside the hours permitted and posted. No exceptions. 
11. Residents are required to report cell phone numbers upon admission and every time such numbers change. \_\_\_
12. At LIGHTS OUT, TV’s and all other electronics should be turned off, common areas vacated and all residents in their dorms and in bed. No computer, IPAD, video game or cell phone use is allowed in dorms after LIGHTS OUT. *NO OVERNIGHT SLEEPING IN LIVING ROOM AREA IS PERMITTED. \_\_\_\_*
13. The kitchen must always be kept neat and clean. Clean up after yourself and put things back where they belong. Wash, dry, and put away your dishes immediately and wipe down all surface areas. All food stored in the fridge must be covered and dated. **No food or drinks are permitted in resident bedrooms except bottled water.** No exceptions. \_\_\_\_
14. Common areas (living room, dining room) should always be kept neat and clean. Do **not** move or rearrange any furniture in the common areas or dorms without staff approval. No personal items are allowed in common areas. Should such items be identified, they are subject to confiscation. \_\_\_\_\_
15. It is not appropriate to share names or information about other residents without their permission. Residents must respect another resident’s privacy. \_\_\_\_\_
16. Mail will be brought to the house by staff. You are responsible for forwarding your mail once you leave The Lazarus Project of Knoxville. All incoming or outgoing mail is subject to be searched. Mail for discharged residents will not be forwarded after 7 days. It is your responsibility to file a formal change of address with the Post Office. \_\_\_\_\_
17. Personal items left by discharged residents will be held for a maximum of (7) days then assumed property of the program. If a resident leaves the program against staff advice, resident property must be taken at the time the resident leaves; otherwise, all belongings become property of the program immediately. Residents are responsible for planning with staff in advance for the pick-up of their personal belongings if they are discharged/evicted. \_\_\_\_\_
18. Good relations are to be maintained with our neighbors. Please conduct yourself accordingly and familiarize yourself with property boundaries. Any potential disputes should be immediately reported to staff. Do **not** enter the neighbor’s property, unless approved. \_\_\_\_\_
19. Fire and Emergency Safety plans will be reviewed upon admission. Please become familiar with plans posted in each house. All residents will be required to participate in fire and emergency drills. Always practice safe habits. Be aware of fire exit locations and how to use them for all emergencies. Call 911 in an emergency. \_\_\_\_\_
20. Please be conservative with water and electricity. Shut off lights and air conditioners when leaving rooms, turn off fans when not in use and check faucets for leaks. It increases our expenses and could lead to program fee increases. If there is a water emergency or if a water line breaks on the property find or call the House Director immediately. \_\_\_\_
21. Do **not** call staff outside of office hours (8 am – 5 pm EST) unless it is an emergency, or you are instructed to so. Examples of *NON*-emergencies include but are not limited to: Off property or overnight pass requests, needing transportation that was not scheduled in advance with staff, last minute appointments, and disagreement with leadership instruction, just to name a few. Non-emergency issues will be handled the next business day. \_\_\_\_
22. Residents who are discharged or evicted without satisfying all financial obligations must pay a re-entry fee equal to the deposit and all financial arrears or make appropriate arrangements with the Program Director before reentry of the program will be considered. \_\_\_\_
23. Descension (complaining, murmuring) will not be tolerated. Conversations that are not edifying are also not tolerated. This policy does not apply to formal concerns expressed to management. \_\_\_\_\_
24. Residents who receive three or more written disciplinary sanctions within a 90-day period are subject to program discharge at the discretion of the Program Director. Residents who receive disciplinary write ups are charged $25 for the first offense and $50 for the second offense. Residents who receive disciplinary sanctions may be denied overnight passes for the week at the House Director’s discretion . \_\_\_\_\_\_
25. The “jailhouse” mentality will not be tolerated under no circumstances. No clicks etc. We are a family. \_\_\_\_\_\_
26. Residents are not permitted to reassign, alter, or change any instruction issued by staff or House Supervision. \_\_\_\_
27. Residents are required to communicate with project staff, House Directors, and senior residents as requested. Failure to respond within one hour constitutes immediate discharge. \_\_\_\_\_
28. If an issue arises that is not addressed here, or in emergency presents itself, do not assume you know the answer. **ASK** staff first before acting. \_\_\_\_\_
29. Residents in violation of *any* House Rule may be subject to immediate discharge all of which is at the discretion of the Program Director. \_\_\_\_\_
30. Attempts to manipulate instruction or dishonesty with staff are grounds for immediate termination should the staff choose to eviction as a proper response. Lying, omitting, and attempts to manipulate directives with staff are uncalled for and strictly prohibited. \_\_\_\_
31. Any of the house rules may be amended for any resident at any time at the discretion of the Program Director should an issue arise that warrants an appropriate exception. \_\_\_\_

ACKNOWLEDGEMENT

I have read and voluntarily agree to abide by all the rules of ***The Lazarus Project of Knoxville, LLC***.

I do hereby agree to comply with all the rules listed above as well as the stipulations included in any court orders and understand all that is expected of me during my residency at ***The Lazarus Project of Knoxville, LLC***.

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Resident Signature Date

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Staff Signature Date