



## SISTERS IN RECOVERY, INC. HOUSE RULES

The following rules must be acknowledged, understood and agreed upon by each resident of SIR House prior to admission.

THE FIRST FOURTEEN DAYS OF RESIDENCY ARE CONSIDERED PROBATIONARY. During this time

- New residents will have the opportunity to acclimate to the household, interact with housemates, learn the daily routines and participate in 12-step recovery.
- SIR House Board Members and the House Manager will check in with new residents regularly to ascertain progress and assist with acclimation.
- New residents will adhere to a 10:00pm curfew
- New residents must obtain employment by the 14<sup>th</sup> day if physically able to work.
- If unable to physically work, new residents must arrange 25 hours of volunteering per week by the 14<sup>th</sup> day.
- New residents must have a 12-step sponsor by the 14<sup>th</sup> day.

All house rules outlined below are in full effect during the probationary period and afterward.

### BEHAVIOR

During your stay at SIR House you are expected to conduct yourself in an honorable manner and extend courtesy, cooperation and respect to the Board Members, your fellow residents and any visitors at all times.

***The following behaviors will not be tolerated under any circumstances and will result in immediate eviction. This is non-negotiable.***

- Use of or possession of any alcohol or drugs on or off the premises
- Possession of any contraband item: over-the-counter medications that contain alcohol, drug paraphernalia, weapons of any kind, pornographic material on paper, video or electronic devices including cell phones, sexually explicit or drug or alcohol-related material including clothing or pictures.
- Sharing access code
- Physical fighting
- Theft
- Vandalism or destruction of property
- Sexual activity with other residents or visitors
- Gambling
- Going to bars, nightclubs, or any establishment that is primarily a drinking environment
- Illegal activities
- Disrespectful behavior toward fellow residents, Board Members or visitors. This includes yelling, taunting, physical and verbal assaults, and any derogatory remarks toward another person in regard to race, gender, sexual orientation, gender identification, religion or lack of religion.
- Repetitive argumentative or uncooperative attitude or behavior
- Any willful behavior deemed damaging to the reputation and well-being of SIR House, its Board Members or residents

You are required to immediately report any suspected alcohol, drugs, alcohol use, drug use, harassment, intimidation, sexual activity, and threats or acts of violence or vandalism to both the House Manager and also a Board Member.

## **BEDROOMS**

Bedrooms must be maintained in a neat and orderly manner at all times. Bedrooms will be inspected at least twice a week by the House Manager or a Board Member.

- Beds must be made as soon as you get up
- Clothing must be stored inside drawers and closets
- No food or drinks allowed in bedrooms
- No candles, wax burners or incense allowed
- No televisions allowed in bedrooms
- Do not use nails, tacks or tape to adhere anything to the walls, doors or furniture

The bedrooms and your belongings are subject to search at any time for drugs, alcohol, drug paraphernalia, weapons or any other contraband items. Contraband items will not be returned. They will be disposed of or possibly turned over to law enforcement.

You are not allowed to enter another resident's bedroom except in an emergency situation.

## **BROKEN OR DAMAGED ITEMS**

Any household items, furniture or fixtures that are broken or damaged by a resident must be repaired or replaced by the resident causing the damage. Repairs to building structures, equipment or appliances must be done by a professional that has been authorized by SIR House. A portion of your security deposit may be kept to cover repairs/replacement above normal wear and tear.

## **CAMERAS AND RECORDING DEVICES**

The use of audio, camera or video equipment is not allowed without the express permission of those being photographed and/or recorded.

## **CHORES**

You are required to willingly participate in daily house chores. Assignment of chores will be made by the House Manager. It is your responsibility to be sure you understand everything you are supposed to do to complete your chore assignment. Ask for clarification if you have any questions about your chore assignment.

Daily chores must be completed immediately after morning meditation Monday-Friday and by 12:00pm (noon) on Saturday and Sunday. A verified work schedule is the only acceptable excuse for not completing chores within these timeframes.

You must sign off on your chore upon completion.

- If your work schedule Monday-Friday prohibits you from completing your chore immediately after morning meditation, your completion time will be extended to 8:00pm.
- If your work schedule requires you to be at work by 9:00am or earlier on Saturday or Sunday, your completion time will be extended to 8:00pm.
- If your work schedule requires you to work until 1:00am or later your completion time for that day's chores will be extended to 12:00 noon.

If you will be off premises for an approved reason you are responsible for getting someone to voluntarily cover your chores for you.

You are not allowed to ask anyone to do your chores for you without board approval. You are not allowed to pay anyone to do your chores for you under any circumstances.

The first Saturday of each month is designated for deep cleaning beginning at 9:00am until completed. Assignment of deep cleaning chores will be made by the House Manager or a Board Member. Participation in deep cleaning chores is mandatory for all residents. Do not make plans or pass requests during this time.

If you are required to work during the scheduled deep cleaning time you will be assigned a deep cleaning chore and must complete it by 8:00pm the same day. A verified work schedule is the only acceptable excuse for not participating in deep cleaning at the standard scheduled time.

### **COMMON AREAS**

You will clean up after yourself throughout the day and night. All shared/common areas including outdoor areas should be treated with respect and courtesy and must remain clean and organized at all times. Do not leave personal items in these areas when not being used. Sleeping in common areas is not allowed.

No burning of candles, wax, incense or any other items is allowed indoors.

No dishes, silverware, glasses, cups, pots, pans or any other items are to be left in sinks, on the stove, or on counters after use. Each person will immediately wash, dry, and put away any kitchen items used.

Reasonable noise levels are to be maintained at all times. Use television and/or radio/music at lowest levels to not disturb others.

### **COMPUTER USE**

SIR House provides a computer for all residents to share on a limited basis. The computer is intended to be primarily used for job search, school research, and email. It should not be used for social media, playing games, or watching movies, videos, etc. All residents are expected to be considerate of the amount of time they spend using the computer so that it can be shared equitably. Excessive use of the computer or visiting inappropriate sites will result in losing computer privileges.

Each resident will have a personal computer log-in which must be safeguarded. Do not share your log- in with anyone.

No food or drinks are allowed at the computer desk.

### **CONSEQUENCES**

Consequences will be given by the House Manager or a Board Member at their discretion. A warning may be given for a first offense at the House Manager or Board Member's discretion. Warnings are not applicable to all rules or behaviors and are neither expressed nor implied to be guaranteed under any circumstances.

Failure to successfully complete a consequence will result in additional consequence. You will forfeit your residency if you refuse to accept a consequence or incur any 3 consequences within a 30-day period.

A list of rule violations and associated consequences is provided to each resident upon check-in. This list is subject to change at any time at the discretion of SIR House.

## **CURFEW**

Curfew for all new residents is 10:00 pm seven days a week for the first fourteen days. After fourteen days, there will be a review of the resident's progress. If the resident has followed all rules and probationary conditions as outlined, they will then adhere to the standard house curfew of 11:30pm Sunday-Thursday and 1:00am Friday and Saturday.

Unless at work or having obtained specific permission from a Board Member, curfew is non-negotiable. You may be required to show proof of work hours to exceed curfew.

If circumstances arise that will prevent you from being on premises by curfew, you must make two phone calls and speak with both the House Manager and also a Board Member as soon as possible. Text, email, voicemail, social media or Messenger are not acceptable forms of communicating missed curfew – two phone conversations are required.

Even when proper procedure is followed, there is no grace/warning given for missed curfew. Certain exceptions may be made at the discretion of the Board. Exceptions will not be considered if the required two phone calls are not made.

## **DISAGREEMENTS**

Differences of opinion and disagreements should be discussed immediately and calmly among the parties involved. If an issue is not resolved, the House Manager may be consulted.

## **DRESS CODE**

### Clothing

- Clothing must be modest and cannot contain any foul or sexual language, pictures or designs or any reference to alcohol or drugs
- Clothing must fit appropriately and not expose midriff or cleavage during normal movement
- Bra and panties must be worn (except when wearing pajamas)
- If any visitor is on premises you must be fully dressed when in common areas
- No low-cut tops or dresses, short shorts, short dresses or short skirts

## **DRUG TESTING**

Complete sobriety is required for residency at SIR House.

All residents must submit to drug/alcohol screening upon request. Refusal to take a drug or alcohol test will be deemed a positive test and will result in immediate eviction.

If you fail a drug test you will be required to leave the premises immediately. You will have 48 hours to make arrangements to have your belongings picked up. Any items left after 48 hours will be discarded or donated without compensation to you.

## **EMERGENCIES**

For fire or medical emergency, call 9-1-1 immediately and also notify a Board Member. If you require treatment for a medical emergency, you must submit discharge paperwork to the House Manager upon return.

## **HOUSE MEETINGS**

Attendance at the weekly House Meeting is mandatory. House Meetings are held on Sunday at 5:00pm. All residents are expected to arrange their schedule to attend. If you take an overnight pass on a Saturday, you must return in time to attend the House Meeting on Sunday. Cell phones are not allowed in House Meetings.

## **INJURIES**

SIR House is in no way responsible or liable for any injuries or damages caused by any resident's negligence. This includes, but is not limited to, injury to themselves or another resident.

## **LAUNDRY**

You are responsible for your own laundry, including bedding and towels. You will be assigned a laundry day and time period. All your laundry needs to be completed and removed from the laundry room within your designated laundry time.

## **LEAVING THE PREMISES**

All residents must sign in and out each time they leave and return to the property. Do not sign anyone else in or out and do not allow anyone to sign you in or out.

Residents are not allowed to visit inside a men's detox or sober living home.

## **MAIL**

SIR House has a business address with the US Post Office and mail for residents cannot be forwarded from the location after move-out. Therefore, residents may use the SIR

House address only for official mail from city, state, county or federal agencies:

probation/parole, driver's license, social security, etc.

Residents are not to use the SIR House address for any personal mail or deliveries of any type, including but not limited to personal cards and letters, magazine or product subscriptions, etc.

Residents should get permission from a board member before having anything mailed or delivered to SIR House.

Mail will be distributed daily by the House Manager.

Residents are responsible for submitting a change of address to the post office after move-out.

Mail for former residents will be held for a maximum of seven days then returned to sender.

## **MEALS**

Each person is responsible for purchasing and preparing their own meals and completely cleaning up after themselves. You will be assigned a refrigerator and pantry section. All food items must be stored in covered containers. Refrigerators must be cleaned out weekly. If you choose to leave personal cooking utensils in the kitchen, they are considered shared and may be used by any person.

## **MEDICATIONS**

All residents are required to sign a Medical Information Release giving their medical provider/physician authority to release information regarding past and present medications to Sisters In Recovery, Inc.

All medications, whether prescribed or over-the-counter, must be approved in advance by a Board Member.

***Absolutely no narcotics, no benzodiazepines (Xanax, Klonopin, Lorazepam, Valium, etc.), no opiates (Hydrocodone, Vicodin, Morphine, Oxycodone, Fentanyl, etc.), no Adderall, no sleep aids, no diet pills, no Kratom, no Lean, no mouthwash with alcohol or codeine, no cold or allergy medicine with alcohol or codeine.***

All prescribed medications will be stored in a lockbox under the control of Sisters In Recovery. Prescribed medications will be made available to residents on a weekly basis. Each resident is responsible for collecting enough medication to use during the week, storing and safeguarding their medications, obtaining refills as needed, and self-administering their medications as prescribed.

Failure to take medications as prescribed will be considered abuse and is cause for eviction.

Residents must notify a Board Member of any changes to their prescribed medications i.e. new medications, changes in dosage, or discontinuation. SIR House allows up to 4 medications for the treatment of any mental health issues. If during the course of residency you are prescribed 5 or more medications for the treatment of mental health issues you will be required to move out.

Residents must provide written confirmation from their medical provider to discontinue use of any prescribed medications.

Do not leave any medications in a visible area.

Sharing medications with other residents or taking any prescription medication not prescribed to you is not allowed under any circumstance and will be considered abuse and cause for eviction.

## **MORNING MEDITATION**

All residents are required to attend and participate in morning meditation Monday-Friday at 8:15am. You must sit up, remain awake, and keep your eyes open during morning meditation. No cell phones are allowed in meditation.

If your work schedule requires you to work until 1:00am or later you will be excused from morning meditation on that day. You must provide proof of work hours to the House Manager.

## **MOVING OUT**

### **Voluntary Move-Out**

SIR House requires a minimum of one-week written notice (text or email okay) when a resident chooses to move out. Failure to provide written notice will result in the forfeit of any security deposit.

Residents agree to leave the rented space (bed, dresser, closet space, bathroom space, pantry space, refrigerator space) in a clean condition free of all trash, debris and any personal property. Failure to do so will result in the forfeit of any security deposit.

Residents agree to wash and dry all bedding and re-make the bed on the day of final move-out. Failure to do so will result in the forfeit of any security deposit.

Unless other arrangements are made with a Board Member, any personal property left behind at the time of move-out must be picked up within 48 hours, after which time the items will be considered abandoned property and will be either donated or discarded at the discretion of SIR House.

Any pre-paid rent at the time of move-out will be pro-rated and refunded within 30 days.

#### Involuntary Move-Out/Eviction

Residents who are evicted and required to leave the premises, whether immediately or by an imposed date, will forfeit any security deposit and must take all personal belongings with them at the time of move-out. Unless other arrangements are made with a Board Member, any personal items left behind at the time of move-out must be picked up within 48 hours, after which time the items will be considered abandoned property and will be either donated or discarded at the discretion of SIR House without compensation.

#### **NEIGHBORS**

Residents are expected to be good neighbors and not just “non-disturbing” neighbors. Be respectful of the property lines and do not enter the neighbors’ property. Be mindful of noise levels and be kind and courteous in all interactions with any neighbors. Any potential disputes should be immediately reported to the House Manager.

#### **OVERNIGHT PASSES**

Upon completion of 30 days residency and 90 days sobriety, you may be granted one overnight pass per week and one 2-night pass per month. Passes must be approved by the House Manager at least 24 hours in advance and are contingent upon completing all house obligations – rent must be current, chores done or covered, no consequences, meeting attendance or volunteer hours verified, etc. Unemployed residents who have not completed 25 hours of volunteering per week must get approval from a Board Member to take an overnight pass.

Being off property overnight without permission will be considered a “walk-out” and you will forfeit your residency.

#### **PERSONAL PROPERTY**

Residents accept full responsibility for the safekeeping of all personal property. SIR House is not responsible for any lost, damaged or stolen property. Any items of significant monetary or sentimental value should be stored elsewhere.

#### **PETS**

No pets are allowed at SIR House.

#### **QUIET TIME**

11:00pm-8:00am daily are designated quiet hours. During this time keep lights off or on low, keep voices hushed, no music unless using headphones/earbuds, and avoid any activity that creates noise or a mess.

## **RELAPSE**

If you relapse during your stay at SIR House you will be required to leave the premises immediately and you will have 48 hours to arrange to pick up your belongings.

If you leave the premises and go directly to a detox facility for a minimum of 10 days, you will be allowed to return with the following restrictions:

- No leaving the premises for 30 days except for work, school, probation/parole, and 12- step meetings.
- You will adhere to a 10:00 p.m. curfew for 30 days
- You will be required to attend a 12-Step meeting a day until you achieve 90 days sobriety.
- Rent will continue to be due during your stay at a detox facility.

If you relapse a second time, you will not be allowed to return to SIR House.

## **RENT**

Rent is \$140.00 per week and must be paid in advance. The rent cycle is Monday-Sunday.

Rent is due by 5:00pm on Sunday each week. You may pay weekly, bi-weekly, or monthly.

Rent may be paid on the SIR House website by credit/debit card, or on site by cash or money order only. You are responsible for placing your rent in the lockbox. Do not ask anyone else to drop your rent for you.

If your rent will be paid by a source other than your employment (SSI benefits, alimony, friends/family, etc.) you will be required to volunteer 25 hours per week.

If you are unable to pay rent in full and on time for any reason you must notify Haley Hutton in writing by text or email - **DO NOT CALL** - at least 24 hours before the due date and time.

Failure to notify in writing 24 hours in advance will result in a \$20.00 late charge. A second late payment without 24-hour advance written contact will result in a \$20.00 late charge and the loss of overnight privileges for 30 days. No warnings will be given.

Residents who are unemployed at the time of move-in must be current on rent within 30 days.

If you become unemployed while residing at SIR House, you must be current on rent within 30 days from the first day of being unemployed. You will be required to volunteer 25 hours a week if unemployed more than 7 days.

Non-payment of rent is grounds for eviction.

A Security Deposit of \$100.00 is due at move-in. You will forfeit the security deposit if you are evicted due to rule violation, fail to provide a written one-week notice prior to moving out, do not leave all rented spaces in clean condition, or do not wash and dry all bedding and re-make the bed.

## **RESTRICTED AREAS**

You may not enter anyone's bedroom except in case of emergency.

You may not enter the storage area without express permission from the House Manager or Board Member.

## **SAFETY/SECURITY**

All residents are responsible for safeguarding the safety and security of the property and all occupants. Never leave any doors or windows unlocked.

All residents will be issued a personal security code to the house. You are forbidden to share this code with anyone.

Fire and Emergency plans will be reviewed upon admission. Residents are responsible for being familiar with emergency plans and fire exits.

SIR House employs a security system with the ability to obtain both video and audio recordings of the common areas. All residents implicitly give permission to be photographed and video and audio recorded for security purposes.

## **SMOKING/VAPING**

There is no smoking or vaping allowed indoors at any time. Dispose of cigarette ashes and butts in provided receptacles.

## **12-STEP MEETINGS**

Active participation in 12-Step recovery for alcoholism and/or drug addiction is a requirement for residence at SIR House. Residents must attend one 12-Step meeting per day until they obtain 90 days of sobriety.

After 90 days of continuous sobriety, residents who do not work, attend school, and/or volunteer a combined total of 25 hours per week are required to attend a 12-Step meeting on six separate days each week. Residents with full-time employment or attending school and/or volunteering a combined total of at least 25 hours per week are required to attend a 12-Step meeting on four separate days each week. Unless specific permission is obtained from a Board Member, all required 12-Step meetings must be attended in person.

Residents may not attend 12-Step meetings at men's detox facilities without approval from a Board Member.

All residents will submit a 12-Step meeting verification sheet at the weekly House Meeting. Meeting verification sheets are to be signed by the chairperson of the meeting. If you are chairing the meeting you must have someone at the meeting who is not a SIR House resident sign your meeting verification sheet.

All residents must also submit their work schedule, school schedule, and/or signed volunteer sheet at the weekly House Meeting to verify they have attended the required number of 12-Step meetings.

New residents must have a 12-step sponsor within their first 2 weeks. All residents are required to maintain a sponsor while residing at SIR House. All residents are strongly encouraged to select a home group and be actively involved there and to participate in activities in the 12-Step recovery community.

## **UNDER 30 DAYS**

Any applicant who is allowed to become a resident with less than 30 days of sobriety will be required to adhere to the following additional restrictions and rules until they reach 30 days of sobriety.

1. The resident must attend 12-step meetings with at least one other woman in recovery who is approved by a Board Member.
2. The resident may not leave the premises for more than 2 hours at a time and may not make more than 2 outings per day.

## **VEHICLES**

Residents must obtain permission from a Board Member before they will be allowed to bring a vehicle on-site. Drivers must have a valid driver's license and maintain current registration and insurance. Auto repair is not allowed on the property without Board Member approval. Residents approved to have a vehicle on-site must park in designated areas only. Vehicles are subject to search for contraband items at any time.

## **VISITORS**

Residents may have visitors until 9:30pm Sunday-Thursday and until 12:00am (midnight) on

Friday and Saturday. All visitors must be approved by the House Manager or a Board Member prior to arrival. Former residents who were required to leave due to their own breach of rules will not be permitted back on the property.

You must stay with your guests at all times. Parents are responsible for their children's behavior and safety at all times and are required to be in their presence at all times.

Minor children, female family members and female platonic friends may be inside the house in common areas only. No visitors are allowed in bedrooms for any reason.

Adult male visitors are not allowed inside the house for any reason. Male family members and legal husbands may visit outdoors in the backyard patio area.

Male platonic friends, boyfriends and same-sex partners are not allowed to visit residents on the property and may not access the property beyond the parking area.

Any visitor will be required to leave immediately if a Board Member or resident suspects any use of alcohol or drugs.

All visitors accept full responsibility for their own personal safety while on SIR House premises and must agree to abide by SIR House Visitor Rules. SIR House is in no way responsible or liable for any visitors' lost, damaged or stolen personal property nor can it be held liable for any injuries or damages caused on by a resident's or visitor's negligence.

### Law Enforcement/City Officials

Should any member of law enforcement arrive unannounced on the premises without a warrant, you will not allow them access until you speak with a Board Member and obtain permission to do so. You will inform the officer that you are a renter and will need to contact the owner before allowing them access. You will obtain their full name, badge number, agency and a contact number to verify their identity and association and immediately contact a Board Member by phone call to alert them of the situation. You will not interact with the officer unless specifically instructed to do so by the Board Member.

If a law enforcement officer arrives with a warrant, you will cooperate fully and immediately contact a Board Member by phone call to advise them of the situation and receive any additional instructions.

Should any representative from a city, county or state agency or office arrive unannounced on the premises you will not allow them access until you speak with a Board Member and obtain permission to do so. You will inform the representative that you are a renter and will need to contact the owner before allowing them access. You will obtain their full name, agency and a contact number and immediately contact a Board Member by phone call to alert them of the situation. You will not interact with the representative unless specifically instructed to do so by the Board Member.

### **WORK/SCHOOL/TRAINING/VOLUNTEERING**

Residents must work, attend school or volunteer a combined total of at least 25 hours per week. Residents will submit their work schedule at the weekly House Meeting.

Residents must be employed, enrolled in job training or school, or arrange volunteer service within the first 14 days of residency.

Residents must obtain permission from a Board Member to work where alcohol is sold, served or consumed. Residents are not allowed to work as a bartender.

If a resident becomes unemployed and does not obtain a new job within 7 days they will be required to volunteer 25 hours per week until employment is obtained.

All unemployed residents will submit a job search log weekly.

All residents performing volunteer service will submit a record of volunteer hours weekly.

**VIOLATION OF ANY RULE MAY RESULT IN IMMEDIATE EVICTION.**

**RULES ARE SUBJECT TO CHANGE AT ANY TIME AT THE DISCRETION OF SISTERS IN RECOVERY, INC.**

*I have read, understand and agree to abide by all house rules for Sisters In Recovery, Inc.*

Print Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Board Member \_\_\_\_\_ Date \_\_\_\_\_

## WHO TO CONTACT - QUICK REFERENCE

<b>HOUSE MANAGER</b>	Chore Assignment and Duties Laundry Issues with Appliances, Furniture or Fixtures Issues with Neighbors Overnight Pass Request Visitor Approval Unresolved Issues with Other Residents
<b>BOARD MEMBER</b>	Changes to Medication Emergency Late Visitation Request Medication Approval Move Out Arrangements Permission to work where alcohol is sold, served or consumed Permission to attend meeting at a men's detox facility Permission to miss house meeting or 12-step meeting Permission to attend Zoom meeting instead of face-to-face Rent Issues Law Enforcement or City/County/State Agency Representative On Site Unresolved Issues with House Manager
<b>BOTH HOUSE MANAGER AND BOARD MEMBER</b>	Confirmed or Suspected Use or Possession of Alcohol or Drugs Confirmed or Suspected Possession of Contraband Items Harassment, Intimidation or Threats or Acts of Violence Missing Curfew Sexual Activity on Premises Vandalism