



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.

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 Directors, 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 on or off property
- Theft
- Vandalism or destruction of property
- Sexual activity with other residents or visitors
- Gambling
- Illegal activities
- Disrespectful behavior toward fellow residents, staff or visitors. This includes yelling, taunting, physical and verbal assaults, and any derogatory remarks toward another person in regard to race, gender, sexual orientation, 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 staff 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 Director or 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.
- You may have drinks and snacks in your bedroom but all dishes and trash must be removed daily.
- No candles, wax burners or incense allowed
- No televisions allowed in bedrooms
- Do not 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 by 8:00pm. You must mark off your chore on the Coda computer program upon completion of your chore. If you will be off premises for an approved reason you are responsible for getting someone to cover your chore for you.

The first Saturday of each month is designated for deep cleaning. 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 the chore can not be completed by 8 pm on Saturday, please make arrangements with the House Manager.

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. No overnight sleeping in common areas is 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 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 may be imposed for:

- Being in a restricted area without permission
- Breaking curfew
- Dress code violations
- Failure to attend required number of 12-Step meetings
- Failure to complete chores correctly or in required time frame
- Failure to properly mark chore completion
- Having cell phone in meditation or a meeting
- Not signing in or out
- Not cleaning up after yourself
- Inconsiderate, disrespectful or disruptive behavior

NOTE: This is not a comprehensive or complete list of reasons you may receive a consequence. You may receive consequences for a reason/behavior not listed if a Board Members determine it is detrimental to peaceful and productive house activities. Consequences will be given by the House Manager or a Board Member at their discretion.

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.

CURFEW

Curfew for all new residents is 10:00 pm seven days a week for the first three weeks. After three weeks, there will be a review of the resident's progress. If the resident has followed all rules 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, social media or messenger are not acceptable forms of communicating missed curfew – a phone conversation is required.

No warnings will be given for missed curfew. If you receive a consequence for curfew violation you will forfeit any already approved overnight pass scheduled during the consequence period.

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
- 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.

You 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.

EMERGENCIES

For fire or medical emergencies, 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. Cell phones are not allowed in House Meetings.

INJURIES

SIR House is in no way responsible or liable for any injuries or damages caused on behalf of 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.

MAIL

Mail will be distributed daily. You are responsible for forwarding your mail once you leave SIR House. 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 and date-labeled containers. If you choose to leave personal cooking utensils in the kitchen, they are considered shared and may be used by any person.

MEDICATIONS

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

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 mouthwash with alcohol or codeine, no cold or allergy medicine with alcohol or codeine.

You are responsible for storing, safeguarding and taking your own medications. You are expected to take prescribed medications as prescribed. Do not leave medications in any visible location.

MORNING MEDITATION

All residents are required to attend morning meditation Monday-Friday at 8:15am. No cell phones are allowed in mediation.

MOVING OUT

SIR House requires a minimum of one-week notice when a resident chooses to move out. Any belongings left behind after moving out will be held for 48 hours then donated or discarded without compensation unless other arrangements have been made with a Board Member. Residents must contact a Board Member to make arrangements to pick up any personal items left behind at the time of move-out.

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.

PASSES

Following the completion of 30 days residence and 90 days sobriety, you may be granted one overnight pass per week and one 2-night pass per month (a total of 6 a month). Passes cannot be combined.

Passes must be approved by the House Manager at least 24 hours in advance and are contingent upon completing all house obligations -- rent current, chores done or covered, no consequences, meeting attendance verified, etc.

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 restriction of no leaving the premises for 90 days except for work or school and 12-step meetings. You will also be required to attend a meeting a day for 90 days upon your return. 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 \$110.00 per week and must be paid in advance. You may pay weekly or bi-weekly. Rent is due by 5:00pm on Sunday each week. Rent may be paid by credit/debit card, 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 you are unable to pay rent in full and on time for any reason you must speak to a Board Member at least 24 hours before the due date.

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 or fail to provide a written one-week notice prior to moving out.

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, a Director 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 key 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 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, unemployed residents are required to attend six 12-step meetings per week. Residents with full-time employment or attending school at least 25 hours per week are required to attend a minimum of three 12-step meetings per week.

Attendance at one of the weekly 12-Step meetings held at SIR House is mandatory. All residents are expected to arrange their schedule to attend. Cell phones are not allowed in any 12-Step meetings held at SIR House.

All residents will submit a meeting verification sheet weekly.

New residents must have a 12-step sponsor within their first 3 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.

TELEPHONE

The SIR House phone number is 713-505-1999. The house phone is provided for residents who do not have a cell phone to share on a limited basis. Residents who have cell phones may not make or receive calls on the house phone. The house phone is intended to be used primarily for job search, contact with probation/parole, scheduling doctor appointments, etc. Personal calls should be kept to a minimum in number and duration. No incoming or outgoing calls are allowed before 8:00am or after 10:00pm. Excessive or inappropriate phone use may result in loss of phone privileges.

VEHICLES

Residents must attain authorization 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

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.

Family or friends not involved in 12-Step recovery may visit a specific resident on the first Sunday of each month for two hours between 10:00am-4:00pm. Exceptions may be made for holidays, birthday or special occasions at Board discretion.

Female friends in 12-Step programs and sponsors are exempt from this restriction, but may not visit past 9:30pm on any day without permission from a Board Member.

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. Adult male visitors and same-sex partners are not allowed inside the house or garage for any reason. Male family members may visit outdoors in the patio area. Male platonic friends or boyfriends may not access the property beyond the parking lot.

No visitors are allowed in bedrooms for any reason.

Any visitor will be required to leave immediately if a Director, 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 behalf of a resident's or visitor's negligence.

WORK/SCHOOL/TRAINING/VOLUNTEERING

Residents must work, attend school or volunteer a minimum of 25 hours per week.

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.

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

| | |
|--|---|
| <p>HOUSE MANAGER</p> | <p>Chore Assignment and Duties Laundry Issues with Appliances, Furniture or Fixtures Issues with Neighbors Overnight Pass Request Visitor Approval Unresolved Issues with Other Residents</p> |
| <p>BOARD MEMBER</p> | <p>Emergency Medication Approval Rent Issues Late Visitation Request Move Out Arrangements Permission to work where alcohol is sold, served or consumed Unresolved Issues with Houses Manager</p> |
| <p>BOTH HOUSE MANAGER AND BOARD MEMBER</p> | <p>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 Sexual Activity on Premises Vandalism Missing Curfew</p> |