



PROGRAM HOUSE RULES AND EXPECTATIONS

House: ☐ Tivy House ☐ Jefferson House

HOUSE LOCATIONS

The Tivy House – 828 Tivy Street – Kerrville, Texas 78028

The Jefferson House - 316 Jefferson St N, Kerrville, TX 78028

Welcome! These House Rules apply to **all Hill Country Sober Living Homes**. Hill Country Sober Living LLC is dedicated to providing a safe and supportive environment for individuals seeking recovery. Our mission is to foster personal growth in a community that emphasizes physical, spiritual, and emotional growth and well-being.

Hill Country Sober Living LLC is a place for men who are excited and eager for a new way of life. Our houses are owned and led by men to assist you on your sober journey by providing a clean, safe place where we emphasize the importance of structure, fellowship, accountability, and service.

However, like anything else, there are some rules that you **MUST** follow!

ALCOHOL AND DRUG-FREE ENVIRONMENT

All Hill Country Sober Living LLC homes are Alcohol and Drug Free Environments.

Use of Alcohol, Drugs, Synthetic Marijuana or Prescribed Narcotics will result in immediate termination and forfeiture of any monies paid. Everyone in the house is subject to random UA's and Breathalyzer.

You have thirty (30) minutes to comply with taking the test. Anyone refusing to take the tests will be asked to leave immediately.

If you are asked to leave the house for drug use or not following these rules, you will forfeit all money paid. There will be no REFUNDS.

All illicit drugs are prohibited.

RECOVERY AND 12-STEP EXPECTATIONS

You must attend a minimum of four (4) meetings a week if working and six (6) per week if not working. You will be given a sign-in sheet to verify your meetings.

We suggest BIG BOOK based meetings.

You must get a sponsor within the First Week who is currently working the (12) Twelve Steps and who is also sponsored.

You must meet with your sponsor at least (1) once a week and get your meeting sheet signed.

You are to verify with staff who your sponsor is and that you have accomplished this requirement.

You must actively engage in the 12 Steps.

12-Step Phase Requirements

Phase 1: In the First 30 days you must have completed your 5th step.

Phase 2: From day 60 — 100 you must have completed your 8th step.

Phase 3: You have moved into a 12-step based sober home. You are required to actively be working the (12) Twelve Steps. If not you will be placed in our Accountability Phase or asked to leave.

Once you have reached Step 12 and no longer are required to meet with your sponsor once a week, you must step into the Sponsor role and begin sponsoring other men.

Choose a home group and attend their group conscience every month.

Get a service commitment and/or position and follow through.

Sign up for H & I's at least once a month.

Sponsor men in the fellowship when appropriate.

Get involved in this awesome fellowship!

MEETING ETIQUETTE

No phone use is allowed during meetings. Do not text or internet surf during a meeting. That's not what we are there for. Put your phone away.

Bring your big book to all meetings.

Do not get up and down during a meeting. It is disrupting, disrespectful and distracting. Go to the bathroom before the meeting.

Punctuality and Preparedness

Have your meeting sheet complete and ready prior to start of meeting.

While this is a meeting to handle “business,” this is also a time for community! It is one of the only times we are ALL together! Take this time to check-in on one another, bond, and support each other.

MANDATORY HOUSE MEETING

All residents must attend the mandatory house meeting every Sunday. Time is set by House Manager.

CURFEW

During the first 30 days:

- Monday–Thursday: 10:00 pm
- Friday–Sunday: 11:00 pm

Curfew is increased based on your progress and house requirements at the discretion of the House Managers.

Earn more curfew time by doing what you are supposed to be doing creating healthy lifestyle choices and meeting house expectations, including daily chores, meeting with sponsor, working the steps, sponsoring other men, involvement in the fellowship, etc.

House managers may establish or adjust curfew requirements based upon the individual house, resident progress, phase, accountability, and house requirements.

QUIET TIME

Quiet time in the house is 11:00 pm–7:00 am every day.

This doesn't mean you have to be asleep, but you must be mindful of your house mates.

No cooking, loud music, laundry, talking on the phone loud, etc.

Quiet time is Quiet time.

EMPLOYMENT EXPECTATIONS

Full-time Employment must be secured within your first 10 days, or you will be placed on house restriction until you begin work.

You must obtain a job within two (2) weeks.

No graveyard shifts allowed.

If you are in PHP/IOP and can fulfill your financial obligation you do not have to work until you transition to IOP.

However, you will be expected to secure full-time employment within 10 days of starting IOP.

And you will be expected to attend PHP every single day as if it is your “job.”

If you are unemployed or drawing disability you must perform ten (10) hours of community service each week.

If you are not actively seeking employment you will be placed in the accountability phase and given additional household duties, at the discretion of the Team.

HOUSE CHORES

Chores must be done to Director's standards posted in kitchen.

You will be assigned a **DAILY** chore, which is to be executed on a daily basis.

You will also be assigned a **WEEKLY** chore. This is a deep clean of your daily chore and **MUST** be signed off by a House Manager.

Completed chore AND signature are required for credit.

Deep Clean House Chores are to be done on the last Sunday of each month starting at NOON until house meeting

BEDROOMS are required to be deep cleaned once per week. To be completed by FRIDAYS at 5 pm.

However, your room should remain clean on a daily basis. Bed is to be made each morning.

Repeated non-compliance will result in removal in belongings, restriction, and/or behavioral contracts.

You and you alone are responsible for your own chores, Always.

BEDROOMS AND PERSONAL SPACE

NO FOOD OR DRINKS in the bedrooms.

Make sure to mark all your food and toiletries with your name or initials.

Do not use nails or tape on the walls. Pins only. Do not use more than 10 pins in your bedroom area.

Do not move any of the furniture without permission. Do not bring extra furniture, we do not have room!

NO CLUTTER! Don't over do it with “stuff.”

Be mindful of your space in the bedroom and refrigerator. If your stuff does not fit in your personal space, it must be packed away in luggage or it must leave the property.

Space is very limited. You may be asked by management to remove items if your space becomes overcrowded.

Under no circumstances are the common living spaces appropriate sleeping areas. Each tenant has their own space and bed to sleep in.

KITCHEN, DISHES, FOOD AND TOILETRIES

We do not have a dishwasher. Dishes must be handwashed, dried and put away immediately.

Do all of your dishes immediately after use. Do not leave them in the sink for someone else to do them.

Your dishes are your responsibility.

Make sure to mark all your food and toiletries with your name or initials.

Do not dump sodas, coffee etc. in the grass. It attracts lots of bugs.

TV, ELECTRICITY AND FIRE SAFETY

TV time: 11 am—11 pm.

Help conserve water and electricity. Turn off all lights and fans before you leave the house.

Also, unplug hair grooming tools, phone chargers, laptops, etc. when they are not in use.

The easiest way to do this is to turn off your surge protector.

Surge protectors are the only extension allowed.

Extension cords are prohibited.

Surge protectors cannot be plugged into one another either. These are fire hazards.

No smoking indoors.

DO NOT throw cigarettes in the yard at any time. Use the ashtrays so we don't cause a fire!

Even if you are in your car, dispose of them properly.

Vaping indoors is allowed.

Do not burn candles on the property.

DOOR CODE AND HOUSE ACCESS

All Residents must enter and exit through the front door.

All other doors that lead to the outside are for emergency use only and they must remain locked at all times.

Emergency exits are labeled.

The door code should NEVER be given out to anyone who does not live in this house, including your Parents, sponsor, best friend, etc.

TRAVEL, OUT-OF-TOWN AND OVERNIGHT PASSES

You are not allowed to leave Kerr County for your first 30 days unless you have permission from the House Manager or Director.

Before going out of town you must have prior approval of the House Manager and a number you can be reached at.

Overnight Passes

No overnight passes for your first 30 days.

After that, you must get approval for an overnight Pass at least one day in advance.

Fill out the overnight pass request form completely and give to the manager.

Overnight passes are subject to house requirements, resident progress, phase completion, and approval by management.

As a general guideline:

- One (1) overnight pass after 21 days, weekends only.
- Two (2) consecutive days after 60 days if Phase 2 is completed.
- Three (3) consecutive days after 100 days if Phase 3 is completed.

- Maximum of two night passes per week only.

Special arrangements can be made for holidays or court appearance requirements.

Overnight passes for those enrolled in PHP/IOP and not employed will be limited to once per month only.

A few reminders—in order to be considered for pass approval you must be following:

- House rules
- Be current with all program fees
- Active in the 12 steps
- Attending PHP/IOP regularly, if applicable
- Meeting employment and community service expectations, if applicable

VISITORS AND RELATIONSHIPS

No women are allowed on the property at any time unless we are hosting a fellowship event.

Women's sober homes are completely off limits unless you are dropping off or picking someone up.

Romantic relations between residents are strictly prohibited and both parties will be asked to leave immediately.

Suspected incidents of relations will be addressed and one or both parties may be asked to find other living arrangements.

Any visitors that the Director or Managers finds is not conducive to recovery will be asked to leave the property.

You are not allowed at anyone's private residence for your first 30 days. There are some circumstances where this will be allowed but you must notify the House Managers or Owner.

You are not allowed inside any bars, social clubs or pool halls.

RESPECT, CONDUCT AND CONFRONTATION

We do not tolerate stealing of any kind. You will be asked to leave immediately.

This also applies to food and toiletries.

Do not touch anything that doesn't belong to you.

You are not allowed in someone else's room unless they are present.

Confrontations between residents will not be tolerated. Both parties will be asked to leave.

We will not agree on everything at all times, but there are ways to have to diplomatically deal with disagreements and/or confrontations. Discussions without yelling or threatening are a must.

It is highly recommended that you do not lend or borrow clothes, money, food, cars, etc. Hill Country Sober Living will not be held liable.

PLUMBING

Be mindful of our plumbing!

It is VERY important that you do your part in keeping the plumbing running properly.

Do not flush inappropriate items in the toilet.

Do not take more than one shower per day.

WASHER/DRYER

Please do not overstuff them.

Clean the lint trap before and after every use of the dryer.

Be sure to only use your assigned washer and dryer.

Do NOT leave the house while you are doing laundry.

There are many other men who live here who also have to do laundry.

MEDICATIONS / SEE ALSO RELAPSE ACCOUNTABILITY POLICY & PROCEDURE

All prescription medications should stay in its labeled bottles.

Do not lend or borrow medication from anyone.

Make sure you get refills on medications before you run out. Make a doctor's appointment in advance.

Do not stop taking your medications because you feel better or think you don't need them.

All medication changes should be by your doctor.

Notify the House Manager or Director of any medication changes.

Anytime you have to visit the ER or urgent care you must take a Manager, Director, Sponsor, or another resident from the house with you.

Never go alone.

SEARCHES AND SAFETY

The House Managers and Directors have the right to search your room/car/property.

You are not required to be present.

Failure to comply will result in you being asked to leave.

We have probable cause, we don't just go through your stuff for no reason.

If you witness any problems with other residents, please report them to the House Managers/Directors immediately.

Especially if you suspect that someone may be using or drinking.

Forget about “tattle telling,” and remember that this is supposed to be a safe space.

HOUSE MANAGEMENT AND RULE CHANGES

The House Managers and Directors can make any adjustments to the rules as we see fit.

We want to make sure that this house stays a safe place for everyone that lives here.

Management may place a resident into an **Accountability Phase**, impose additional household duties, restrictions, behavioral contracts, or other appropriate accountability measures for failure to follow house expectations.

Failure to follow house rules may result in being asked to leave the property.

ACKNOWLEDGEMENT

I acknowledge, understand and agree to all house rules, expectations, and financial agreements of Hill Country Sober Living LLC.

I understand these rules apply to **all Hill Country Sober Living homes**, including the Tivy House and The Jefferson House.

I understand that failure to follow these rules may result in restriction, accountability measures, behavioral contracts, or termination from the program and forfeiture of monies paid, as applicable.

Resident Name: _____

Signature: _____

Date: _____

Acknowledgement Initials: _____

House Manager: _____

Date: _____