

Client Name: \_\_\_\_\_

## WELCOME TO VISION FOR LIFE HOMES

### House Rules and Expectations

We have these rules because they are consistent with community placement practices. Please review carefully, as you will be expected to comply. Initial each section as confirmation and acknowledgement of our expectations.

#### HOUSING ROOM CHARGES – FINANCIAL DISCLOSURE

X \_\_\_\_\_

VFL homes operates on a weekly room fee. We understand that circumstances may arise that require a different payment structure and/or method. Any changes must be approved no less than 72 hours in advance before payment is due. Unless advanced approval by a VFL Director, the room fee is expected weekly as describe below.

The room charge is due weekly and must be paid by 7 pm on Friday evening. Room charges begin on Sunday and end on Saturday. If arrangements are not made in advance (by Wednesday), a \$50 late fee will be added if payment is not received timely. **It is your responsibility to make sure that your charges are paid, even if there are arrangements for it to be paid by another organization.** You will have to contact the organization and ensure the payment is received on time.

**If you fail to communicate with us regarding paying your charges and you are consistently late on paying, you will have a 72-hour notice to pay or vacate.** If you need help with paying your room charge, there are resources available to assist you. Notify us if you do. Attempt to work with several non-profit organizations who may be able to assist you with partial or full room charges. Be sure to contact the organizations at least one month in advance in order to get assistance. There is no reason to miss paying your room charge when there are ample resources available.

In the event that you must set up a payment plan, you will be required to show your pay stubs/direct deposit as proof of difficulty to pay.

**You will have a \$300 program administrative fee prior to entry.** This fee is non-refundable.

**You will need to open a bank account as soon as possible.** We will initiate an ACH for your room payment. The acceptance of debit/credit cards will include additional processing costs. We will also accept money orders. We do not accept personal checks. We can also give you a summary of any payments you have made within 48 hours of request. We encourage you not to keep cash in the house as we are not responsible for any loss.

**POLICY ON REFUNDS:** No refunds. If you do not follow the rules and are asked to leave, you will not be reimbursed for any fees or charges paid. You will also still be responsible for any pending balances. You do not get room credit while you are incarcerated. You will not be penalized for paying in advance. Any prepayments that you or your family makes, will be returned to you. \*If you are put in jail by your DOC officer, we may not hold your room. A discussion may be held with your correctional officer and counselors to determine the best housing option for you.

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**POLICY ON FINANCIAL INVOLVEMENT OF STAFF:** Anyone associated with the house or company is prohibited from handling your finances. We will provide referrals to banks and financial education that is external to the housing. We may also provide referrals to agencies for room charge payment assistance.

GENERAL RULES FOR HOUSE MEMBERS UPON MOVE-IN:

X \_\_\_\_\_

All Members of the home are responsible for their own preparation and purchase of food, personal care supplies and other separate responsibilities. VFL may provide upon entry, if necessary, an initial personal care and 2-day food kit to start. Please let House Manager know if you need this initial assistance.

1. **ABSOLUTELY NO ALCOHOL AND DRUG USE BY ANY MEMBER, STAFF OR VISITOR OF THE HOUSE ON OR OFF THE PREMISES.** This is a Clean and Sober house and you must remain clean and sober at all times. No alcohol, illegal drugs, marijuana, or use of prescription drugs that do not belong to you. No cough syrup unless it is prescribed. You cannot give drugs, alcohol or marijuana to another member; or caught dealing drugs on or off the property. Immediate termination will be required you will be asked to leave within 15 minutes and may gather your belongings within three (3) days.

Any prescribed medication must be kept in a locked box with a copy of the prescription given to a Vision For Life's Directors or their designee only.

**Urine Analysis:** You will have a baseline Urine Analysis (UA) when you arrive. Random UA's will be required. The house manager or any member may request a random UA. Failure to comply is cause for termination and is considered a positive drug test. You will be charged \$10 per UA for follow up UAs after you are found positive. If we need to send your UA to a lab you will be responsible for those costs as well.

If you are high on drugs, you will be immediately removed to either a hospital, treatment facility or the Department of Corrections.

There is no expectation of privacy. Rooms may be searched for drugs or contraband at any time.

If you use drugs, you must self-report immediately and report to the DOC (when applicable). You will be asked to sign a release form upon admission so that we and our designee may discuss drug testing results with the CCO's and drug counselors.

b. **ABSOLUTELY NO FIREARMS AND/OR WEAPONS BY ANY MEMBER, STAFF OR VISITOR OF THE HOUSE ON OR OFF THE PREMISES.** This is a clean and sober house and you must remain dedicated to the safety of the home for everyone...all its members, staff and visitors...at all times; otherwise, immediate termination will be required. If another member has knowledge of any firearm and/or weapon and does not report it they will also face removal from the home. VFL reserves the right to determine what is considered a weapon in the home.

2. **EACH HOUSE MEMBER WILL MEET WITH THE HOUSE MANAGER AND ESTABLISH INDIVIDUALIZED PLANS THAT INCLUDE THE FOLLOWING RULES AND GUIDELINES:**

a. **Community:** As a member, your participation in house meetings is vital. Any absence from house meetings must be discussed in advance with the House Manager.

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b. **Visitation:** Unapproved guests are NOT allowed. No overnight guests are allowed under any conditions. Do not ask us to have your family, friends or anyone that is not on an agreement into the house without prior approval from the House Manager. Designated family visitation days in common assigned areas may be approved, if submitted to the house manager with 48-hour prior notice.

If you bring an unapproved visitor in the house or on the property you will be removed from the home. If your roommate or other knowledgeable members do not report the visitor to us, they will also be removed. Your visitor can pull into the driveway to pick you up, but no loud noise or hanging out in the front yard is allowed. You are not permitted to hang out of your window or talk to your visitors through open windows as well.

c. **Leaving the Home:** Upon vacancy, AWOL status or arrest, any personal property left more than 10 days will be considered abandoned and will be donated to charity or disposed of without compensation. Please make arrangements to have someone collect your items if you cannot do so.

You must be current with your program room charge upon the exit of Vision For Life (VFL). If you are not current on your room charge, do not expect us to store your belongings. You will be required to pay all back charges for your room and late fees if you are AWOL.

**Weekly Schedule:** Residents are expected to complete and submit upcoming weekly schedules to the Recovery House Manager no later than 3:00 pm Thursday. This includes work, DOC meetings and treatment schedules. This coincides with ensuring you are meeting your treatment goals. All changes to the schedule after submission will require immediate update with the House Manager.

Please remember approved overnight requests are a privilege. Approvals may not be granted in the first 45 days of our program as you are considered a New Resident and will have some limitations as you adapt into the home. Also, limitations apply, if you are having difficulty following the rules of the program. You must submit an overnight request 48 hours in advance and in person to your house manager. Please talk to your house's manager, if you plan on being gone longer than 48 hours with approval.

**\*NOTE:** If you have a CCO, the officer, not house managers, are the only ones that can give permission to spend the night somewhere else. We will call your CCO if you are reported missing at night. We enforce the curfew unless you have a check out slip from work.

**Curfew** is midnight (12 am) on Friday and Saturday. Curfew is 10 pm Sunday through Thursday night. No exceptions unless approved by the House Manager. ***You may be asked to provide a work schedule to the house manager, if your work hours fall outside curfew hours.***

**Length of Stay:** Resident's length of stay will be determined on an individual basis with the Recovery House Director and House Manager, which can be up to 2 years or more, if in good standing. Remember you are free to exit the home at any time outside of any rule violation. You will remain in good standing with VFL as long as you leave orderly and meet proper exit procedures, which allow you to reapply for available openings in VFL homes.

**Negative Reports:** If you receive two negative reports, you will need to meet with the House Manager and the Vision For Life Director(s) to determine if the house is a good fit for you.

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d. **EXPECTATIONS FOR RECOVERY SUPPORT:** It is recommended that you have a sponsor and complete a sponsor. Members recovering from substance abuse should attend the full 90 days of their program (or similar program). At minimum, members are expected to attend two sober support meetings per week and provide documentation of meetings attended to the House Manager.

FACILITY EXPECTATION FOR MEMBERS:

X \_\_\_\_\_

3. **MEMBERS ARE EXPECTED TO CLEAN UP ANY AREA YOU USE IMMEDIATELY.**

The housing manager will inspect the home each day and provide a weekly report card. **WE'RE SHARED HOUSING UNITS**, which means everyone will have a part in keeping up your home.

**ALL MEALS** including snacks are to be consumed in the dining area(s) of the home. No Eating in Bedrooms.

**CHORES include:** Rooms will be kept orderly and clean, beds will be made daily when not occupied, daily dirty dishes should be removed from sink and/or table, washed & dried, or disposed of if required, immediately after use. It is expected that you will thoroughly clean the bathroom after your use. Trash should be emptied daily.

If there is an open bed in your room, you are responsible for maintenance of the entire room. However, you may not store your items on and/or under the extra bed. Nor may you store your items in the extra storage places, such as dresser, tables or lockers belonging to the extra bed. A new resident may come at any time so the space should remain clean, cleared and ready.

Additionally, chores such as common areas clean-up, both inside/outside of home, will be assigned weekly. If you cannot do your chore, you need to make arrangements with another member to cover for you or it must be discussed with the Resident House Manager in advance, if possible, so that proper arrangements can be made. Repeated inability to participate in chores may be grounds for dismissal.

**The house will be deep cleaned every week.** Each member is responsible for cleaning up after themselves and participating in communal chores as necessary. A \$10 cleaning supply fee will be paid by the members every month to help contribute to communal home supplies.

All beds must always have a mattress protector. You will get the mattress protector from the House Manager upon arrival. Should you need a new one request it from the House Manager immediately. You will be responsible for the replacement cost. Additional costs of bedding may be incurred if you fail to notify VFL of the need for a mattress protector and damage occurs.

4. **SHARED SPACES/COMMON AREAS ARE TREATED WITH COURTESY, RESPECT, CLEANLINESS, AND SHARING.**

Please do not leave personal items in these areas after you are finished using them. Always keep shared areas neat and clean. When having a phone conversation or listening to audio please be considerate of noise levels, consider head phones when possible.

**House Quiet Hours** start at 9:30pm until 5am each day. While you don't have to go to sleep. This means that you are expected to quiet down any activity that you are doing, so that others may rest. If you enter or exit the home during these hours due to work, meetings, etc. You are expected to do so quietly and

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be mindful of others. Also, after midnight (12am) No Cooking, Clothes Washing or Showers to be respectful to others. This consideration helps our shared housing environment thrive.

**Bathroom usage** please be considerate so that other residents have ample time and opportunity for use. Always clean up behind yourself by wiping down fixtures and removing personal articles.

All incoming members will be disease free, lice free, and bedbug free. If you bring an infestation into the house, you are responsible for the cost of fumigation and/or treatment.

**5. MEMBERS ARE EXPECTED TO BE GOOD NEIGHBORS, NOT JUST “NON-DISTURBING” NEIGHBORS.**

A good neighbor is not only respectful inside our facility; they are respectful of those who live around us in the community and their personal property too. VFL members are to be mindful of noise and loud activity, and are kind and considerate when talking to others. Don't be afraid to greet your neighbor whether they live in the home or across the street. Remember, we are all part of the same community together.

**6. SMOKING IS NOT ALLOWED IN THE BUILDING(S) AT ANY TIME.** Only smoke in the designated areas and clean up your smoking materials when finished. Smoking never is to take place in front of the house or in the garage area. You should always “air out” after smoking as not to bring smoke odor into the home. Should you smell of smoke up entering house you may be asked to return outside by a member of the house until the smoke dissipates from clothing. Please be mindful that some residents may have breathing challenges that smoke may irritate.

**Note:** No animals are allowed in or on premises at any time. Please be mindful that some residents may have breathing challenges that pet dander may irritate.

**7. HONESTY AND INTEGRITY ARE EXPECTED AT ALL TIMES.** Our highest values are serenity, cooperation and feeling personal safety. Both threats of violence and obstruction with any DOC are prohibited. Discussions about other members' background and warrants with non-members are also prohibited. Both of these actions by a resident is cause for your housing agreement to be terminated.

**8. STEALING IS CAUSE FOR TERMINATION.** Any member caught stealing of anything will be immediately discharged from the house. Taking someone else's food is stealing. Bringing stolen goods into the house is prohibited. Taking someone else's medication is stealing. We will ask you to leave immediately if you steal.

ADDITIONAL COMMUNITY RULES:

X \_\_\_\_\_

9. The House Manager has the right to request members to provide a urine sample or other drug test; this includes random alcohol and/or drug tests. If a member refuses to submit to any alcohol and/or drug testing, the member will be immediately discharged from the house. Once the test has been initiated you must sit in the living room and drink water where the House Manager can see you until you are able to provide the sample. You will have 1 hour to complete this task.

10. Each Member accepts full responsibility for any personal property or belongings. Members should keep any item(s) of sentimental or significant value locked in their storage locker. VFL is not liable for loss, theft and/or destruction of any personal items.

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11. The house staff are not responsible for the loss, damage and/or theft of any member's personal property or belongings. Members may consider personal insurance to cover their valuables.

12. **Physical violence** and/or threatening acts of physical violence toward another member and/or staff person will result in immediate discharge from the house.

13. **No Bullying** will be allowed toward another member, visitor and/or staff person and can/will result in immediate discharge from the house. As well, no member may post, display or wear any item that would generally be considered vulgar, offensive, discriminating or bullying (clothing items, photo/picture, etc.) while in the house or on its premises.

14. **Disrespectful Verbal Communication** and/or verbally threatening physical violence toward another member and/or staff person can/will result in immediate discharge from the house. To this effect **profanity is not allowed** in the home or on premises, not even in joking. We will be considerate to each other in our speech.

Should there be any disputes between members that between them they cannot settle, they should seek assistance from the House Manager/Directors to help resolve the conflict in a safe, positive and respectful manner for all parties involved.

15. Members are not allowed to borrow money from other members and/or staff. Borrowing or lending money is often an issue that can cause arguments or other problems between members. It can also create situations of mistrust. Therefore, it is not permitted while living in our residences. *\*However, if you do partake in borrowing/lending money or items to others in the home, Vision For Life will not be a part of any disputes and shall be held harmless from any detrimental actions that arise due to your violation of this rule.*

16. Sexual activities between members or between members and their guests are not permitted in this residence.

17. If you own a vehicle, it must be functioning and not in disrepair (leaking oil, smoking, loud sounds, etc.). Should the vehicle be inoperable at any time you must remove it from the property within 48 hours (this includes from driveway and/or street). For a small extension of time to this rule you may speak with the House Manager for a possible discretionary waiver. Each request for extension of time is on a case-by-case basis dependent on the nature of the repair needed, but will not exceed 7 days. VFL is not responsible should city ordinances require tow of the vehicle at their discretion.

Further, you must also have proof of license and insurance. There is no assigned parking, it will be first come first serve. We will not get involved in accidents or damages to other members' vehicles. It is your responsibility to resolve all incidents with the involved parties.

18. If you intentionally/unintentionally damage the house, you will need to pay for the damages. If no one self-reports, then the whole house will pay for the damages. At our discretion, VFL may have Security cameras on all properties.

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RULES FOR MOVING OUT:

X\_\_\_\_\_

19. Please provide the House Manager with a 30-day notice for your planned move-out. Once a date for move-out is agreed upon, please remove all belongings and return the room to its original state by 5:00 pm on the move-out date. If an extension is needed, an agreement must be made in writing with the Recovery House Manager no later than 36-hours prior to move-out date.

20. If you are asked to move out of the residence due to unsafe behavior (i.e., drug or alcohol use, violent behavior, theft, rule violation, etc.), you will be escorted by the House Manager to your room so that you can gather your belongings. Arrangements for picking up the remainder of your belongings (if needed) will be made with the House Manager. A surrender of your keys/codes to the facility will be made at this time as well. Any personal belongings left at the house after three (3) days post the agreed-upon move-out date will be donated or discarded without compensation.

21. Should you leave the house in good standing. Meaning that you have taken care of all obligations, including financial, you may reapply for program residency should there be a space available.

22. These rules are current, but not inclusive. Vision For Life reserves the right to update these rules and expectations as needed to continue to provide safety, clarity and address current events.

ACKNOWLEDGEMENT FOR INVOLUNTARY MOVING OUT:

X\_\_\_\_\_

By signing this agreement, you understand that breaching the safety of the house, or removal from the house will lead to a change in door codes. If you give your code to someone else, or let someone in on your code, that is grounds for immediate termination and/or legal involvement

We are partnered with many external agencies who want to help you. We will make recommendations for outside counseling, medical care, support, schooling and employment. We believe that living in a Vision For Life home is an opportunity to expand and heal. We will do everything we can to facilitate these goals.

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#### INVOLUNTARY TERMINATION OF PROGRAM

Involuntary termination of residence shall include, but is not limited to:

*(Please initial where indicated)*

1. Use or possession of alcohol, drugs, drug paraphernalia, guns, knives, other weapons. \_\_\_\_\_
2. Dealing drugs on or off the property \_\_\_\_\_
3. Abuse of over the counter or prescription medications. \_\_\_\_\_
4. Possession of stolen goods or any theft. \_\_\_\_\_
5. Nonmembers on the property. Family may be approved to visit with a 48-hour notice. \_\_\_\_\_
6. Physical violence or threats of any kind. This includes anyone you let in the house. \_\_\_\_\_
7. Consistent violation of curfew. \_\_\_\_\_
8. Violation of house rules. \_\_\_\_\_
9. Having a messy room or food in your room 3 times \_\_\_\_\_
10. Flushing anything down the toilet except toilet paper \_\_\_\_\_
11. Damaging the House or others member's property intentionally \_\_\_\_\_
12. Soliciting money from other members \_\_\_\_\_
13. Trespassing on non-Vision For Life Property \_\_\_\_\_



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#### CLIENT TERMS AND CONDITIONS

*(Please initial where indicated)*

I understand that this sober living home is in compliance with the Anti-Drug Act of 1988 Public Law #100-960 which exempts this house from the Landlord Tenant Act. \_\_\_\_\_

I understand that I must comply with the Department of Corrections and/or mental health counselor and House Manager. \_\_\_\_\_

I will immediately report mine or any member use of alcohol or drugs or weapons to the House Manager and the owners. Failure to report will be cause for termination of residency. \_\_\_\_\_

I understand that cooperation and kindness are key values and will do my best to support the members in the house. \_\_\_\_\_

I understand that if I have a conflict with anyone that the house leader and the directors will help come to a resolution. We will work together as a team to resolve conflict. \_\_\_\_\_

I understand that I am required to meet with the house manager as scheduled. \_\_\_\_\_

I understand that I am required to attend house meetings as designated every week and am required to inform the House Manager of my absence in advance with reason for approval. \_\_\_\_\_

I understand that I must initiate meeting with the House Manager ASAP to obtain meeting information, if I miss for an approved reason. I understand that I still will remain responsible for the meeting information regardless of attendance. \_\_\_\_\_

I understand that I have opted in to this VFL home voluntarily. As such may choose voluntarily to exit at any time. I understand I must follow exit rules to remain eligible to reapply in the future. \_\_\_\_\_

I understand if I have any concerns at any time, I am free and encouraged to express them to my House Manager and/or VFL Director, applicable for review. \_\_\_\_\_

I understand that the rules and expectation of the house can be updated as needed by VFL. \_\_\_\_\_

I understand that if the VFL Directors see necessary, they can ask me to leave the program. \_\_\_\_\_

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VIOLATION OF ANY RULE AND/OR FAILURE TO MEET ANY EXPECTATIONS MAY RESULT IN IMMEDIATE DISCHARGE FROM THE HOUSE. I HAVE BEEN ENCOURAGED TO SEEK ASSISTANCE BEFORE ANY SITUATION ESCALATES TO DISCHARGE.

I, \_\_\_\_\_, agree to follow all VFL Recovery House rules. I understand that my failure to do so will lead to immediate discharge from the program. I have obtained a copy of these rules electronically and they can be made available to me.

My signature below represents my understanding.

CLIENT SIGNATURE: \_\_\_\_\_ DATE \_\_\_\_\_

WITNESS SIGNATURE: \_\_\_\_\_ DATE \_\_\_\_\_

HOUSING MANAGER: \_\_\_\_\_ DATE \_\_\_\_\_