



PROGRAM-BASED RESIDENT HANDBOOK

Notice: This is a structured recovery program. Participation does **NOT** create a landlord-tenant relationship.

Program-Based Living Notice

This residence operates as a structured recovery program, not housing or tenancy. Occupancy is conditional upon compliance with all program rules, expectations, sobriety requirements, payment obligations, and directions from management or authorized program support staff. Participation may be modified, suspended, or terminated at any time based on program compliance, safety, sobriety, conduct, or other program concerns.

Core Program Expectations

- Complete abstinence from alcohol, illegal drugs, THC/marijuana in any form, and misuse of prescription medication.
- Compliance with all program rules, written policies, verbal instructions, schedules, curfew, chores, meetings, and accountability requirements.
- Respectful conduct toward management, program support staff, other participants, neighbors, visitors, and the property.
- Participation in required meetings, house activities, check-ins, inspections, and accountability measures.
- Honesty, cooperation, and personal responsibility at all times.

Mandatory Meetings

- Tuesdays at 6:00 PM - AA meeting is mandatory unless excused or verified by management.
- Thursdays at 6:00 PM - House meeting is mandatory unless excused or verified by management.
- Additional meetings may be required as a condition of continued participation, accountability, or return to good standing.

Curfew Policy

- Sunday through Thursday: 10:00 PM.
- Friday and Saturday: 12:00 AM midnight.
- Holidays follow the weekend curfew schedule unless management states otherwise.
- Participants must be physically inside the house by curfew. False check-ins, late returns, or leaving after curfew without approval may result in discipline or discharge.

Quiet Hours & Kitchen Rules

- Quiet hours begin at 9:00 PM.
- No cooking after 9:00 PM unless specifically approved by management.
- Oven use is permitted only when approved by management or authorized program support staff.
- Food must be put away after use. Pots, pans, dishes, and cooking items may not be left dirty or with food sitting out.

- Participants must use only their assigned refrigerator, cabinet, and storage space unless management approves otherwise.

Daily Responsibilities

- Beds must be made every morning before leaving the house.
- Rooms must remain clean, orderly, and free of clutter.
- Chores must be completed and maintained daily.
- Participants must help keep common areas clean and respectful after use.
- Personal items may not be left in common areas, bathrooms, kitchens, hallways, porches, or program spaces.

Chores & Inspections

- Mandatory Sunday deep clean must be completed before 8:00 PM.
- Manager or program support inspections may be conducted Sunday evening or at other times as needed.
- Chores rotate weekly unless management states otherwise.
- Missed chores, poor cleanliness, failed room checks, or repeated reminders may result in write-ups or other accountability measures.

Substance Use & Testing

- Negative urine is required prior to program entry.
- Weekly urine testing is required and additional testing may be required at management discretion.
- THC/marijuana is strictly prohibited regardless of legality, medical card status, or method of use.
- Alcohol, illegal drugs, drug paraphernalia, misuse of medication, or possession of another person's medication is prohibited.
- Refusal to submit to urine screening, breathalyzer testing, room checks, or program accountability may result in immediate discharge.
- False information, dishonesty, tampering with urine screens, or attempts to avoid testing or accountability may result in discharge.

Medication Rules

- All prescription medication must be disclosed to management as required by program policy.
- Medication must be taken only as prescribed.
- Sharing, selling, trading, misusing, storing, or possessing another person's medication is strictly prohibited.
- Participants are responsible for safely securing their medication and following all medication-related program expectations.

Passes & Time Away

- Overnight and 24-hour passes may be granted only after completion of 30 days in the program.
- Passes are privileges, not rights, and are granted at management discretion.
- Participants must be current with program fees, in good standing, and compliant with program rules before passes may be approved.
- Passes must be requested and approved in advance. Same-day requests may be denied.
- Participants returning from passes may be required to submit to urine screening, breathalyzer testing, check-in, or other accountability measures.

Disciplinary Action & Write-Ups

Discipline generally follows this structure, unless the seriousness of the violation requires faster action:

- Verbal warning.
- First written write-up.
- Second written write-up.
- Third written write-up may result in immediate discharge.

Management may skip steps or issue immediate discharge for serious violations, safety concerns, dishonesty, relapse, violence, threats, theft, weapons, illegal activity, or conduct that places the house, participants, staff, or program at risk.

Visitors & Conduct

- No guests in bedrooms.

- Visitors are allowed only in common areas and must sign in when required.
- Visitors must leave by 9:00 PM unless management provides written approval.
- No active substance users are allowed on the premises.
- Former residents, discharged participants, guests, or outside individuals are not permitted on the property without prior approval from management.
- Participants are responsible for the conduct of any approved visitor they bring to the property.

Zero-Tolerance Policy

Drugs, alcohol, THC, violence, weapons, stealing, threats, intimidation, harassment, sexual misconduct, destruction of property, serious dishonesty, or serious program violations may result in immediate discharge.

Smoking & Prohibited Items

- No smoking or vaping indoors.
- Smoking is permitted only in designated outdoor areas.
- Wet wipes are prohibited and may not be flushed or disposed of in plumbing fixtures.
- Weapons, drug paraphernalia, alcohol containers, unauthorized medication, or other prohibited items are not allowed on the property.

Room Checks, Inspections & Searches

- Room checks may be conducted at management discretion.
- Rooms, personal areas, common areas, bathrooms, kitchens, storage areas, and program spaces are subject to inspection or search at management discretion for program compliance, safety, cleanliness, sobriety, suspected rule violations, or protection of the house.
- Participants must cooperate respectfully with inspections and accountability checks.
- Failure to cooperate with inspections, searches, or accountability procedures may result in discipline or discharge.

Program Fees

- Program fees are due every Friday by 5:00 PM unless management has approved a different arrangement in writing.
- Late payment may result in discharge.
- Participants must communicate directly with management before the due date if there is a payment issue.
- Failure to remain current, repeated late payments, or failure to follow an approved payment arrangement may result in discharge.

Return to Use

Return to use may result in suspension or discharge based on safety considerations, program standards, house stability, participant behavior, level of honesty, willingness to seek treatment, and management discretion. Re-entry, if offered, may require detox, treatment verification, negative urine screening, updated agreements, or additional conditions.

Personal Property

- Participants are responsible for their own personal belongings, money, food, clothing, medication, electronics, and valuables.
- The program is not responsible for lost, stolen, abandoned, damaged, or misplaced property.
- Taking another participant's food, belongings, medication, money, or personal property is prohibited and may result in discharge.
- Upon discharge, the participant must vacate the premises within one (1) hour unless management provides different instructions.
- Personal belongings must be removed immediately or within seven (7) days by arrangement with management. Items left behind without arrangement may be handled according to program policy.

Property Damage & Maintenance

- Participants may be held responsible for damage caused to the property, furniture, appliances, fixtures, equipment, doors, windows, walls, bathrooms, kitchens, or common areas.
- Participants must report maintenance issues, property damage, plumbing problems, safety concerns, pest concerns, broken items, or hazards to management or program support staff as soon as possible.
- Intentional damage, reckless conduct, unsafe behavior, or failure to report serious issues may result in discipline, financial responsibility, or discharge.

Law-Abiding Requirement

Illegal activity may result in discharge and notification of authorities when appropriate. Participants are expected to comply with all applicable laws, court obligations, probation/parole requirements, program conditions, and safety expectations.

Grievance Process

Participants may submit grievances without retaliation. Concerns should be communicated respectfully to management or through the approved grievance process. Retaliation, intimidation, threats, or harassment against anyone for raising a concern is prohibited.

Emergency & Safety Reporting

- Participants must report safety concerns, medical emergencies, suspected overdose, relapse concerns, violence, threats, serious rule violations, illegal activity, or urgent maintenance issues to management or program support staff immediately.
- In an emergency, participants should call 911 first, then notify management as soon as possible.

Final Acknowledgment

Participation in this program does not create tenancy. Continued occupancy is conditional upon compliance with program rules, sobriety expectations, payment obligations, respectful conduct, safety standards, and management discretion. I understand that failure to comply with these expectations may result in discipline, suspension, discharge, or other program action.

Participant Name:

Signature:

Date:

Management / Program Representative:
