



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 and expectations. Participation may be modified, suspended, or terminated at any time.

Core Program Expectations

- Complete abstinence from alcohol, illegal drugs, and THC (marijuana)
- Compliance with all program rules
- Respectful conduct
- Participation in required meetings and activities

Mandatory Meetings

- Tuesdays at 6:00 PM – A.A. Mandatory
- Thursdays at 6:00 PM – Mandatory House Meeting

Curfew Policy

- Sunday–Thursday: 10:00 PM
- Friday–Saturday: 12:00 AM (Midnight)
- Weekday holidays follow weekend schedule

Quiet Hours & Kitchen Rules

- Quiet hours begin at 9:00 PM
- No cooking after 9:00 PM
- Oven use is permitted ONLY when the house manager is on-site and supervising

Daily Responsibilities

- Beds must be made every morning before leaving the house
- Rooms must remain clean and orderly
- Chores must be maintained daily

Chores & Inspections

- Mandatory Sunday deep clean before 8:00 PM
- Manager inspection Sunday evening
- Chores rotate weekly

Weekday Daytime Requirement (8–12 Rule)

Participants must be out of the house Monday–Friday between 8:00 AM and 12:00 PM for work, job search, treatment, education, or approved activities. **No exceptions**, including SSI or SSDI recipients.

Substance Use & Testing

- Negative urine required prior to program entry
- Weekly urine testing required
- THC is strictly prohibited regardless of legality

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

Disciplinary Action & Write-Ups

Discipline follows this structure:

- Verbal warning
- First written write-up
- Second written write-up
- Third written write-up results in immediate discharge

Upon discharge, participants have one (1) hour to vacate the premises.

Visitors & Conduct

- No guests in bedrooms
- Visitors allowed only in common areas and must sign-in
- Visitors must leave by 9:00 PM
- No active substance users on the premises

Zero-Tolerance Policy

Drugs, alcohol, THC, violence, weapons, stealing, threats or serious violations may result in immediate discharge.

Smoking & Prohibited Items

- No smoking or vaping indoors
- Smoking only in designated outdoor areas
- Wet wipes are prohibited

Room Checks

Room checks may be conducted at management discretion.

Program Fees

Program fees are due every Friday by 5:00 PM. Late payment may result in discharge.

Return to Use

Return to use may result in suspension or discharge based on safety considerations.

Personal Property

Upon discharge, personal property must be removed immediately or within seven (7) days by arrangement.

Grievance Process

Participants may submit grievances without retaliation.

Law-Abiding Requirement

Illegal activity may result in discharge and notification of authorities.

Final Acknowledgment

Participation does not create tenancy. Continued occupancy is conditional upon compliance.