



## 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.