



BEYOND BRINK A NON-PROFIT ORGANIZATION

314 Chestnut Street
Mankato, MN 56001
P: 507-779-7091
F: 507-779-7092
www.beyondbrink.com

Beyond Brink Recovery Housing Resident Agreement

Beyond Brink Recovery Housing is an establishment of Beyond Brink, a nonprofit organization. The mission of Beyond Brink is to assist individuals in seeking to improve their lives through the process of recovery. Beyond Brink's housing provides safe, sober, and supportive housing, utilizing Peer Recovery Support Services. The purpose of Beyond Brink is to empower individuals who desire to maintain long-term recovery by creating avenues that support recovery. The vision of Beyond Brink is to provide tools to promote whole wellness. Our goal is to offer support to those who are transitioning back into the community, who otherwise would struggle with finding housing. Beyond Brink provides resources, support, and structure to encourage long term recovery. We are the advocates of change.



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Admission Requirements

- The resident must provide a urine sample and/or breathalyzer upon admission.
- A Comprehensive Assessment.
- A Professional Statement of Need indicating the need for housing support.
- Self-Admission of a person with Substance Use Disorder.
- Must be working a program of recovery and committed to continue to work a program of recovery that includes:
 - *Attending a minimum of 3 support groups per week. (ex. NA/AA/All-Recovery/Church)
 - *Must have a sponsor or mentor or obtain one within 2 weeks of admission
 - *Must meet with a Beyond Brink staff member on a weekly basis
 - *Agree to keep 30 hours of structured time per week. (ex. work/outpatient/volunteering)
- Must be 18 years of age or older.
- Must attend a mandatory weekly house meeting.
- Follow all recommendations from treatment providers and/or probation, social services, and/or healthcare providers to obtain and maintain complete whole health.
- Violent offenders must submit in writing an explanation of offense, harm inflicted, and circumstances surrounding the violent offense along with their housing application.



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Overview of Housing Program

- A licensed provider/qualifying professional must provide a signed Professional Statement of Need supporting the need for housing support.
- Residents are required to follow all recommendations of their Comprehensive Assessment, treatment providers, court orders, probation, child protection, case manager, and/or healthcare providers. Beyond Brink will hold all residents to these requirements and require a release of information to coordinate continuum of care.
- All residents are required to meet all expectations outlined in this agreement.
- All food, utilities, and basic needs (ex. laundry soap/toilet paper) are included with the program fee and covered by GRH/Housing Support or the self-pay fee. Utilities include electricity, heat, water, garbage, resident phone, and WIFI. Cell phones are allowed.
- All residents will have a shared bedroom.
- Personal belongings should be limited to what they can neatly store in their assigned area.
- There is a shared washer and dryer on site for all residents to use at no cost. The laundry detergent and dryer sheets are provided by Beyond Brink.
- All residents will be assigned a house chore to be completed daily. If the resident is physically unable to complete chores, they will be required to get a note from a medical provider verifying their physical condition.
- Anything brought onto the property of Beyond Brink is subject to be searched. This includes any vehicles. Failure to comply will result in immediate discharge.



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Program Expectations

1. Program Fee

A. GRH/Housing Support Funding: Beyond Brink accepts GRH/Housing Support.

If you need additional information on GRH/Housing Support, please reach out to our staff. A Professional Statement of Need is required prior to admission that has been completed by a licensed professional. It is the responsibility of the resident to ensure their funding county has all of the necessary forms and verifications needed to approve their GRH/Housing Support.

B. Self-Pay: Residents who do not qualify for GRH/Housing Support (typically those working full-time or receiving Social Security) will be responsible for paying a self-pay program fee of \$650 per month, due by the 5th of the month. The self-pay program fee includes their utilities, food, basic needs, and their room.

- If a resident moves in after the 1st of the month, the program fee will be prorated.
- If a resident has paid in advance and has given 30-day notice that they would be moving out, they may request to be refunded for the amount that they had paid in advance.
- For every day that the program fee is late, there will be an additional late fee of \$1 per day that payment is late and will be added to the original program fee.
- This agreement is considered a month-to-month contract.
- If a resident is more than 30 days late on paying their program fee, they will be discharged from the housing program.
- Self-Pay rate is calculated at \$21.67/day \$162.50/week \$650.00/month.



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- C. Self-Pay Portion to Pay:** Some residents will have a self-pay portion to pay if they are only approved for a portion of GRH/Housing Support. This amount is determined by the residents funding county and based on the resident's income. The self-pay portion to pay follows the same expectations as the self-pay program fee.
2. **Drug and Alcohol Use:** Beyond Brink's houses are drug and alcohol free, both on the property or while they are a resident in the housing program. This includes any prescription medications that are not prescribed to the resident, any medications that are expired or that the resident is no longer taking due to a dosage or medication change, Kratom, and CBD that contains THC. All participants are expected to report to any concerns about their peers in the house using drugs or alcohol to the Beyond Brink staff. All reports will remain strictly confidential.

Beyond Brink supports all pathways to recovery, including MAT (Medicated Assisted Treatment). For residents that have their medical cannabis card, we do require a copy of the approval and verification information from the Minnesota Department of Health upon registration. Beyond Brink does not allow a smokable form of medical cannabis. Some examples of acceptable forms are topical creams, gummies, capsules, or patches. Residents will need to provide staff with verification each time they pick up at a dispensary.



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- 3. Drug and Alcohol Testing:** All residents are required to submit to random drug and alcohol testing upon request by any Beyond Brink staff. If a resident refuses to submit to a test when requested, they will be asked to leave the housing program. Residents will have one hour upon being requested to provide a test. Failure to provide a test within one hour may result in a discharge from the housing program unless staff determines that an exception is reasonable. Residents are expected to stay within staff's eye sight until the test has been completed. Tests will be observed by a staff member of the same sex whenever possible.
- 4. Medication:** All residents will enter an agreement as outlined in our Medication Watch Program.
 - A.** Beyond Brink does not dispense any medications. Residents are responsible for their own medications. Residents are required to take their medications as prescribed by their physician; this includes discontinuing/stopping any medications. Beyond Brink will hold all residents to this agreement for the health and safety of all residents in the housing program.
 - B.** There is absolutely no medication sharing. Staff cannot provide any resident with any over-the-counter medications, this will be the responsibility of the resident to purchase.
 - C.** Residents are required to keep their medications in their designated lock box. No prescription medications are to be kept anywhere in the house with the exception of medications that need to be refrigerated and/or emergent medications (ex. Inhaler, EPI pen, Glucagon). If a resident is leaving the house and will need to take medications with them, they are expected to return all medications to the lock box immediately upon returning to the house.
 - D.** Residents are not to discuss any medications they are taking or have taken, any side effects, or the reasons they are taking a certain medication with any other residents in the house. This is for the protection of all participants.



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- E. A list of medications must be provided to Beyond Brink upon admission to the housing program. Staff will keep the medication list in the residents file, as well as a copy will be placed in the resident's lock box. Residents will need to provide staff with verification with any medication changes.
5. **Weekly House Meeting:** All residents are required to attend a mandatory weekly house meeting. The purpose of this meeting is to come together as a house and discuss any house concerns, updates, and to make connections with the other residents in the house. The first time that a resident misses the house meeting without prior approval they will receive a written warning. If the resident misses the house meeting a second time without prior approval they will be discharged from the housing program.
- A. The only exception to not be in attendance for the weekly house meeting would be if the resident has gotten prior approval from staff. Residents will be excused from the house meeting for the purpose of working a regularly scheduled shift with their employer. Those that are independent contractors, self-employed, volunteering, or picking up extra shifts through their employer will not be excused from attending the house meeting.
 - B. A resident will be required to provide staff with a copy of their work schedule or a one-time written letter from their employer stating the days and times that the resident works for that employer if their work schedule would interfere with the resident being in attendance of the house meeting.
 - C. If a resident is not in attendance of the house meeting and has prior approval, they will be required to meet with staff within 48 hours of the house meeting that was missed to discuss what that resident missed at the house meeting. This would be in addition to the residents scheduled weekly 1:1 with staff.



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6. **Curfew:** For the first 2 weeks residents will have a curfew of 10:00 PM. After the first 2 weeks, the residents will have a curfew of 11:00 PM Sunday through Thursday and 12:00 AM on Friday and Saturday. If a resident is late for curfew, they will have to submit to a drug and alcohol test and their curfew will be moved to 9:00 PM for a period of 1 week. No passes will be granted during that time and the resident will receive a written warning. Missing the curfew again may result in a discharge from the housing program. If a resident is more than an hour past curfew and there has been no communication between the resident and staff, the resident will be discharged from the housing program.

7. **Pass Requests:** Residents will not be able to take any overnight passes until after they have been in the housing program for a period of 2 weeks. After a resident has been in the housing program for 2 weeks they may put in a request to take an overnight pass. Pass requests are to be submitted to staff by a designated day. Any pass request that has been submitted late will not be approved. Residents will need to be in compliance with all other house rules and expectations for a pass request to be approved. Residents are required to get approval from any case workers and/or probation officers to get their pass request approved. Residents will need to have their daily chore covered by another resident in the house. Both residents will need to sign the pass request. Staff will either approve or deny the pass request and will provide the resident with a copy of the pass request stating that they have been approved or denied. Residents are not to assume that their pass request has been approved if they have not received a response from staff.



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8. **Structured Time:** Residents are encouraged to put their recovery first and to find balance in their schedule. Residents are required to have a minimum of 30 hours of structured time within a week's time. This can be a combination of employment, volunteering, outpatient treatment, medical appointments, legal requirements, addressing mental and/or physical health, or school. Residents that are unable to meet this requirement due to physical abilities will be required to provide a note from their physician outlining any restrictions.
9. **Employment:** Residents are encouraged to seek employment. Residents are allowed to work any shift regardless of curfew. They will be required to submit their work schedule to staff and it will be the responsibility of the resident to notify the staff if there have been any changes to their work schedule.
 - A. No resident is to enter or be employed at any establishment where 50% or more of their business is from alcohol sales.
10. **Support Meetings:** Residents are required to attend a minimum of 3 meetings per week. This can include NA, AA, CA, All-Recovery, Al-Anon, Celebrate Recovery, church, or any other self-help group meetings. Residents will need to get a meeting slip signed at each meeting and will be expected to turn in their meeting slip at the weekly house meeting.
11. **Sponsorship:** All residents are required to obtain a sponsor, mentor, or spiritual advisor within the first 2 weeks of admission to the housing program. Staff and residents in the house may not sponsor other residents.



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- 12. Peer Recovery Support:** Each resident is required to meet with a Beyond Brink staff member a minimum of 1 time per week for support, however, if the resident would like additional support, there is a Certified Peer Recovery Specialist (CPRS) available to all residents on a daily basis and residents are encouraged to utilize them as often as they need. The CPRS is there to offer support and guidance to all the residents in the house. For those that are utilizing support with a CPRS, they will need to obtain a comprehensive assessment that has a recommendation for peer recovery support services. Residents are expected to be initiative-taking, self-sufficient, and are encouraged to self-starting.
- 13. Personal Belongings:** Each resident is solely responsible and liable for their individual property. Residents are discouraged from keeping large sums of money or items of value in the house. Residents must keep all their belongings in their designated space. Any of the resident's belongings that do not fit in their designated space will need to be removed from the house. Beyond Brink does not store any belongings for any resident.
- 14. Sexual Activity:** There is absolutely no sexual activity, or romantic relationships are allowed between residents. Any resident found to not be in compliance with this, may be discharged from the housing program.
- 15. Weapons:** No weapons are permitted on Beyond Brink's property at any time. This includes pocketknives and utility knives. If a resident uses a utility knife for work, it must be stored off the property.
- 16. Intimidation and Violence:** Beyond Brink has zero tolerance for intimidation or violence. This can be verbal or physical. These behaviors will result in an immediate discharge from the housing program.



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17. Animals: No resident will bring in any animal(s) at any time for any reason.



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- 18. Vehicles:** Residents are allowed to have one vehicle on site while in the housing program. Vehicles must have current insurance, and the resident must have a valid driver's license to drive. Residents will be required to provide verification of a driver's license and vehicle insurance. All vehicle information must be reported to staff, such as the license plate number, make, and model.
- 19. Smoking:** This is a nonsmoking residence. Residents may smoke outside the house, in the designated area and all cigarette butts must be placed in the container and not thrown on the ground. Vaping in the house is not permitted. If a participant is found to be smoking or vaping in the house they may be discharged from the program.
- 20. Personal Belongings Upon Discharge:** Beyond Brink is not liable for any personal belongings during or after the resident discharges from the housing program. Staff will pack up any items that were left behind and contact the designated person on the Release of Property form to arrange a time to pick up the items. Items will be stored for a period of 60 days at which point if the belongings have not been picked up they will be disposed of. Beyond Brink assumes no responsibility for the individual property of any resident.
- 21. Mail:** Residents may have mail delivered to the house while in the program. Upon discharge from the housing program, any mail will be returned to the sender. No mail will be held or forwarded once the resident has been discharged from the housing program.
- 22. Walls:** Residents are not allowed to install anything on the walls, ceiling, and doors. Residents are allowed to put their own picture frames and personal items on dressers or nightstands in their room. Pictures may be hung on walls using sticky tack only. No tacks, nails, screws, or tape are to be used on the walls.



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23. Music: Please be respectful of the other residents in the house by keeping your music or volume on the tablet at a level that can be heard only by you. Headphones, earbuds, etc. are permitted.

24. Housekeeping:

A. **Bedroom:** The following are the expectations regarding the resident's bedroom. Failure to comply will result in a request to do so immediately and may result in a verbal or written warning.

- Bedrooms are to be kept neat and orderly. Free of clutter.
- Beds should be made at the beginning of each day.
- Clean clothing is to be put away in an orderly manner.
- No candles, diffusers, incense, or wax warmers are allowed.
- Absolutely no eating or drinking in the bedrooms, with the exception of water.
- All belongings need to fit in the resident's designated area. Residents may be asked to remove items if overflow occurs.
- No appliances, TVs, monitors, projectors, space heaters, or larger electronics are to be used in the bedrooms. Fans are allowed.

B. **House chores:** Each resident is responsible for the upkeep of the house. Beyond Brink's housing program is designed to be a home like environment, therefore, we hope that you will take pride in the cleanliness and appearance of the home.

- Each resident will have an assigned daily chore. These chores will be in place for a period of one week, at which time, the chore will rotate to the next resident.



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- Residents are to ask another resident to check and sign off on their chore. Residents who are asked to sign off on a chore must first check to see that the chore was completed. Any resident that signs off on a chore for another resident that has not been completed will be asked to complete that chore.
- Residents who fail to complete their daily chore or do not sign off on their chore will be asked to do so immediately and may receive a verbal or written warning.

C. Dishes: Residents are to wash, dry, and put away their dishes or place them in the dishwasher immediately after use. At no time should any dishes be left to dry on the counter.

- No dishes should be left in the sink for any reason at any time. This is the responsibility of each resident and not the responsibility of the resident assigned to the kitchen chore.
- No dishes are to be removed from the property or left in any room outside of the kitchen.

D. Cleanliness:

- Outside of the daily chores assigned, each resident is responsible for keeping all the shared areas neat and orderly.
- Personal items are to be kept and stored in each resident's room.
- Cleaning supplies will be provided to complete household chores.
- Residents are not to remove household items such as lamps, tables, cleaning supplies, furniture, etc. from one area of the house to another.
- Residents are not to rearrange any room in the house without approval from staff first.
- Residents will not bring in any large furniture items for personal use.



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- 25. Food:** A set amount of food will be provided for the entire house. Beyond Brink cannot purchase items that are not of nutritional value. Some examples of those items are chips, ice cream, Little Debbie snacks, caffeinated beverages, etc. If a resident would like to purchase their own food, outside of what is provided, they may do so. Residents who purchase their own food will be responsible for ensuring that their name is clearly marked on the items they purchased. Residents cannot put their name on any items that were purchased for the house through Beyond Brink. No resident is to take any items that are labeled with another resident's name. Unopened items that have been purchased by the resident may be kept in their room. Once an item has been opened, it will need to be stored in the kitchen. Any leftovers will need to be marked with a date and can only be stored in the fridge for a period of 3 days at which time they will be thrown out.
- 26. Laundry:** There is a washer and dryer that is available on site for all residents to use at no cost to them. There are no assigned times for each resident. Beyond Brink provides the laundry detergent and dryer sheets for residents to use. Residents are asked to be considerate of others and asked not to leave laundry in the washer or dryer when they are leaving the house.
- 27. Utilities:** It is expected that each participant will conserve energy and practice the concept 'Reduce, Reuse, and Recycle' whenever possible. Residents agree to turn off lights when they are not in use, keep windows closed when the heat or air conditioning is running, and to run the dishwasher and/or washing machine with full loads. Residents are not to adjust the temperature on any thermostat. Residents will need to contact the staff if they feel that the thermostat temperature needs to be adjusted. Small appliances, microwaves, hot plates and heaters are not allowed in the bedrooms. Residents are responsible for reporting any leaks or damage immediately to Beyond Brink staff.



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- 28. Sleeping:** Residents are not allowed to sleep anywhere except in their assigned room, this includes sleeping on the couches in any of the shared spaces. Residents are not allowed to enter another resident's room for any reason at any time.
- 29. Dress Code:** All residents are required to be fully dressed, with shirts and bottoms, when they are on Beyond Brink's property and outside of their bedroom. Residents are not to walk from the shower to their bedroom wearing a towel, they need to be fully dressed or wearing a robe. No resident is to be dressed in only a swimsuit or swim trunks. Shorts must be a minimum of 3 inches long.
- 30. Telephones:** Residents are allowed to always have their cell phone with them. There is a house phone available for residents to use.
- 31. Probation/Case Worker/Social Service Participation:** Residents are required to be in compliance with any legal requirements. This includes any recommendations on their most current comprehensive or diagnostic assessment. Some examples of these requirements are attending outpatient treatment, addressing mental and physical health, or attending support meetings. These will vary between residents based on their own recommendations. Residents are required to sign a release of information for each professional.
- 32. Problem Resolution:** If there are any issues between residents, staff, or with the program, it is expected that these issues will be discussed directly, openly, and honestly with the individual or in the weekly house meeting. Residents will not complain or talk negatively about another resident, the staff, or Beyond Brink. Any conflict will be resolved in a respectful manner with each party stating their perspective and/or feelings and each party coming to a resolution with the party directly. If this approach does not resolve the issue, it will be discussed at the weekly house meeting for all residents to come to a resolution or by having both parties come together with staff present to come to a resolution.



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- 33. Notice to Vacate:** This is not a standard landlord/tenant agreement; this is a recovery housing agreement. Beyond Brink may at any time ask any participant to immediately vacate the property. Some examples of reasons a resident may be asked to leave include nonpayment of program fees, being under the influence of substances, violence towards self or others, or lack of follow-through on the rules and expectations.
- 34. 30-Day Notice:** Residents under this agreement are to give Beyond Brink a 30-day notice prior to leaving the program. As independent housing is one of the goals, exceptions can be made if a resident finds independent housing as long as the staff has been made aware of the resident's housing search process. A resident may choose to leave the program without providing a 30-day notice, however, the resident may then be responsible for a program fee.
- 35. Three Strike Rule:** Beyond Brink housing operates under a '3-strike' rule. This means that if a resident receives a written warning for repeatedly breaking the rules or failure to comply with the house rules and expectations, that upon receiving their third written warning they will be discharged from the housing program. In some situations, the '3-strike' rule does not apply, and the resident will be discharged from the program immediately regardless of any previous written warnings. Some examples of reasons that a resident would be discharged immediately from the housing program are showing intimidation or violence towards others, stealing, obtaining new criminal charges, nonpayment of program fee, or for being under the influence of a substance.
- 36. Second Chances:** Residents who have left the housing program may reapply to re-enter the program after a period of 30 days, at which point the resident will be added to the bottom of the Beyond Brink housing waitlist. Beyond Brink believes that everyone deserves recovery, and this program is designed to offer any support needed to achieve it.



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I, _____ understand and agree to the following:

_____ By signing this agreement, I am entering into a month-to-month housing contract agreement. I must provide Beyond Brink with 30-day notice prior to the month that I plan to leave the program.

_____ I will attend a minimum of 3 support meetings per week and provide verification of meeting attendance.

_____ I will attend and be on time for the mandatory weekly housing meeting.

_____ I will meet with a Beyond Brink staff member on a weekly basis.

_____ I will maintain my recovery by staying abstinent from alcohol and/or illegal substances while in the Beyond Brink housing program.

_____ I will pay my self-pay portion of the program fee on time each month.

_____ I will do my part to keep utility costs down and practice the 'reduce, reuse, recycle' motto.

_____ I understand that I will be asked to leave the housing program upon receiving my third written warning.

_____ I will sign and participate in the Medication Watch Program and will follow all of the expectations of that program.

_____ I will follow all recommendations for outpatient services, physical and mental health professionals, and legal requirements.

_____ I understand my rights and responsibilities to this program.

_____ I understand that Beyond Brink staff and/or board members may add, alter, or change the house rules and expectations for participation in the housing program at any time and that I will be notified of these changes.



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Release and Hold Harmless

This is a legal and binding document. Please read it carefully and apply your initials wherever indicated. By signing and dating this document, you claim to have read and understood this agreement in its entirety.

This Release and Hold Harmless agreement is executed on _____(date) between _____(name) and Beyond Brink, a nonprofit organization.

_____(Initial) In consideration of being permitted to use the grounds and other facilities of and to participate in Beyond Brink housing program, the undersigned, legal representatives, heirs, and assigns "resident" execute this Release and Hold Harmless agreement.

_____(Initial) Resident hereby waives and discharges Beyond Brink, its owner, its officers, employees, or advisors from all liability for any resident and all loss or damage to resident on account of injury to the resident or the resident's personal property, even injury resulting in the death of the resident while participating in any of the activities provided or living in the dwelling operated by Beyond Brink, a nonprofit organization.

_____(Initial) Resident is fully and adequately informed of the nature of the programs in which the resident wishes to participate in, and hereby assumes full responsibility for the risk of injuries, whether due to negligence of Beyond Brink or otherwise, and agrees to indemnify Beyond Brink from any loss, damage, or cost that Beyond Brink may incur due the injuries suffered by the resident. The residents further agreed to never institute a suit or action against Beyond Brink for damages, costs, expenses, or loss of services resulting from injuries.

_____(Initial) Resident releases Beyond Brink from any claim whatsoever on accounts of first aid, treatments, or service rendered to the resident as a result of injury.

_____(Initial) Resident agrees to be financially liable and responsible for any medical costs related to injuries.

_____(Initial) I certify that I am empowered to act on my own behalf or on the behalf of the resident.

_____(Initial) Resident expressly agrees that this Release and Hold Harmless agreement be as broad and inclusive as permitted by the laws of the state of Minnesota, and that if any portion thereof is held invalid it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

_____(Initial) In witness whereof, this Release and Hold Harmless agreement is executed in Beyond Brink's housing program.



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I realize that this recovery house to which I am applying for residency has been established in compliance with the conditions of 2036 Federal Anti-Drug Act of 1988, P.L 100-690 as amended which provides that the house requires the resident to:

- 1. Prohibit all residents from using alcohol or illegal mind-altering substances.*
- 2. Expel any resident who violates such prohibition.*
- 3. Share household expenses, including the monthly program fees, among residents.*
- 4. Utilize democratic decision making with the group, including inclusion and expulsion from the group.*

____ (Initial) I have been provided with a copy of, have read and fully understand the rules, regulations, and expectations of the Beyond Brink housing program operated by Beyond Brink, a nonprofit organization.

____ (Initial) I agree that I am a resident in a program and not a tenant. I agree that I am not protected by, nor will I invoke any protections of local landlord/tenant laws. If it is found that local landlord/tenant law applies, hereby renounce any rights that I may or may not have relating to the same.

____ (Initial) I specifically agree that if I violate any of the rules and regulations of Beyond Brinks, I can be expelled from the property and forfeit any rights to my prepaid program fees. I agree that final determination for any disciplinary action will be made by Beyond Brink and may not be appealed.

____ (Initial) I agree that if I default on any portion of this agreement and Beyond Brink must go to any court to collect program fees; I am liable in full for the payment of these fees.

____ (Initial) I hereby release and hold harmless Beyond Brink and its founder, Brandy Brink. or any employee, board members or employees from any and all lawsuits that may be brought by me, and/or any family member of the family and heirs in perpetuity for any sort or action whatsoever

I have read and understand the housing agreement for Beyond Brink's housing program, a nonprofit organization, its policies, procedures, rules and expectations, and the release and hold harmless, and I am hereby making a commitment to follow them for the purpose of housing and recovery.

Signature of Resident: _____ ***Date:*** _____

Signature of Witness: _____ ***Date:*** _____