

# REACH SOBER *Living* Inc.

Resident Handbook

Reach Sober Living

A Sober Living Community for Men

All house members must read these rules and to refer to them when in doubt about an issue. Any additional questions should be discussed with the house manager or brought up during the next house business meeting.

### **Clean and Sober Living**

It is critical to the success of any recovery house that each member always remains clean and sober. Any use of alcohol or drugs jeopardizes the sobriety of everyone in the house. Therefore, each resident is expected to remain 100% clean and sober during their stay. Any relapse will result in automatic termination of housing (a drug test is not required).

This house is a recovery community, not just a place to abstain from drugs. Since active participation in a 12- step program has proven so valuable to those recovering from addiction, each house member must attend at least three meetings per week in the 12- step program of his choice. An attendance sheet must be signed by the chairperson of each meeting attended and brought weekly to each house meeting to show the house manager and other house members.

Drug tests will be conducted frequently and randomly. In order to live in this house, each resident must be able to take drug tests in the presence of the house manager. When a drug test is requested, the resident must remain under observation and cannot leave the house until a test is completed. Failure to comply with drug testing will be considered a relapse and will result in immediate termination of housing.

Any suspicion that another house member is under the influence or has relapsed must be brought to the house manager's attention. A resident who fails to report another resident's drug use will be fined!

All prescription medication must be reported to the house manager as soon as prescribed, and all medications must be taken exactly as prescribed. Taking more or less than prescribed may be considered a relapse. All medications should be kept in the resident's room and out of sight in a lock box. Diabetics should never handle syringes in front of other residents. If changes in medication or new medication is prescribed to a resident by a doctor, the house manager must be informed immediately. Anyone who receives mood altering or addictive medication and does not inform the house manager immediately will be asked to leave.

No alcohol, drugs, or related paraphernalia are allowed on the property at any time, and no active alcoholics or addicts are allowed on the property at any time, whether they are under the influence at the time or not. Failure to abide by any of these rules is grounds for housing termination.

In addition, each member is expected to behave as a responsible adult. This means working for a living, paying agreement fees on time, following all house rules, getting along well with others and generally taking care of assigned responsibilities. See Behavior.

## **Agreement Fee and Deposit**

1. A security deposit of \$100 is required to move in. This should be paid in the form of a money order.
2. The agreement fee is \$500 monthly and is due by the 5th of each month. Money orders are the only acceptable form of payment. If, for any reason, a resident cannot pay the agreement fee on time, he must inform the house manager in advance to arrange a late fee extension. Failure to pay on time without informing the house manager will result in a late fee.
3. Return of agreement fees /deposit: Any access agreement fee will be refunded to a house member who willingly moves out, regardless of the circumstances. His deposit will be returned only if all the following conditions are met:
  - The resident gives two weeks' notice prior to moving out.
  - His fee is paid in full at the time of moving.
  - His room is cleaned and there are no damages, all furniture is in place and in good working order, all house property has been returned, and all personal belongings are removed from the house.
  - Terminated residents are not entitled to receive their deposit back.

Distribution of refund: will occur after the resident moves out. The above conditions will be verified on the date of the next regular house meeting to determine if he is eligible for a deposit refund. A refund check will be issued approximately 30 days after the conditions are verified.

## **New Residents**

1. It is strongly recommended that anyone recently entering recovery avoids any unnecessary life changes (other than seeking employment) during their first year of sobriety. The resident should focus on recovery and meeting basic needs, and avoid such major projects as a new romantic relationship, career changes, enrolling in school, starting a business, etc.
2. Every new house member is required to have a full-time job (30+hours/week) within 30 days of moving into the house, unless he is a full-time student or is in full-time day treatment. Full-time students must work part-time (15+hours/week). Residents are expected to be actively searching for a job every day until employed.
3. Each new resident will be given a 30-day probation period to get adjusted and become accustomed to the rules and procedures of the house. During this time the new residents will not receive any fines and will not be allowed to spend any nights out.

4. House members are not permitted to work in any of the following situations:
  - Bars, liquor stores or serving drinks
  - Casinos /gambling establishments
  - Sex shops, strip joints, pornography stores
  - Any place that sells drug paraphernalia
  - When in doubt, ask the house manager.

### **Curfew, Guest and Overnights**

1. Every resident must spend at least five nights per week in the house (from curfew until 5:00 am). Residents must inform the house manager and their roommates in advance if they are spending the night out. Residents cannot stay out more than two nights consecutively, except under special circumstances, and with prior permission.

2. Every resident must be home by curfew. Curfew is 11:00pm Sunday through Thursday, and 12am Friday and Saturday. If a resident is unable to make it home by curfew, due to work or some other legitimate reason, he must notify the house manager in advance. Residents who work evenings/nights can speak to the house manager to have curfew adjusted accordingly.

3. You are responsible for your guests and their actions. Do not leave guests unattended in the house. No active alcoholics or addicts are allowed in the house at any time. Any individual with a history of addiction or treatment must be clean and sober for at least 30 days to be allowed on the property. All guest must abide by the following rules:

- Guests must leave by curfew. No overnight guests are allowed.
- Guests are allowed on the 1st floor only.
- Residents must meet their guests at the door.
- The house washer and dryer are for house use only, not for guests use.
- Guests must abide by all house rules

4. Quiet hours are 9:00pm to 9:00am.

### **Cleanliness and Chores**

1. Each house member is expected to clean up after himself, to always leave a room as he found it, and do his fair share to help keep the house clean. This includes cleaning up the kitchen (stove, sink, counter, table, etc.) after preparing food or eating rinsing dirty dishes and loading them into the dishwasher, putting things away after use, moving furniture back to its place, and throwing away all trash. Residents have one hour to clean the kitchen after use.

The following are not acceptable:

- leaving dirty dishes in the sink
- leaving shoes, coat, or other personal items in a public area of the house or yard
- leaving clothes, towels, etc. on the bathroom floor
- leaving the stove dirty after cooking
- leaving clothes in the washer /dryer /laundry area or leaving the lint filter dirty
- littering the yard with cigarette butts or other trash
- placing trash on the floor next to full trash can. If it's full, take it out.

The following are acceptable:

- leaving a few items in the bathroom cabinets
- storing DVD's in the living room (if housemates approve)
- storing personal dishes /food in the kitchen (use a reasonable amount of space)

2. Each resident will be assigned chores on a rotating monthly schedule. All House members are required to complete their assigned chores on time.

- Weekly chores must be completed each Sunday before midnight (vacuuming should be done between 9:00am and 9:00pm).
- The house manager will inspect the house on Monday before noon. If a chore is honestly attempted, but unsatisfactory, the resident will be given an additional 24-hour notice period to complete it. Failure to complete the chore within that time will result in a fine.
- If a resident will be unable to complete an assigned chore, he may ask another house member to complete it.

3. Daily kitchen detail; House members will take turns doing daily kitchen detail on a rotating basis. This involves sweeping the kitchen floor, mopping when necessary, and taking out the trash (including bathroom trash, when full). Kitchen detail must be completed between 7:00am and 11:00pm.

4. Mops and buckets should be rinsed after use, and all cleaning supplies should be left in a clean and usable condition for the next person.

5. Appliances such as the stove, coffee maker, etc. should be turned off when not in use to reduce fire hazard.

## **House Meeting**

1. Each resident is required to attend a weekly house business meeting. The date and time of the meeting will be determined by the house manager.

2. A house member may miss no more than one house meeting per calendar month due to work or other special circumstances. House manager must be informed of the absence in advance.

## **General/Misc.**

Smoking, vaping and using tobacco products is not permitted in the building. All use of these products must be done outside, with no cigarette butts thrown on the ground.

All maintenance issues or damage to the house must be reported to the house manager as soon as possible.

The house manager may enter any room /space at any time, they may conduct a search if he feels there is a good reason to do so.

Activities prohibited on the premises: gambling, prostitution, buying/possessing /selling stolen property, operating a business, giving receiving tattoos/piercings, pets, viewing pornography in a public room or house TV.

No house member will enter someone else's bedroom without permission, unless accompanied by another house member or the house manager, and there is a compelling reason, such as preventing a hazard. The house member must be informed as soon as possible. Any proof of theft of property will result in automatic housing termination.

Conflicts: any conflict which cannot be resolved between the parties involved should be brought to the weekly house meeting for discussion. Conflicts between individuals should not be allowed to fester and affect the whole house. Solving problems in a healthy, constructive way is one of the goals of recovery.

Lending money between house members is discouraged. Many close relationships between friends and family members have been ruined by lending money.

The thermostat should be kept in a reasonable range (65-72 degrees).

## **Behavior**

This house is a community of men living in recovery. All house members are expected to go out of their way to help others and to be considerate and respectful of others, whether at home or out in public. Everyone is expected to participate in house business and activities.

If residents are attending outpatient programs, they are required to attend all scheduled sessions, or to notify outpatient staff in advance if they must miss a session. Residents are expected to cooperate 100% with all outpatient staff and their requirements, and to maintain positive, constructive attitudes and behaviors while there.

Any behavior which interferes with the normal flow of the house or creates an atmosphere which is not conducive to recovery may be considered disruptive behavior and may result in termination from the house. Some examples of disruptive behavior include:

- Repetitive conflicts or uncooperative behavior
- Lying, stealing, manipulation
- Entering in another person's room without permission
- Eating someone else's food or using their personal items without permission
- Aggression, intimidation, name calling, threats of physical harm, striking another house member, guest, neighbor, etc.
- Excessive use of profanity
- Interfering in the personal life of another house member
- Not doing chores, not attending house meetings, breaking house rules
- Arguing/fighting with the house manger
- Not actively participating in recovery

All house members are expected to:

- Be considerate and treat others with dignity and respect
- Respect boundaries set by others
- Share common space and appliances, such as the washer /dryer, kitchen, TV, etc.
- Take turns and work together to coordinate in a way that is fair to everyone.

### **Fines and Behavior Contract**

Fines and Behavior Contracts are intended as tools for growth and to correct problems that interrupt the normal flow of the house.

1. A house member may be fined for any of the following:

- Not doing assigned chores
- Being late or absent from house meetings
- Leaving personal items in the common area
- Leaving house doors unlocked
- Unexcused absence at any mandatory meeting
- Leaving dishes in the sink, common areas or bedrooms
- Not cleaning up after themselves

2. A house member may be placed on a behavior contract for a repetitive issue, non-compliance with house rules, too many fines, etc. Once the terms of a behavior contract are set, the person must adhere to the terms of the contract or housing will be terminated.

### **Housing Termination**

If a resident is found to be under the influence, he will be given 60 minutes to pack his belongings, call his current counselor, sponsor, friend or family member for a ride, etc., and

leave the premises. An individual who is disruptive will be asked to leave immediately and return later to pack his belongings. In addition:

- The house manager will ask for the resident’s car keys and will assist in calling a cab if necessary. If the individual attempts to drive while under the influence, or if the house manager feels he might be a danger to himself or others, files manager is required to notify the police.
- Depending on the severity of the individual's intoxication, the house manager may call paramedics for medical evaluation.
- The individual's emergency contact person will be notified.
- The house manager will provide the individual with a list of Contacts for housing, treatment, etc.
- Any personal belongings left behind will be kept for 30 days and then donated to charity.

Late to house meetings	\$10.00
Absent from house meeting (without prior permission)	\$20.00
Late for curfew	\$20.00
Failure to pay agreement fee extension on time	\$20.00
Failure to pay fine on time	\$10.00
Weekly chore not completed	\$20.00
Kitchen detail not completed	\$10.00
Leaving house with clothes left in washer/ dryer	\$10.00
Dryer lint filter not cleaned after use	\$10.00
Leaving an exterior door unlocked when you are not present	\$20.00
Creating a fire or security hazard	\$20.00
Three fines the cumulative within 30- days	\$20.00
Meeting sheet missing or incomplete	\$10.00
Profanity use in the house	\$10.00
Cigarette butts left unintended on the property	\$10.00

All fines collected will be put towards house needs. Items purchased will be determined by the members of the house and will remain house property.



## **Resident Guideline Acknowledgement Form**

The Resident Handbook describes important information about Reach Sober Living. Since the informational guidelines described here may be subject to change, I acknowledge that revisions to the Handbook and guidelines may occur. I understand that Reach may supersede, modify, alter, or eliminate existing guidelines.

I have received these guidelines and reviewed them with the house manager. I acknowledge that I understand them, and that it is my responsibility to comply with the guidelines described in this Handbook, including any revision made to it.

Residents name (printed): \_\_\_\_\_

Residents signature: \_\_\_\_\_

Witness: \_\_\_\_\_

Date: \_\_\_\_\_