



WELCOME TO THE FIRST SERV FOUNDATION HOME

These rules are in place to be consistent with community placement practices. Please review the rules carefully as you will be expected to comply. Initial each section as confirmation and acknowledgement of our expectations.

Initials _____

HOUSING ROOM CHARGES – FINANCIAL DISCLOSURE

The room charge must be paid by 7pm on the 5th of each month. If arrangements are not made in advance (by the 3rd of the month), a \$35 late fee will be added. It is your responsibility to make sure that your charges are paid, even if there are arrangements for it to be paid by another organization. You will have to contact the organization and ensure the payment is received on time.

If you fail to communicate with us regarding paying your charges and you are consistently late on paying, you will have a 72-hour notice to pay or vacate. If you need help with paying your room charge, there are resources available to assist you. Notify us if you do. Attempt to work with several non-profit organizations who may be able to assist you with partial or full room charges. Be sure to contact the organizations at least one month in advance in order to get assistance. There is no reason to miss paying your room charge when there are ample resources available.

In the event that you must set up a payment plan, you will be required to show your pay stubs / direct deposit as proof of difficulty to pay.

You will have a \$100 deposit fee due prior to entry. This fee is non-refundable.

You will need to open a bank account as soon as possible. We accept debit credit cards, cashier's checks, and money orders. We do not accept personal checks or cash. We can also give you a summary of any payments you have made within 48 hours of request. We encourage you not to keep cash in the house.

POLICY ON REFUNDS: No refunds. If you do not follow the rules and are asked to leave, you will not be reimbursed for any fees or charges paid. You will also still be responsible for any pending balances. You do not get room credit while you are incarcerated. You will not be penalized for paying in advance. Any prepayments that you or your family makes will be returned to you. *If you are put in jail by your Department of Correction (DOC) officer, we may not hold your room. A

discussion may be held with your correctional officer and counselors to determine the best housing option for you.

POLICY ON FINANCIAL INVOLVEMENT OF STAFF: Anyone associated with the house or company is prohibited from handling your finances. We will provide referrals to banks and financial education that is external to the housing. We may also provide referrals to agencies for room charge payment assistance.

Initials

GENERAL RULES FOR HOUSE MEMBERS UPON MOVE-IN:

1. Absolutely no alcohol and drug use by any member, staff, or visitor of the house on or off the premises. This is a clean and sober house and you must remain clean and sober at all times; otherwise, immediate termination will be required. You will also be removed from the home if you give drugs, alcohol, or marijuana to another member. You will have a baseline urine analysis (UA) when you arrive. Random UA's will be required. The House Manager or any member may request a random UA. Failure to comply is cause for termination and is considered a positive drug test. You will be charged \$10 per UA for follow up UAs after you are found positive. If we need to send your UA to a lab, you will be responsible for those costs as well.

No alcohol, illegal drugs, marijuana, or use of prescription drugs that do not belong to you. No cough syrup unless it is prescribed. Any prescribed medication must be kept in a locked box with a copy of the prescription given to Aaron or Alayna Elam.

If you supply or give drugs to any member or are caught dealing drugs on or off the property, you will be asked to leave within 15 minutes and may gather your belongings within three days.

If you are high on drugs, you will be immediately removed to either a hospital, treatment facility, or the Department of Corrections (DOC).

There is no expectation of privacy. Rooms may be searched for drugs or contraband at any time.

If you use drugs, you must self-report immediately and report to the DOC (when applicable). You may be asked to sign a release form upon admission so that we and our designee may discuss drug testing results with the Community Correction Officers (CCO) and drug counselors.

2. Each house member will meet with the House Manager and establish individualized plans that include the following rules and guidelines:
 - a. *Community:* As a member, your participation in house meetings is vital. Any absence from house meetings must be discussed in advance with the House Manager.
 - b. *Visitation:* Guests are NOT allowed. No overnight guests are allowed under any conditions. Do not ask to have your family, friends, or anyone that is not on an agreement into the house. NO persons under the age of 18 allowed anywhere on the

property at any time, unless discussed with the managers and CPS has approved. We may allow family members to tour the house on move in day, or at a pre-arranged time in specified, common areas if the request is submitted to the House Manager with 48-hour prior notice.

If you bring an unapproved visitor in the house or on the property, you will be removed from the home. If your roommate does not report the visitor to us, they will also be removed. Your friends can pull into the driveway to pick you up, but hanging out in the front yard is not allowed. You are not permitted to hang out of your window or talk to your visitors through open windows as well.

- c. *Leaving the Home*: Upon vacancy, AWOL status, or arrest, any personal property left more than 10 days will be considered abandoned and will be donated to charity or disposed of. Please make arrangements to have someone collect your items if you cannot do so.

You must be current with your room charge upon the exit of the First Serv Foundation House. If you are not current on your room charge, do not expect us to store your belongings. You will pay back room charges and late fees if you are AWOL.

Please remember approved overnight requests are a privilege. Approvals may not be granted in the first 30 days of our program or if you are having difficulty following the rules of the program. You must submit an overnight request 24 hours in advance and in person to your House Manager. Please talk to your House Manager if you plan on being gone longer than 48 hours with approval. *If you have a CCO, the officer, not House Managers, are the only ones that can give permission to spend the night somewhere else. We will call your CCO if you are reported missing at night. We enforce the curfew unless you have a check out slip from work.

Curfew is midnight on Friday and Saturday. Curfew is 10 pm Sunday through Thursday night. No exceptions unless approved by the House Manager. *You may be asked to provide a work schedule to the House Manager.*

If you receive two negative reports, you will need to meet with the House Manager and the owners to determine if the house is a good fit for you.

- d. *Expectations for Recovery Support*: It is recommended that you have a sponsor and complete a sponsor. Members recovering from substance abuse should attend the full 90 days of their program (or similar program). At a minimum, members are expected to attend two sober support meetings per week and provide documentation of meetings attended to the House Manager.

Initials

FACILITY EXPECTATION FOR MEMBERS:

1. Members are expected to CLEAN UP ANY AREA YOU USE Immediately.

The housing manager will inspect the home each day and provide a weekly report card.

CHORES include: Rooms will be kept orderly and clean beds will be made daily when not

occupied, dirty dishes should be removed daily and washed. It is expected that you will thoroughly clean the bathroom after your use. Trash should be emptied daily. If there is an open bed in your room, you are responsible for maintenance of the entire room. Additional chores such as clean-up of the common areas will be assigned weekly. If you cannot do your chore, you need to make arrangements with another member to cover for you. The house will be deep cleaned every week. Each member is responsible for cleaning up after themselves and participating in communal chores as necessary. A \$5 cleaning supply fee (included in the monthly fee) will be paid by the members every month to help contribute to supplies.

All beds must always have a mattress protector . You will get the mattress protector from the House Manager upon arrival.

2. Shared spaces/common areas are treated with courtesy, respect, cleanliness, and sharing.

Please do not leave personal items in these areas after you are finished using them. Always keep shared areas neat and clean.

All incoming members will be disease free, lice free, and bedbug free. If you bring an infestation into the house, you are responsible for the cost of fumigation.

3. Members are expected to be good neighbors, not just “non-disturbing” neighbors.

A good neighbor is respectful of the facility and personal property, is mindful of noise and loud activity, and is kind and considerate when talking to others.

4. Smoking is not allowed in the building at any time.

Only smoke in the designated areas and clean up your smoking materials when finished.

5. Honesty and Integrity are expected at all times. Our highest values are tranquility, cooperation, and feeling personal safety. Both threats of violence and obstruction with DOC are prohibited (cause for termination). Discussions about other members’ background and warrants with non-members are also prohibited.

6. Stealing is cause for TERMINATION. Any member caught stealing anything will be immediately discharged from the house. Taking someone else’s food is stealing. Bringing stolen goods into the house is prohibited. Taking someone else’s medication is stealing. We will ask you to leave immediately if you steal.

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ADDITIONAL COMMUNITY RULES:

1. The House Manager has the right to request members to provide a urine sample or other drug test; this includes random alcohol and/or drug tests. If a member refuses to submit to any alcohol and/or drug testing, the member will be immediately discharged from the house. Once the test has been initiated you must sit in the living room and drink water where the House Manager can see you until you are able to provide the sample. You will have 1 hour to

complete this task.

2. Each Member accepts full responsibility for any personal property or belongings. Members should keep any item(s) of sentimental or significant value locked in their storage locker.
3. The house staff are not responsible for the loss, damage, and/or theft of any members' personal property or belongings, unless due to fire or flood.
4. Physical violence and/or threatening physical violence toward another member and/or staff person will result in immediate discharge from the house.
5. Members are not allowed to borrow money from other members and/or staff. Borrowing or lending money is often an issue for members. It can also create situations of mistrust. Therefore, it is not permitted while living in this residence.
6. Sexual activities between members or between members and their guests are not permitted in this residence.
7. If you own a vehicle, it must be functioning and not in disrepair (leaking oil, smoking, etc). You must also have proof of license and insurance. There is no assigned parking, it will be first come first serve. We will not get involved in accidents or damages to other members' vehicles. It is your responsibility to resolve all incidents with the involved parties.
8. If you intentionally damage the house, you will pay for the damages. If no one self-reports, then the whole house will pay for the damages.

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RULES FOR MOVING OUT:

1. Please provide the House Manager with a 30-day notice for your planned move-out. Once a date for move-out is agreed upon, please remove all belongings and return the room to its original state by 5:00 pm on the move-out date. If an extension is needed, an agreement must be made in writing with the House Manager.
2. If you are asked to move out of the residence due to unsafe behavior (i.e. drug or alcohol use, violent behavior, theft, etc.), you will be escorted by the House Manager to your room so that you can gather your belongings. Arrangements for picking up the remainder of your belongings (if needed) will be made with the House Manager. A surrender of your keys/codes to the facility will be made at this time as well. Any personal belongings left at the house after three days post the agreed-upon move-out date will be donated or discarded without compensation.

By signing this agreement, you understand that breaching the safety of the house, or removal from the house will lead to a change in door codes. If you give your code to someone else, or let someone in on your code, that is grounds for termination.

We are partnered with many external agencies who want to help you. We will make recommendations for outside counseling, medical care, support, schooling, and

employment. We believe that living in a First Serv Foundation House is an opportunity to expand and heal. We will do everything we can to facilitate these goals.

Initials

INVOLUNTARY TERMINATION OF PROGRAM

Involuntary termination of residence shall include, but is not limited to:

(Please initial where indicated)

Initials

1. Use or possession of alcohol, drugs, drug paraphernalia, guns, knives, other weapons

Initials

2. Dealing drugs on or off the property

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3. Abuse of over the counter or prescription medications.

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4. Possession of stolen goods or any theft.

Initials

5. Nonmembers on the property. Family may be approved to visit w/ 48 hours notice.

Initials

6. Physical violence or threats of any kind. This includes anyone you let in the house.

Initials

7. Consistent violation of curfew.

Initials

8. Violation of house rules.

Initials

9. Having a messy room or food in your room 3 times

Initials

10. Flushing anything down the toilet except toilet paper

Initials

11. Damaging the house intentionally

Initials

12. Soliciting money from other members

CLIENT TERMS AND CONDITIONS

(Please initial where indicated)

Initials

I understand that this sober living home is in compliance with the Anti-Drug Act of 1988 Public Law #100-960 which exempts this house from the Landlord Tenant Act.

Initials

I understand that I must comply with the Department of Corrections and/or mental health counselor, the House Manager, and the owners.

Initials

I will immediately report mine or any member use of alcohol or drugs to the House Manager and the owners. Failure to report will be cause for termination of residency.

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Initials

I understand that cooperation and kindness are key values and will do my best to support the members in the house.

Initials

I understand that if I have a conflict with anyone, the House Manager and the owners will help come to a resolution. We will work together as a team to resolve conflict.

Initials

I understand that I am required to meet with the House Manager as scheduled.

Initials

I understand that I am required to attend house meetings every week.

Initials

I understand that if the owners see necessary, they can ask me to leave the program.

Guest

First Name

Last Name

Select Date

Signature

Manager

First Name

Last Name

Signature
