



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 monthly room charge is due by the 1st of each month and is considered late by 5pm on the 8th of each month (for monthly payment arrangements). Guests must communicate if not paying on the 1st of the month. If arrangements are not made in advance, 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 program fee, there are resources available to assist you. Notify us if you do. *Guests may 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.*

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

You will have a \$200 Supplies and Cleaning Fee due prior to entry. This fee is a non-refundable fee

Our main form of payment is through the Zelle application. We also 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 make will be returned to you. If you are placed in jail, 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: We may provide referrals to banks and financial education that is external to the housing. We may also provide referrals to agencies for payment assistance.

Initials

GENERAL RULES FOR HOUSE MEMBERS UPON MOVE-IN:

Absolutely no alcohol and drug use by any guest, staff, or approved visitor 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 guest.

You will have a baseline urine analysis (UA) when first entering a First Serv Foundation home. After entering as a guest, a drug or alcohol test may be required when any guest is suspected of being under the influence of any substance. The House Lead has the right to request guests to provide a urine sample or other drug test; this includes random alcohol and/or drug tests. Failure to comply is considered a positive drug test and is cause for termination. Once the test has been initiated, you must sit where the House Lead can see you until you are able to provide the sample. Any attempt to cheat/circumvent a test will result in a dismissal. 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.

No alcohol, illegal drugs, marijuana, or use of prescription drugs that do not belong to you. Any prescribed or over the counter medication must be kept in a locker with a copy of the prescription given to the House Lead and the owners.

If you supply or give drugs to any guest 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). The House Lead may inspect in and around bedroom property or belongings at any time and within reason, for the safety and protection of all residents. Rooms may be searched for drugs 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/or our designee may discuss drug testing results with the Community Correction Officers (CCO) and drug counselors.

Each house guest will meet with the House Lead and establish individualized plans that include the following rules and guidelines:

- *Community:* House Meetings are held weekly at a date/time determined by the House Lead and are mandatory for every guest.

- *Visitation*: Visitors are NOT allowed. No overnight visitors are allowed under any conditions. Do not ask to have your family, friends, or anyone that is not on an agreement in the house. We may allow family guests to tour the house on move in day or at a pre-arranged time in specified, common areas if the request is submitted and approved by the House Lead with 48-hour prior notice. NO persons under the age of 18 allowed anywhere on the property at any time, unless discussed with the House Lead. Approved visitors are not permitted at the house beyond curfew.

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.

- *Leaving the Home*: Upon vacancy, AWOL status, or arrest, any personal property left more than (3) 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.

- *Curfew* is 10 pm Sunday through Thursday night and midnight on Friday and Saturday. No exceptions unless approved by the House Lead. You may be asked to provide a work schedule. House quiet time is 10:00pm to 5:00am. Any activity (i.e., Lights, TV, Telephone conversations, etc.) that disturbs another guest's ability to sleep/rest is prohibited. If you receive two negative reports, you will need to meet with the House Lead and the owners to determine if the house is a good fit for you.

Expectations for Recovery Support:

Daily attendance at 12-Step meetings is strongly encouraged/recommended. At a minimum, guests recovering from substance abuse are expected to attend two sober support meeting per week and provide documentation of meetings attended to the House Lead. Guests are strongly encouraged to maintain a working relationship with a Sponsor. Guests recovering from substance abuse should attend the full 90 days of their program (or similar program).

Approved overnight requests are a privilege. Approvals may not be granted in the first 30 days of our program 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 Lead. Please talk to your House Lead if you plan on being gone longer than 48 hours. If you have a CCO or PO, the officer, not the House Lead, is the only one that can give you permission to spend the night somewhere else. We will call your CCO or PO if you are reported missing at night. We enforce the curfew unless you have a check out slip from work.

Initials _____

FACILITY EXPECTATION FOR MEMBERS:

- Guests are expected to CLEAN UP ANY AREA YOU USE Immediately.

The House Lead will inspect the home each day and provide a weekly report card.

CHORES include: Chores are required to be completed daily. The House Lead is responsible for chore assignment and completion. Failure to complete assigned chores can result in dismissal.

Rooms will be kept orderly and clean, beds will be made daily when not occupied, dirty dishes will be washed and removed immediately after use. It is expected that you will thoroughly clean the bathroom after your use. Trash should be emptied daily and trash cans placed on the curb Wednesday nights for Thursday pick up. 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 guest to cover for you. The house will be deep cleaned every week. Each guest is responsible for cleaning up after themselves and participating in communal chores. A cleaning supply fee is included in the monthly rent to contribute to cleaning supplies.

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

Guests will take responsibility for their own health and respect the health and safety needs of all other guests. All guests will take precautions (hand washing, extra cleaning of surfaces, limiting interaction with other residents, appointment with a physician if necessary) when aware of or experiencing exposure to bodily fluids and communicable diseases.

- 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 guests 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.

- Guests 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 guests, the House Lead, and owners.

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

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

- Honesty and Integrity are expected at all times. Our highest values are tranquility, cooperation, and feeling personal safety. Both threats of violence and obstruction are prohibited and cause for termination. Discussions about other guests’ background and warrants are also prohibited.
- Stealing is cause for TERMINATION. Any guest 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. Lying, cheating, and stealing are strictly prohibited. We will ask you to leave immediately if you steal.

Initials

ADDITIONAL COMMUNITY RULES:

- Each Guest accepts full responsibility for any personal property or belongings. Guests should keep any item(s) of sentimental or significant value locked in their storage locker.

- The First Serv Foundation is not responsible for the loss, damage, and/or theft of any guests' personal property or belongings, unless due to fire or flood.
- Physical violence and threatening physical violence toward another guest and/or staff person will result in immediate discharge from the house.
- Guests are not allowed to borrow money from other guests and/or staff. Borrowing or lending money is often an issue for guests and creates situations of mistrust. Therefore, it is not permitted while living in this residence.
- Residents are required AT ALL TIMES to wear appropriate dress in common areas
- Sexual activities between guests or between guests and their visitors are not permitted in this residence.
- 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 with a copy to be provided to the House Lead and/or owners. There is no assigned parking, it will be first come first serve. We will not get involved in accidents or damages to other guests' vehicles. It is your responsibility to resolve all incidents with the involved parties.
- If you intentionally damage the house, you will pay for the damages.
- Turn off lights, TV's, radios, fans, etc., when not in use. The thermostat is to be adjusted by the House Lead or their backup only.

Initials _____

RULES FOR MOVING OUT:

Please provide the House Lead with a 30-day notice for your planned move-out date. 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 Lead.

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 Lead 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 Lead. A surrender of your door code to the facility will be made at this time as well. Any personal belongings left at the house after (3) 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 may 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 support you in reaching your 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. Knives, Guns, Tasers, Brass knuckles, etc. are not permitted AT ANY TIME in the First Serv Foundation home! If found, items items will be removed and dismissal may be issued.

Initials

2. Dealing drugs on or off the property

Initials

3. Abuse of over the counter or prescription medications.

Initials

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 or other items from other members

Initials

13. Bullying, discrimination, or harassment of other house guests, the House Lead, or owners.

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 House Lead, owners, Department of Corrections, mental health counselor, and others on my team.

Initials

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

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, I will attempt to resolve it with other house members first. If I need additional assistance, the House Lead 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 Lead or owners as scheduled.

Initials

I understand that I am required to attend a house meeting every week.

Initials

I understand that due to the nature of housing at this facility, Landlord-Tenant Laws do not apply.

Initials

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

Guest

First Name

Last Name

Signature

Manager

First Name

Last Name

Signature
