

New Hope Recovery Houses Guidelines

I. IDENTIFICATION

1. All house residents must have a valid State ID or Drivers license

II. RENT

1. If moving in on Friday, Saturday, or Sunday rent will be \$125.00 for bed or \$75.00 for sponsorship bed. Move in on any other day constitutes prorated rent (\$20.00 per day for bed or \$15.00 per day for sponsorship bed) which is required upon admission to the house, and this covers rent until the following Friday when rent will be due.
2. All back rent or any money owed must be paid up to date within 2 weeks from balance due date. Rent is due Friday every week, 1 day grace period is allowed – meaning it must be paid on Saturday at the latest. After that a \$5.00 late fee will be charged per day until rent is current, unless other arrangements are made with manager/owner.
3. If moving into sponsorship bed rent will be \$75.00 per week.
4. Rent includes all utilities, cable (all channels), WiFi, toilet paper, paper towel, cleaning supplies, and on-site laundry. The resident is responsible for supplying his/her own laundry detergent, hygiene products, and food.

III. EMPLOYMENT REQUIREMENTS

1. All residents are required to work unless disabled.
2. Residents are required to prove said employment by showing a pay stub with the name of the business, date, hours worked, gross pay, deductions, and net pay to manager.
3. If a resident is not employed and no other source of income, it is mandatory that they seek employment through temporary services the day after admission into the house. Unemployed residents must be out of the house between 9:00am through 4:00pm seeking employment.
4. The manager/monitor is to be notified immediately of any change in employment. If a job is terminated, said resident must be seeking employment.
5. Residents who become physically disabled or not working while residing at New Hope Recovery's house must attend 12 step or other recovery based groups daily. Medical orders of said disability must be relayed to the house manager immediately.
6. New Hope Recovery does offer a "Sponsorship Program" for those coming out of treatment with no employment or funding. Please ask the manager for details.

IV. COMMUNICATIONS

1. Cell phones are allowed. The phone number must be given to the house manager and monitor.

V. MEETING REQUIREMENTS/TESTING

1. Residents will be placed on probation until they have 30 days clean or a minimum of 2 weeks. This probation is based on the individual's actions. Probation consists of a meeting/group per day, a 10:30pm Sunday thru Thursday and a 1:30am Friday and Saturday curfew.
2. Residents must attend 12 step or other recovery meetings/groups. An attendance sheet must be signed by the chairperson or counselor and submitted to the house manager each week.

3. Residents with less than 6 months clean time/ sobriety are REQUIRED to attend all house meetings. House meetings will be the third Sunday of every month unless a holiday or recovery event falls on that day in which case it will be moved forward or back one week.
4. All residents are required to have a urine screen done weekly and/or at the discretion of the staff's request. Residents who refuse to do a drug screen or a breathalyzer will be evicted immediately. Breathalyzers will be required. Staff members reserve the right to request a drug screen at any time during your stay at New Hope Recovery. THE USE OF ALCOHOL OR DRUGS WILL RESULT IN IMMEDIATE EVICTION FROM THE HOUSE. Continuous suspicion of use for any resident will result in that resident being sent to TAPS TESTING for lab testing.

VI. LEAVING AND RETURNING

1. All residents on probation must sign in and out every time they leave the house. You must state your exact destination. Those who do not sign out will be written up, 3 write ups can result in eviction.
2. You are not allowed to sign in or out for anybody else. Anyone caught doing this will be written up.
3. Clients must go to the destination indicated on the sign out sheet. They are not allowed to go anywhere else without notifying staff.
4. Overnights – 2 overnights are allowed per week (Friday to Thursday). RENT MUST BE UP TO DATE AND CHORES COMPLETED to be able to take overnights. Each overnight will cost the resident \$10.00 to be paid before overnight is taken. If both overnights are taken in a row the cost is still \$10.00. No overnights are allowed while on probation.

VII. CURFEWS

1. All residents on probation must be inside the house by 10:30pm sharp daily. Curfew may be extended on Fridays and Saturdays until 1:30am.
2. All residents off probation must be in the house by 1:30am.

VIII. CHORE DETAILS

1. Details must be completed twice weekly and as needed, as assigned by the manager/monitor.
2. Dishes must be cleaned immediately after use.
3. Rooms must be neat and orderly. Beds are to be made in the A.M. No boxes, bags, suitcases, or clutter should be left in the room. Clothes must be cleaned and personal articles put away.
4. Bedding and personal items should be laundered weekly. This includes towels.
5. You may not affix anything to the walls without permission.
6. Do not paint any walls or ceilings. Do not do any repairs without staff permission.
7. Sunday and Wednesday full detail on all chores are required.
8. If a manager/monitor asks you to do a chore it must be completed the same day.
9. If chore is not done or is incomplete by 9pm on Sunday and Wednesday, resident will receive a \$10.00 fine per offense which is to be paid to manager when rent is collected the following Friday.
10. If dishes are not washed and put away immediately after use resident will receive a \$5.00 fine which is to be paid to the manager when rent is collected the following Friday.
11. If bed is not made and room is not clean, resident will receive a \$5.00 fine.

IX. FRATERNIZING

1. We emphasize the importance of healthy relationships and the avoidance of addictive ones. Emotional and physical pairing off is discouraged. It is seen as a distraction from a person's recovery program.

2. Any male and female relationships developed at our houses and viewed as detrimental to a resident's recovery is considered fraternizing and is prohibited.
3. Sexual involvement at our houses or inappropriate comments made to or about someone of the opposite or same sex is forbidden. It also is considered fraternizing and can result in immediate eviction from the house.
4. Anyone considered fraternizing can be immediately evicted.
5. No contact with past using friends is allowed.

X. MEDICATIONS

1. Director must be notified of all prescriptions and over the counter drugs brought into the house immediately.
2. Failure to take medication as prescribed may result in eviction.
3. NO SLEEP AIDS OR MOUTH WASH WITH ALCOHOL ARE ALLOWED.
4. NO NARCOTIC MEDICATIONS OF ANY KIND ARE ALLOWED.
5. NEURONTIN/GABAPENTIN IS NOT ALLOWED.
6. KRATOM IS NOT ALLOWED.
7. LYRICA IS NOT ALLOWED.
8. VYVANCE IS NOT ALLOWED.
9. If resident goes to hospital all paperwork must be brought back for manager to review.

XI. KITCHEN

1. The kitchen must be left clean and orderly after use. This includes all dishes, pots, pans, and utensils must be washed and returned to their proper place. You will be written up and fined \$5.00 for incompleteness of this responsibility.
2. No food in bedrooms.
3. Your refrigerator shelf and cupboard must be cleaned out weekly. Manager will be checking and disposing of anything expired.

XII. BATHROOM

1. No flushable / non-flushable wipes allowed. TOILET PAPER ONLY IN THE TOILETS.
2. Feminine hygiene products to be disposed of in the garbage can only – NOT IN THE TOILETS.

XIV. LAUNDRY FACILITIES

1. Laundry room must be kept clean and orderly. Clothes may not be left in the washer or dryer. When doing laundry you must stay and complete it or remove it from the washer or dryer prior to leaving the house. No large article, rugs, etc.
2. No starting laundry past 10pm.
3. All clothing, and/or bedding must be ran through dryer on high heat for 40-60 mins before bringing into the house, even after overnights.

XV. SMOKING is FORBIDDEN in the house. There is no burning of incense or candles in the house.

XVI. PROPER BEHAVIOR

1. Loud talking, shouting, or use of profanity is forbidden.
2. Stealing from anyone, or from another resident (including food and clothing) is forbidden.
3. Use of drugs, alcohol, or misuse of medication is forbidden and will result in immediate eviction.

XVII. TV USE

1. Hours of T.V. is limited to midnight Sunday thru Thursday and 2:00am on Friday and Saturday.
2. All appliances, including televisions, radios, fans, stove, and lights must be turned off when room is vacant.
3. Consideration of others must be shown by controlling the volume of the radios and TV. NO RADIO USE AFTER MIDNIGHT.

XVIII. AUTOMOBILES

1. All cars must have a legal license plate and be legally insured and be in good running condition. The owner must have a legal driver's license.

XIV. VISITING

1. No visitors of opposite sex are allowed in the house unless they are family.
2. Friends in recovery and/or family can visit at the house until 10pm.
3. No "Sugar Mama's or Daddy's" will be allowed in the house.

XX. RE-ADMISSION POLICY

1. If a resident is evicted for using drugs, alcohol, or misuse of medications they will be allowed back upon clean urinalysis. They will be required to pay all back rent owed to date, pay a re-entry fee of \$20 and agree to relapse prevention plan before re-entry. *See Relapse Prevention Plan.
2. If resident is evicted for a second time for using drugs, alcohol or misuse of medications they will be encouraged to attend an inpatient treatment program but not required for re-admission. This also applies for each additional eviction.
3. If resident is evicted for any reason other than dirty urinalysis such violating any other guidelines we will evaluate re-admission on an individual basis.

Resident Signature

Date

Manager Signature

Date

