

## **HOUSE NAME – (ADDRESS AND PHONE NUMBER)**

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### **WHAT TO DO IN CASE OF AN EMERGENCY**

#### **Call 911 in case of:**

1. Fire
2. Violence or a threat of violence
3. Suspicious persons hanging around premises
4. Burglary
5. A life-threatening medical situation
6. Chest pain
7. Shortness of breath
8. Suicide attempt
9. Unconscious individual
10. Injury in which there is a broken bone or bleeding that cannot be stopped
11. Serious fall
12. Unable to wake someone
13. Ingestion of toxic chemicals or substances
14. Individual out of control
15. Individual having hallucinations
16. Individual having an extreme allergic reaction
17. Extreme paranoid behavior

**After** you call 911, call the house manager/owner and inform them of the situation.

Make sure you **move to a safe place** to wait the arrival of emergency assistance.

**DO NOT** try to move an injured person, give First Aid or CPR unless you are qualified

#### **When to call the house manager/owner:**

1. Drugs, alcohol, weapons on the premises
2. Suspicion or knowledge of someone using/having used drugs/alcohol
3. Plumbing problems or maintenance issues in the house
4. Power out for more than a half an hour
6. Individual who is having behavioral issues or not following house rules
7. Curfew violations

# HOUSE NAME

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## HIRING CONTRACT HOUSE MANAGER

**Property:** HOUSE NAME, ADDRESS

The below contract is between **NAME OF MANAGER** and **NAME OF LEGAL ENTITY CONTRACTING/EMPLOYING MANAGER** as of **DATE (Day, Month, Year)**. This contract will remain valid unless management for **NAME OF LEGAL ENTITY CONTRACTING/EMPLOYING MANAGER**, at their own and immediate discretion, cancel this agreement for any cause and/or no cause.

**HOUSE NAME manager agrees to:**

- Receive completed admissions forms and perform basic interview
- Set-up client with room assignment
- Perform house orientation with client
- Assign and monitor chore compliance
- Keep records and monitor weekly toxicology screens on all residents
- Manage weekly house resident meetings
- Interact with staff of medical providers
- Proceed over resident discharges
- Transfer resident's personal belongings to secure storage in basement
- Cleaning supplies procurement
- Maintain adequate community relations with neighbors, AA groups, religious institutions, etc.
- Observe and report any deficiencies with house systems
- Listen to and make a best effort to resolve resident disputes
- Will participate in toxicology screens at the request of management

**The HOUSE NAME manager will receive:**

1. Master key to the entire house – manager confirms that this key is never to be copied – copying the master key will result in an automatic discharge from the position and the house
2. Manager will have “manager phone number” forwarded to his cell phone and agrees to conduct communication with residents of the house, community relations, referrals and with applicable medical providers
3. Organization email and document storage used for maintaining records and policies of house
4. Manager receives a company credit card to be used solely for the procurement of items needed for house maintenance (No personal items may be purchased on this card, all receipts must be saved and submitted monthly and any expenditure over \$100 must have a verbal or written acknowledgement from management)

Signed by:

\_\_\_\_\_  
NAME OF OWNER

\_\_\_\_\_  
NAME OF MANAGER

## RESIDENT RIGHTS AND RESPONSIBILITIES

All residents will be informed of their rights and responsibilities upon admission into the sober house and also be given a copy of House Rules and Resident Rights

### POLICY

To safeguard the rights of persons who are residents at **HOUSE NAME**

### BASIS

Each resident has certain rights and responsibilities to ensure the best experience possible.

### PROCEDURE

Residents will be informed of their rights and responsibilities upon admission into the sober house and given a copy of House Rules and Resident Rights

As a resident of **HOUSE NAME**, you have the right to:

1. Be treated with dignity and respect
2. Participate actively in your recovery
3. Be given information regarding informed consent prior to the start of your stay
4. Be seen by a private physician with the understanding that all costs will be the responsibility of the resident
5. Have all information pertaining to stay held in confidence
6. Receive information regarding cost
7. Be fully informed at the time of admission of the rights and responsibilities set forth herein and of all the rules and guidelines governing resident conduct
8. Initiate a complaint or grievance and understand that you may begin the grievance procedure by contacting the house manager or house owner(s) or the Massachusetts Alliance for Sober Housing
9. Request referral resources in the event of your dismissal from **HOUSE NAME**
10. Not to be required to perform services for **HOUSE NAME**, which are not included in the usual expectations of all residents

## CONFIDENTIALITY AND RESIDENT RECORDS

### POLICY

The right to confidentiality of all residents, regarding verbal and written information, will be protected and compliance with federal and state laws will be met.

### BASIS

To uphold the confidentiality and protect the right to privacy of residents.

### PROCEDURE

- A. All house managers, members and volunteers of **HOUSE NAME** will, to the best of their abilities, adhere to the confidentiality laws and procedures as set forth in Federal Law 42 CFR, Part 2 Confidentiality of Alcohol and Drug Abuse Patient Records.
- B. Resident files (both current and past) will be kept in a locked filing cabinet(s) in one of the sober homes' offices, which have the capability for the door to the office to be locked. These files will be under the direct maintenance and supervision of the house manager/owner. The files will be utilized and viewed only by **HOUSE NAME** members unless:
  - 1. The resident whose name appears on the file requests to view their file,
  - 2. A court order is furnished requesting the file, or any part thereof, and;
  - 3. A situation in which the resident's life is in danger and the file or a portion thereof would aid in the treatment of the resident.

## **RANDOM URINE DRUG SCREENS**

### **POLICY**

Residents with the diagnosis of alcohol and/or other substance dependence/abuse will be required to randomly submit urine for drug screens.

### **BASIS**

Random urine drug screening is an effective means of monitoring resident alcohol/drug intake status.

### **PROCEDURE**

1. The collection of urine for a drug screen test may be administered by the house manager/owner member of **HOUSE NAME**, either randomly or with probable suspicion of the resident's use of drugs/alcohol during the course of their stay at **HOUSE NAME**. The test will be administered and read by a house manager/owner member of **HOUSE NAME**.
2. Urine may be collected either by the use of rapid on-site drug detection methods (commonly referred to as a "dip stick") or collected and sent to a lab for testing. If the sample is to be sent to a lab, it will be packaged and mailed according to the mailing instructions provided by the laboratory.
3. Results are noted in the resident's file

## SEARCH FOR HAZARDOUS ITEMS

### POLICY

**HOUSE NAME** has the right and the responsibility to search residents' belongings and the residences for illegal substances and inappropriate/hazardous items.

### BASIS

**HOUSE NAME** seeks to ensure the safety of all residents and to provide a safe environment conducive to recovery from addiction.

### PROCEDURE

- A. Upon admission, a house manager/owner member may search the resident's personal belongings for illegal or inappropriate/hazardous items. The resident will be informed of **HOUSE NAME** policy regarding keeping of illegal substances or inappropriate/hazardous items in sober home.
- B. Periodic searches (timing is decided by the house manager/owner) of the sober home will be done by a house manager/owner member to look for illegal or inappropriate/hazardous items.
- C. If a resident is found to be in possession of an illegal or inappropriate/hazardous item upon admission the item or substance will be confiscated by the house manager/owner. If, during a sober home search, it is discovered that a resident is keeping an illegal substance (e.g. drugs such as cocaine, heroin) or an inappropriate/hazardous item (e.g. a legal but mood-altering drug such as alcohol or a weapon) the item(s) will be confiscated and the resident will be subject to discipline and may be discharged.
- D. Inappropriate/hazardous items:
  - Illegal drugs - Cocaine, heroin, amphetamine, pot, etc.
  - Legal drugs that are mood altering - alcohol and anything containing alcohol, prescription drugs, etc.
  - Weapons or anything heavy or sharp enough to be used as a weapon

## NONDISCRIMINATION

### POLICY

**HOUSE NAME** does not discriminate against persons admitted to the sober home.

### BASIS

**HOUSE NAME** believes that all persons should have the opportunity to live in a sober home and recover from their drug and/or alcohol addiction.

### PROCEDURE

1. **HOUSE NAME** does not discriminate on the basis of race, religion, gender, national and ethnic origin, qualified disability (except for those who, by reason of their disability, would be unable to participate in the requirements of the program), sexual orientation, or HIV status.
2. This policy also applies to hiring of house manager/owner and volunteers.

**HOUSE NAME'S Zero-Tolerance Policy**

Given the nature of **HOUSE NAME**; at times, expulsion of a participant may be required, sometimes without prior notice, and with forfeiture of pre-paid rents, fees and deposits. **HOUSE NAME** strives to be a zero-tolerance residence. A violation of any of the following rules may result in immediate eviction — without warning.

- Possession of or use of any alcohol, narcotic, barbiturate or any other illegal substance / drug without a clinician's prescription
- If an approved visitor is in possession of, or under the influence of any drugs, alcohol or any other illegal substance
- Having visitors on premises beyond regular visitation hours without the prior written permission of management
- You refuse to take a urinalysis test
- You go to jail for any new offense while a resident of **HOUSE NAME**
- You are more than 5 days late on your rent payment without a manager's approval
- You are repeatedly advised by the house manager to clean your room ,complete assigned chores, or address hygiene issue
- You miss a house meeting without prior written approval from management
- You are in possession of a candle, hookah, incense, hot plate, toaster or any other objects that might create sufficient amount of heat to cause a fire
- You are involved in some form of violence, or threats of a verbal, emotional or physical nature towards another resident or staff
- You steal
- You have sexual contact with another house member
- You use any form of discriminatory speech
- You smoke inside the building
- You have a weapon, such as a knife, firearm, or any other object designed to cut or cause injury to others
- A resident of any **HOUSE NAME** is a member of a voluntary sober community which is a **HOUSE NAME**

I have read the above notice and understand that I am applying for membership in **HOUSE NAME** as a member of a sober community. I agree to abide by **HOUSE NAME** and fully subject myself to the above rules of this house. I understand that I am subject to immediate expulsion from the house if any of the above occur.

By signing below, I certify that the information contained in this application is true, that I understand and accept the conditions set forth for membership in this **HOUSE NAME**, and that I agree to abide by said conditions should I be accepted as a resident of this community: **HOUSE NAME AND/OR NAME OF OUR LEGAL ORGANIZATION**

Date:		House Participant's Signature:	
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# HOUSE NAME

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## HOUSE NAME RENTAL DOCUMENT

ADDRESS LINE

ADDRESS LINE 2

House Manager: PUT NAME HERE

Contact Telephone: (XXX) XXX-

XXXX

1. **YOUR HOUSE NAME WEEKLY RENT**
  - a. **\$160/DOUBLE AND \$175/SINGLE**

2. **OTHER FEES IF APPLICABLE (List all your fees)**

### **TOTAL DUE UPON ENTRY:**

\$

\*I HAVE READ THIS FORM AS WELL AS ALL APPLICATION RULES AND REGULATIONS AND FULLY UNDERSTAND THE HOUSE RULES AND BY-LAWS AS WELL AS THE HOUSE RENT & FEE SCHEDULE

<b>RESIDENT SIGNATURE:</b>		<b>Date:</b>	
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## HOUSE NAME Handbook

**HOUSE NAME** is a sober home and communities. We are a home for you to develop coping skills that will help you master the social and professional demands of society. We are a home and community for you to live and function in a drug and alcohol-free environment and you need to care for the house and yourself accordingly. You are responsible for your own actions. Accountability is a common value shared by all who reside here. Willingness and cooperation are the basic requirements shared by all members of the house.

The goal of **HOUSE NAME** is to be a zero-tolerance residence. That means if you make a decision to use alcohol or illegal drugs/substances, without a verifiable clinician's prescription, you will be subject to eviction immediately for the safety of yourself and the other residents of the community.

House members live as a family system, that is, a group of individuals living and working toward a common goal: continued sobriety. You are responsible for maintaining a structure of the defined rules, requirements, and practices necessary to ensure a clean and sober environment.

We expect residents to attend school, work or do a combination of these things, which consists of a full day's activities. Recovery is the #1 priority above all else. We recommend that you attend A.A., N.A. or 12 STEP, religious meetings or clinical group therapy at least twice a week, have a sponsor and be working on your recovery because sobriety is our primary purpose.

### House Meetings:

There will be a weekly or and/or as needed house meeting that all who reside here must attend to discuss matters pertinent to the house operation. You will receive continuing support and advice from all members of the community.

House meetings are mandatory. You may only be excused if you are working. You must call and alert the house manager if you are working or going to be late for any reason. If you miss the house meeting out of forgetfulness or any other reason without the house manager's awareness, you may be asked to leave the community.

### Urinalysis:

Urinalysis testing will be conducted regularly once per week for all residents or randomly at management's discretion. All urinalysis samples are given under supervision with no exceptions. We do allow medication assisted recovery – please inform the house manager if this is the case upon entry. All non-prescribed illegal substances are considered unacceptable – *also including marijuana and k2-Spice*. **Refusal of a urinalysis or the inability to give a sample after 3 attempts is considered admission of guilt and you will be removed from the house.**

### Community Involuntary Discharge:

On an expulsion from the **HOUSE NAME** there will be no period of time for you to prepare to leave the property, you must leave the property within the hour (no matter the time or weather conditions or transportation problems). You will not be allowed to enter your room without your roommate present or the house manager to collect immediate personal belongings.

If anyone in the house suspects another member of using drugs or alcohol and does not notify the house manager, he may be held responsible and removed from the house along with the offender; in order to protect the health and welfare of the other residents.

Your personal property will be gathered and packed up to be placed in a storage area by the house manager only. You will have a 30-day period from the date of your removal to return and collect your personal property. Failure to do so will result in your personal property becoming the property of HOUSE NAME and will either be donated or may be used by

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as deemed necessary or sold in order to recover any damages or fines/fees you may have owed. This will include any automobiles or other modes of transportation you leave parked at the property such as bicycles, motorcycles, etc. The vehicle will be towed or stored in a locked place. Any locks may be removed to allow access to the vehicle.

If you are removed or expelled from the house and you come back to the property without management permission, that action will be considered **criminal trespassing** and you can be arrested.

If you go to jail for any drug or alcohol related charge (including outstanding warrants) your property will be placed in storage and you will have 30 days to arrange for someone to pick it up for you, or it will become the property of the house. That person must call ahead to arrange for a pickup time and be able to provide identification.

If you are removed from a house, you may not be reconsidered for residency for two (2) months. If you leave under good terms, you may be reconsidered at any time, based on bed availability. Any outstanding balances must be paid prior to be eligible for return.

## **Voluntary Discharge:**

If you leave by choice after a 90-day period in good standing, your deposit will be returned to you after any expense owed. You must give a (2) two-week notice of intent to vacate. Fees may include cleaning and damage repair.

## **House Curfew/Visitation Rules:**

I agree to abide to the curfew: 11:30PM from Monday until Thursday, 12:30AM from Friday through Sunday.

Quiet hours start at 9:00PM each night – all entertainment, conversations and any other activities are to be kept to a low level as to not interfere with other residents.

No active users are allowed on premises. This will be considered grounds for expulsion of the house member whom allows such persons into the house or on the property.

**No guests are allowed inside resident rooms at any time. All guests/visitors can meet with residents in common areas ONLY and must be off the grounds by 9:00PM. Any potential visitors other than your sponsor or recovery coach should be announced to the manager.**

Residents nor guests are allowed to sleep on the couches during night hours.

If visitors are suspected of being under the influence of drugs or alcohol, they will be told to leave the property immediately. By allowing them onto the property YOU may be asked to leave yourself. This is a clear violation of the community rules.

## **Smoking:**

NO SMOKING OR CHEWING TOBACCO IS ALLOWED INSIDE. **SMOKING IS ALLOWED ONLY DESIGNATED AREAS ONLY.** RESIDENTS THAT SMOKE MUST KEEP THE PATIO AREA AND SMOKING TOWERS CLEAN AND SWEPT.

## **House Chores:**

Everyone will have a house chore to be completed on a daily or weekly basis. Daily chores must be completed by 12pm (noon). Weekly chores must be done by Sunday evening at 8:00pm. This rule is at the discretion of the house manager. They may change times and days as necessary. House chores are assigned by the house manager.

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Only the house manager or management may impose warnings or evictions. Complaints about incomplete chores or unacceptable actions are to be brought to the attention of the house manager. You may trade chores with someone else, but you are responsible for it to be completed.

## **Food Storage and Meal Preparation:**

Residents are responsible for purchasing and cooking their own food, supplying their own personal hygiene items (toothbrush, toothpaste, shampoo, razors, shave cream, etc.) and for any other health issue item (prescriptions, medical care, etc). The house will supply necessary house items. (House cleaning supplies, dish soap, toilet paper, etc.)

You must provide your own meals. The house will provide all necessary cooking dishware, utensils and appliances. No dishes, pots or pans are to be left in the sink or drying racks. When using the kitchen, you must clean up after yourself immediately following your meal.

There is only so much refrigerator, freezer and dry goods storage space. The basic rule is if a food item is not yours, don't eat or drink it. If you are caught eating someone else's food without their permission, you can be asked to leave. Do not store water, bread, cookies or candy in the refrigerator. Keep them in your room or in the dry goods storage if there is room. Do not leave meals on the stove or in the refrigerator.

House meals must be consumed immediately or thrown out. You are encouraged to apply for food stamps and visit local food pantries and churches.

## **Resident Rooms/Personal Appearance:**

Each room comes equipped with cable television and a television – please keep volume to a minimum after 9PM as some residents begin work early.

Rooms are to be kept clean, clothes picked up, etc. No food may be kept in the rooms as this is unsanitary and leads to pest issues.

Personal refrigerators, microwaves, hotplates, other cooking or food storage appliances are forbidden inside the rooms.

Rooms may be inspected by management at any time without notice, whether you are present or not.

Residents must be fully dressed in the common areas – towels must be worn on way to shower room.

## **Automobiles:**

ONLY REGISTERED AND INSURED VEHICLES are allowed on the property or on the adjacent streets surrounding our community. Do not park cars on the lawn or any part of it. There will be no broken cars or vehicles allowed on premises unless approved by house for immediate repair purposes only.

## **Miscellaneous:**

If laundry facilities are available in the house, do not leave your laundry in the washer or dryer. Clothes may be taken out by anybody waiting to use one of the machines and placed wet or unfolded on the table.

NO PETS and/or "pet sitting" – Any type of visit is likewise prohibited with no exceptions.

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Respect your house manager. They are there to help maintain everyone's health and well-being. The house manager may reserve the right to know where you are and when you will return at his request. House manager or management has the right to enter a personal room at any time without prior warning.

All house members are responsible for ensuring anonymity and friendliness within the neighborhood. All house business remains within the house and we respect the privacy of our fellow residents as well as the neighbors. Do not park in front of neighbor's houses.

Put incoming mail on the kitchen table or the designated spot for the house. Mail will not be saved if you are evicted or choose to leave. Mail will not be forwarded. It will be marked "Not at this address" and returned to the post office.

We are not responsible for lost, stolen or damaged items.

RESIDENTS RECEIVING FEDERAL, STATE, OR OTHER ASSISTANCE FROM PRIVATE OR CHARITABLE ORGANIZATIONS AGREE TO ADHERE TO THEIR CONTRACT AND ALL OTHER **HOUSE NAME** POLICIES, REGULATIONS, RULES, AND BYLAWS. THE **HOUSE NAME**, RULES, REGULATIONS, AND BYLAWS SUPER-CEDE ALL OTHER OUTSIDE PROGRAM AGREEMENTS.

**\*\*Management reserves the right to deny any residents renewed rental on a weekly basis. If you are asked to leave by management for any reason there will be no refunds\*\***

Resident Signature:		Date:	
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**TO BE COMPLETED AT HOUSE ORIENTATION:**

The within application was reviewed with the applicant and he/she acknowledged the IMPORTANT NOTICE and requirements for membership in the **HOUSE NAME** set forth above and agree to abide by same.

Date:		<b>HOUSE NAME</b> Designee signature:	
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