

Resident Handbook – Bridgeway Recovery House

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 further 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 remains clean and sober at all times. 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 here. Any relapse will result in automatic eviction (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 3 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 to each weekly house meeting so that the house manager and other house members can see it.

Drug tests will be conducted frequently and randomly. In order to live in this house you must be able to take urine 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 the test is complete. Failure to comply with drug testing will be considered relapse and will result in eviction.

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 evicted.

All prescription medications must be reported to the house manager as soon as they are prescribed, and all medications must be taken exactly as prescribed. Taking more or less than prescribed can be considered a relapse. All medications should be kept in your room and out of sight in a lockbox. Diabetics should never handle syringes in front of other residents. If your doctor changes your medication, or prescribes new medication, the house manager must be informed. Anyone who receives mood altering or addictive medication and does not inform the house manager immediately will be evicted.

No alcohol, drugs or 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 eviction.

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

Rent and Deposit

1. A money order for \$250.00 is required to move in (1 week's rent and \$125.00 security deposit).

2. Rent is \$125.00 per week and is due by midnight every Sunday night. Money orders and credit/debit cards only are accepted. If for any reason you cannot pay rent on time, you must inform the house manager in advance to arrange a rent extension. Failure to pay on time without informing the house manager will result in a fine.

3. Return of Rent/Deposit: Any excess rent will be refunded to a house member who moves out, regardless of circumstances. His deposit will be returned only if all of the following conditions are met:

- The resident gives 2 weeks' notice prior to moving out.
- His rent is paid in full at 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.
- Evicted residents are not entitled to receive their deposit back.

Distribution of Refund: 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 in apx 30 days.

New Residents

1. It is often recommended that anyone new in recovery avoids any unnecessary, major life changes (other than seeking employment) during their first year of sobriety. This means focusing on getting firmly established in a recovery program and meeting your basic needs, and avoiding such major projects as a new romantic relationship, career changes, enrolling in school, starting a business, etc. Although, this does vary from one person to the next, many people new in recovery have found this to be sound advice.

2. Every new house member is required to have a full-time job (30+ hours/week) within 30 days after 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). You are expected to be actively searching for a job every day until you are employed. Until you are employed full-time, you must be out of bed by 9:00 am and out of the house 10:00 am - 3:00 pm Monday through Friday. An individual who has legal disability status and is unable to work must do 20 hours of documented community service work per week. Failure to comply with this rule is grounds for eviction. This is not a flop house. No pay & lay!

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 resident will not receive any fines and will not be allowed to spend any nights out.

4. It is strongly suggested that house members avoid working 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

Curfew, Guests and Overnights

1. Every resident must spend at least 5 nights per week in the house (from curfew until 5:00 am). You must inform the house manager and your roommates in advance that you are spending the night out. Residents cannot stay out more than 2 nights consecutively, except under special circumstances, and with prior permission.

2. Every resident must be home by curfew. Curfew is 11:00 pm Sun-Thurs and midnight Fri & Sat. If you are unable to make it home by curfew due to work or some other legitimate reason, you must notify the house manager in advance. Residents who work evenings/nights can speak to the house manager to have their 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 30 days to be allowed on the property.

- Guests must leave by curfew. No overnight guests.
- Guests are allowed on the 1st floor only.
- Guests are not to be left unattended for more than 15 minutes.
- When your guest arrives you should meet them at the door.
- The house washer & dryer are for house use only, not for guest 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 to 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 the way you found it, and throwing away all trash. You have one hour to clean the kitchen after use.

The following examples 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 a full trash can. *If it's full, take it out.*

The following examples are acceptable:

- Leaving a few items in the bathroom cabinets
- Storing DVDs 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 9:00 am and 9:00 pm).
- The house manager will inspect the apartments on Monday before noon. If a chore is honestly attempted, but unsatisfactory, the resident will be given a 24-hour notice to complete it. Failure to complete the chore within that time will result in a fine.
- If the house manager asks you to redo your chore, you must do it. Failure to do so will result in a fine.
- If you know you will be unable to complete your chore, you may ask another house member to complete it for you.

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

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 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 day and time of the meeting will be determined by the house manager.

2. A house member can miss no more than one house meeting per calendar month due to work or special circumstances. The house manager must be informed 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 apt at any time, and may conduct a search if he feels there is good reason to do so.

All of the following are 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 must be a good reason, such as preventing a hazzard. The house member must be informed as soon as possible. Any proof of theft of property or food will result in automatic eviction.

Conflicts: Any conflict which cannot be resolved between the parties involved should either be brought to the house manager or 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 even family members have been ruined by lending money.

The thermostat should be kept in a reasonable range (65-75).

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 you are attending outpatient, you are required to attend all scheduled sessions, or to notify outpatient staff *in advance* if you must miss a session. You are expected to cooperate 100% with outpatient staff and their requirements, and to maintain positive, constructive attitude 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 can be considered disruptive behavior and can result in eviction from the house. Some examples of disruptive behavior include:

- Repetitive conflicts or uncooperative behavior
- Lying, stealing, manipulation
- Being 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 or physically striking another house member, guest, neighbor, etc
- Excessive use of profanity while in a dispute with another person
- Interfering in the personal life of another house member
- Not doing chores, not attending house meetings, breaking house rules
- Arguing/fighting with the house manager
- Not actively participating in recovery

All house members are expected to:

- Be considerate and treat others with dignity & respect
- Respect boundaries set by others
- Do not monopolize 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 chore
- Late or absent from house meeting
- Leaving personal items in common area
- Doors left unlocked
- Unexcused absence at any mandatory meeting
- Dishes left in sink, common areas, or bedrooms
- Not cleaning up behind yourself

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 be evicted.

Eviction

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, call for a ride, etc, and leave the premises. An individual who is disruptive will be asked to leave immediately and return at a later time 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, the house 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.

Schedule of Fines	
Late to house meeting	10.00
Absent from house meeting (without prior permission)	20.00
Late for curfew	20.00
Failure to pay rent or rent 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 accumulated within 30-days	20.00
Meeting Sheet missing or incomplete	10.00

All fines collected will go back into the house. Items purchased are determined by the members of the house and will remain as part of the house.

CLIENT GUIDELINE ACKNOWLEDGEMENT FORM

The resident handbook describes important information about the Bridgeway Recovery House transitional living program. Since the information and guidelines described here may be subject to change, I acknowledge that revisions to the handbook and guidelines may occur. I understand that Bridgeway may supersede, modify, add to, 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 contained in this handbook, including any revisions made to it.

Client's name (printed): _____

Client's signature: _____

Witness: _____

Date: _____