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House Rules, Guidelines and Agreement

1. **House Rules are subject to change:** At management's discretion.
2. **Zero Tolerance for Drugs & Alcohol:** Guests must always remain clean and sober. No illegal activities may occur on premises. Possession, use, or being under the influence of drugs or alcohol is grounds for immediate dismissal. Individuals who relapse are removed from the home immediately. After 30 days of being clean and sober from relapse, the home's guests and management will vote on re-admittance to the home.
3. **Loitering:** No loitering or hanging out, in front of the home.
4. **Parking:** A total of 2 cars is allowed to park in the driveway. Please do not block the driveway. No parking in the garage, due to being used for storage and other activities. Non-operating vehicles are not allowed to be stored at OASL, it will be towed at the owner's expense.
5. **Security Monitoring:** OASL, common areas (except bedrooms & bathrooms) are monitored by security cameras for staff and guests' safety.
6. **Personal Property & Theft:** OASL is not responsible for any loss, theft or damage to your personal property. Respect others' belongings. Theft or tampering with others' property will lead to immediate discharge and potential legal action.
7. **Smoking & Vaping:** Permitted only in designated outdoor areas. No smoking or vaping inside of the house. No burning of incense, sage or candles in the house. All smoking materials must be properly disposed of in authorized containers.
8. **Please be Mindful of Other Guest Allergies:** No heavy perfumes, lotions or colognes.
9. **Zero Tolerance Policy:** We will not tolerate violence, threats, harassment, intimidation, and other disruptive behavior, either physical or verbal, that occurs in our facilities or other areas. Any violations will result in immediate dismissal and police will be called if necessary.
10. **Mandatory Drug Testing:** Guests agree to submit a random drug and alcohol screening.
11. **Curfew Compliance:** All guests must be in the home by 10:00pm Sunday-Thursday and 11:00pm Friday-Saturday, unless otherwise approved by staff.
12. **Meetings & Recovery Program Participation:** Guests must attend a minimum of 4 recovery meetings per week and actively work a recovery program. Proof of attendance assignments are mandatory.
13. **Sponsors:** Guest must obtain a sponsor within a mutually agreeable time period.

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14. **Recovery Progression Milestones:** Guests will have the opportunity to earn recovery progression rewards (ex: gift cards, approved overnight pass, manicures or pedicures) after successfully completing your first 30 days without incidents.
15. **House Meetings:** House meetings are scheduled by the house manager. Attendance is mandatory. Emergency house meetings can be called at any time.
16. **House Manager:** Prepare guest house meetings, inventory of supplies, verifying all chores are completed daily and reporting to management of guests concerns.
17. **Guests Concerns, Grievances and Issues:** Must be in writing. Please review the steps and instructions on how to file a grievance, via our grievance policy posted on the Guests Resource Board, located in the kitchen. Depending on the severity of the issue, an immediate mandatory house meeting will be called.
18. **Respect for Others:** Disrespect, harassment, threats, or violence toward staff or other guests will not be tolerated. Treat everyone with dignity and kindness.
19. **Intimate Relationships:** No intimate relationships with other guests.
20. **No Overnight Visiting Guests:** No visiting guests are allowed to stay overnight. Daytime visitors must be approved by management and follow house rules and guidelines.
21. **Visiting Hours:** Visiting hours are Saturday and Sunday between 1:00pm and 7:00pm and NEVER overnight. All male visitors are confined to the living room, kitchen and back yard, during visiting hours. Visitors are allowed with permission from. Guests must notify the house manager one week prior to visiting.
22. **Visitor Damages:** Damage done by visitors or guests is the responsibility of the guest. Visitors who disrupt the home environment will be asked to leave immediately and will not be allowed to return without permission from the house manager and management.
23. **Facial Masks:** Are required when you are ill to prevent the spread of airborne viruses.
24. **Medications:** All medications must be disclosed and approved by staff. Prescription drugs must be taken as directed. You must provide documentation from the physician who prescribed it. No sharing or misuse of any medication. Medication cannot be stored in plain view of other guests. Controlled medications and sharps must be kept in a lock box. New and used syringes must be kept in a lock box. Approved sharps containers must be used for disposal of syringes. Adverse reactions must be reported to your physician immediately and/or Poison Control: 1-800-222-1222. All medication left behind when your agreement terms are destroyed, after 4 failed attempts to connect with you within a reasonable time frame of 4wks.
25. **Overdose:** If there is an overdose in the house, you are to call 911 immediately and administer NARCAN, then notify management.
26. **Employment/Services Commitment:** Guests are encouraged to be employed, attending school, actively looking for work or volunteering. A daily schedule must be maintained. You are required to provide proof of employment and job searches. Management has the right to contact your employer to check on your employment status at any time. If you call in sick, you need to be at home.

27. **Length of Stay:** All guests must sign a financial agreement and intake form outlining the length of stay and terms of stay. A minimum of 90 days' commitment is generally required. The maximum length of stay is 2yrs.
28. **Access Codes:** Guests will be issued an access code upon the agreed move-in date. Sharing of Access Codes are prohibited.
29. **Bed Fees:** You must be able to provide proof of income (ex: paystub). There is a \$250.00 non-refundable processing fee. Guests also are required to pay a deposit. Bed fees are due on time, on the 1st of the month. There is a \$25.00 per day late fee for fees not paid within three days of the due date. Late fees will accumulate for a total of 14 calendar days max. On the 15th day of late bed fees, your access code will be deactivated, resulting in immediate dismissal. If you owe a balance, you will be given the opportunity to set up a payment plan with management. If you move out without an advanced 4 weeks written notice or if you are removed from the house, any outstanding balance will be billed to you. Costs associated with cleaning or damage done by guests will be guests responsibility.
30. **Checks:** Please make checks payable to: Open Arms Sober Living LLC and placed in the secured drop box at the home or mailed to: 6333 Pacific Ave. # 206, Stockton, CA 95207.
31. **Discharged Guests:** Discharged guests are required to make arrangements with the staff in advance, to enter residence for the removal of their personal belongings. Discharged guests will have 30 days after their access code has been deactivated to remove their personal belongings. If personal belongings have not been removed from the premises on the agreed time of pick-up, the belongings will be discarded after 4 failed attempts to connect with you.
32. **Assigned Chores:** House chores must be completed as they are assigned.
33. **Kitchen:** Do not eat (steal) food that is not yours; ask permission first. All items must be put back in the drawers, cabinets or on the shelves.
34. **Refrigerators:** This is a shared space for all guests. Refrigerators are to be cleaned out every Friday by the assigned guest for the week. Cleaning includes (front of fridge, outside fridge handles, inside door shelves, all racks and drawers) The house manager will place a friendly reminder on the front of the fridge 1 day prior to cleaning day. This reminder is a simple statement for all guests to discard old food, expired condiments, etc. prior to cleaning day.
35. **Laundry:** Laundry times will be assigned to allow ample time for all guests. Do not leave your clothes in the washer or dryer after the cycle has finished. Washing your bedding is mandatory at least once a week. Guests are responsible for purchasing their own laundry detergent.
36. **Common Areas:** No personal items are to be left in the common areas of the house, including bathrooms.
37. **Assigned Rooms/Shared Spaces:** No male visitors inside the bedrooms, NO EXCEPTIONS. We expect a high standard of cleanliness to be maintained at OASL and chores should be completed each day. Your bed is to be made if you are not in it. Clothing is to be in drawers or the closet. Dirty clothes should be placed in laundry baskets and not thrown on the floor. All personal items should be kept neatly on/in nightstands or tables and not on the windowsills. No food allowed in the bedrooms.

38. **Bathrooms:** If needed, all guests of the house must set up agreeable shower times due to work, school or volunteer schedules. All items must be put in drawers. Nothing is to be left on the bathroom sinks or windowsills.
39. **Hygiene:** Please maintain appropriate hygiene habits. Guests are responsible for attaining their own toiletries.
40. **Feminine Hygiene Products:** DO NOT FLUSH SANITARY NAPKINS NOR NON-BIODEGRADABLE TAMPONS DOWN THE TOILET.
41. **End of Day (EOD):** Guests will maintain "Quiet Time" from 11:00pm until 6:00am the following morning. Televisions and radios are to be turned off at this time, but if you have headphones on, it is acceptable to use a personal electronic device. (as long as it is not disruptive to the fellow guests who share your room). TVs are not allowed in the guests' rooms.
42. **Move Out:** OASL is meant to be a transition between treatment and independent living. You must give us four weeks' written notice before you move so that you have time to complete unfinished business. Also to allow other applicants on our waiting list to make plans for their own admission.
43. **Behavioral Warning Notices:** Guests will be given two written behavioral warning notices before a final immediate discharge.
44. **Disaster:** In case of a natural disaster, remove yourself from the home at the closest exit and call 911, then call management. If OASL is uninhabitable due to a natural disaster, you will have to find a safe place to stay and come in weekly for drug testing. You will not be charged bed fees during this time but will be responsible for the cost of the drug testing.
45. **Pets:** No pets of any kind are allowed at OASL, NO EXCEPTIONS.

My signature below means I understand and will abide by all the above rules without exception. I understand that this is an agreement and not a lease. Failure to follow any of the rules above means I could be discharged at will.

Guest Signature _____ Date _____

Management Signature _____ Date _____

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