

## **The Harbor's Lighthouse Recovery House Resident Handbook**

### **A sober living community for men and Lighthouse 1, 2, and 3**

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 4 meetings (not including the house meeting) per week in the 12-step program of his/her choice (any house member who is unemployed must attend a meeting every day until employed); for the first 2 weeks of residency, daily meetings are required. An attendance sheet must be signed by the chairperson of each meeting attended and turned in to the house manager at each scheduled house meeting. It is also expected that all residents will find a sponsor within the first two weeks of residency.

Drug tests will be conducted frequently and randomly. In order to live in this house, you must be able to take urine drug tests under direct observation 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 (additionally the resident will have 2 hours to complete the test before it is considered a refusal). 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 or director's attention. A resident who fails to report another resident's drug use will be evicted.

All prescription medications must be reported to the director as soon as they are prescribed, and all medications must be approved by the Director. Just because a doctor has prescribed it does not necessarily mean it will be approved. Also, all approved medications must be taken exactly as prescribed. Taking more or less than prescribed can be considered a relapse. Medicines will be randomly checked and inventoried. If you choose to go off your medicines, you must do so under the care of a doctor with an aftercare note stating so. All medications should be kept in your room and out of sight in a lockbox preferred. Diabetics should never handle syringes in front of other residents. If your doctor changes your medication, or prescribes new medication, the director must be informed within the week. Anyone who receives mood

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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.

Residents will respect house confidentiality (anonymity). In-house problems should be brought to the attention of the house manager and/or to the house business meeting. Personal problems should be discussed with a counselor or sponsor. House matters should not be shared in an outside meeting or with acquaintances.

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. Know that the needs of many outweigh the needs of one and that being here is a privilege for there is a waiting list. *See Behavior.*

### **Rent and Deposit**

1. Deposit of \$250 is due upon move in or to be paid within the first 4 weeks. Deposit is paid prior to rent.
  2. Rent is \$130.00 per week for double occupancy in Lighthouse 1 and 2 but is \$145 for Lighthouse 3 and \$145.00 for private room and is due by house meeting on Sunday. Money orders, cashier's checks and cash only are accepted. If for any reason you cannot pay rent on time, you must inform the director in advance to arrange a rent extension. Failure to pay on time without informing the house manager will result in a fine. Continued late payment could result in eviction
  3. You are always paying rent for the week that you are going into not the week that you completed.
  4. If tenants cannot pay their rent when they first arrive and a deposit hasn't been taken, the tenant agrees to give 60 % of their paychecks until their account is accurate and a deposit of \$250 has been met. Paycheck stubs must be presented at the time of rent payment.
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/Her rent is paid in full at time of moving
  - The minimum stay of 90 days has been met.

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- His/Her 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 self-addressed stamped envelope needs to be submitted so that a refund check can be issued within 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 21 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 active doing something productive from 10:00 am - 3:00 pm Monday through Friday. While you are searching for employment or only working part time, community service hours are expected; 20 hours per week. Failure to comply with this rule is grounds for eviction. This is not a flop house. No pay & lay! Community Service Sheet must be presented at the time of rent payment.
3. An individual who has legal disability status is still required to be an active, productive individual. This means having a productive, structured activity at least 20 hours per week, such as working part-time, doing documented community service, etc. Spending all of your time on the sofa watching TV is not acceptable.
4. Each new resident will be given a 1-week 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. However, returning residents who have lived in the house before are expected to know the rules and are subject to fines. Returning residents will not be allowed to spend any nights out for 1-month.

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5. 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
  - 2<sup>nd</sup> shift
6. Residents must participate in aftercare treatment to the full extent.
7. Residents must be a part of and remain in the house group chat and are responsible for all announcements and messages.

### **Curfew, Guests and Overnights**

1. Once a resident has lived in the house for the full calendar month, he/she becomes eligible to spend 1 night per week out of the house. Residents cannot stay out more than 1 night except under special circumstances, and with prior permission. You must inform the director and your roommates 48 hours in advance that you are spending the night out. Otherwise, you must be in your assigned apartment from curfew until 5:00 AM. Staying out without informing the house manager is considered relapse and is grounds for eviction.
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. No visitors are allowed except for sponsors or accepted members of the recovery fellowship to be determined by the house manager or director. Approved visitors are only allowed in Communal areas of the house such as the kitchen or the living room. NO Women unless family in the men's house and No men in the woman's house (no significant others unless living in long-term sober living at 59-61 W. King).
4. Male and Female contact within the Lighthouses should be minimal and done in groups only. Private conversations should be avoided unless necessary. You are here to recover not to find a mate. Any sexual or intimate relationships within the house will be grounds for eviction of both parties.
5. 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 (this includes family members).

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- Guests must leave by curfew. No overnight guests.
- 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
  
- Children may visit if they are yours no more than twice a week if you have made arrangements with the director and got permission from all of your housemates. You are fully responsible for your children.

5. Quiet hours are 12:00am to 7:00 am.

- Laundry should not be done during quiet hours
- Smoking after curfew is discouraged but accepted if a resident remains in front of a camera.

### **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; 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 or in bedroom
- 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 to the dumpster.*

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 schedule. All house members are required to complete their assigned chores on time.

- Weekly house chores must be completed each Saturday before 9PM (vacuuming should be done between 9:00 am and 9:00 pm). Weekly Harbor chores by Sat 4PM

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- The house manager will inspect the apartments on Sunday before 10 AM. 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.(remove? How do we define an unsatisfactory chore?)
- If the house manager asks you to redo your chore, you must do it. Failure to do so will result in a fine.

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).(do we need daily kitchen detail if kitchen is one of the weekly apartment chores?)

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.

6. Cleaning supplies and paper products are to be supplied by the residents and not the responsibility of the house manager

### **House Meeting**

1. Each resident is required to attend a weekly house meeting.
2. You are allowed to miss the house business meeting due to mandatory work shifts, outpatient meetings, drug court, a home group meeting, or a legal commitment. You can miss no more than one house meeting per calendar month for personal reasons. Director must be informed in advance and grant permission.
3. Resident must be prepared with weekly meetings book, weekly calendar and goals, and proof of step work progress or be subject to a fine.

### **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.

You are not allowed on any of the roofs; including but not limited to the back flat one.

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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 or inspection if he feels there is good reason to do so.

All of the following are prohibited on the premises: gambling, prostitution, sex, buying/possessing/selling stolen property, operating a business, giving or receiving tattoos/piercings, pets, viewing pornography in a public room or house TV.

Sleeping on the sofa is permitted only with the approval of all of the residents in your apartment.

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 hazard. The house member must be informed as soon as possible. We have a zero-tolerance policy for stealing. 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 (68-72). If Heat or air conditioner is running windows must be shut.

### **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.

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House manager will NOT take the roll of cop, lawyer, or investigator. This means discharges will occur without investigation of who did what, what was said, or who is not at fault. Furthermore, any delegation, request, or directive made by staff will then become a rule.

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:

- Bend over backwards to be courteous and considerate toward your housemates. Do not take things for granted. Ask questions before doing anything that might affect others.
- 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



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- Doors left unlocked
- Unexcused absence at any mandatory meeting
- 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 1-hour 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 may be notified and perhaps the person's parole officer.
  
- Any personal belongings left behind will be kept for 30 days and then donated to charity or disposed of.

A resident appearing to be under the influence of a substance that is not included in the house drug test is grounds for eviction. The remedy for this is for the tenant to pay upfront the cost of a specialized drug test and to go on a black-out (can only leave for work) until the test comes back negative.

<b>Schedule of Fines</b>	
Late to house meeting	10.00
Absent from house meeting (without prior permission)	20.00

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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 leaving the house	20.00
Creating a fire or security hazard	20.00
Three fines accumulated within 30-days	20.00
Weekly meeting sheet or calendar not turned in	10.00

\*\*\*Fines are to be paid at the following house meeting to the house manager.

This is only a partial list of fines. Any violation of house rules or disruptive behavior may be subject to fine at the house manager's discretion. All fines collected will go back into the house. Items purchased are determined by the house manager and residents and will remain as part of the house.

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#### Sober Living

We believe in long term sobriety and hope to be able to offer a sober living apartment for a resident who has been sober for a minimum of one year, is current in their rent, has stable employment, has worked through the 1st 9 steps, is in good standing with the residents within the house and recommended by the leadership of the house management. This opportunity is only offered pending availability. A separate contract will be offered at that time. If interested, the resident needs to inquire with leadership.

## **RESIDENT HANDBOOK ACKNOWLEDGEMENT FORM**

The resident handbook describes important information about The Harbor's Lighthouse 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 may supersede, modify, add to, or eliminate existing guidelines.

I have received these guidelines and reviewed them with the director or 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.

Resident's name (printed):

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Date \_\_\_\_\_

Resident's signature:

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Witness:

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