

Please Note: If you are unsure about a House Rule, ask before proceeding. Ignorance will not be accepted as a valid excuse for breaking any rule. One resident can ruin a privilege for everyone.

I. Chores

- a. Must be done on a weekly basis – assigned by House Manager.
- b. Chores must be done completely (Half measures avail us nothing).
- c. Must put checkmark on chore list when House Manager agrees that chore is complete.
- d. Please wash your own dishes after using them. Do not leave dishes in the sink or food on counters.

II. Personal Conduct

- a. Please be respectful and courteous to House Manager (The job is hard enough – don't make it harder).
- b. Treat everyone as you want to be treated.
- c. Name calling & persistent sarcasm will not be tolerated and will result in immediate consequences.
- d. No violence of any type or threats of violence will be permitted in or around house.
- e. If problems arise, go to person directly in a kind and loving manner. If you feel uncomfortable with the problem, take it directly to House Manager. If your problem is with the House Manager, please see Jeff or Christy.
- f. If any resident is aware that another resident has relapsed or broken any other house rule and has not notified House Manager or Owner, the resident is subject to immediate termination of the residency program.

III. Meetings

- a. After 90 days sober/clean, you must attend at least 5 meetings each week.
- b. Meeting signature sheets must be turned in to House Manager at weekly house meeting. No excuses.
- c. After 60 days clean, residents are permitted to attend midnight meeting and Night Owls 3 times per week with prior approval from House Manager. Please do not ask for special permission prior to your 30 days.
- d. Weekly house meeting 6:00 pm. Mandatory. No exceptions.

IV. Curfew -

- a. 1 day – 364 days clean/sober – 11:00 p.m. Sunday through Thursday and 12:00 midnight Friday and Saturday.
- b. 1 year + clean/sober – 12:00 midnight Sunday through Thursday and 1:00 a.m. Friday and Saturday.

V. Residency Fee (There are absolutely no refunds for any reason at any time.)

- a. Rent must be paid on time.
- b. A \$25 late fee will be charged if rent is not paid by fifth of the month. No exceptions.
- c. A \$50 late fee will be charged if rent is paid after the 10th of the month. No exceptions.
- d. Residents who consistently do not pay residency fee by the 5th of the month are subject to immediate termination.

VI. Phone

- a. No incoming or outgoing calls between 12:00 midnight and 7:00 a.m. unless approved as an emergency.
- b. No information is to be released over the phone concerning other residents.
- c. Please be respectful of residents who are on the phone.
- d. Please be respectful of residents when you are on the phone (If others are watching tv, please leave room while you talk on the phone)

VII. Overnights

- a. After 30 days of residency, residents with 30 – 364 days clean / sober are permitted one overnight pass and one weekend pass per month. No exceptions unless a family emergency arises. Written documentation must be given.
- b. After 1 year clean / sober, residents are permitted 2 overnights and 2 weekend passes per month. No exceptions unless a family emergency arises. Written documentation must be given.
- c. If you do not use your passes one month, they will carry over to the next month. IF you have 90+ days clean.
- d. All overnight and weekend passes must be cleared through House Manager at least one day in advance. Please do not ask House Manager to make exceptions.

VIII. Visitors

- a. Visitors are permitted in the house from 12:00 noon – 10:00 p.m.
- b. Each resident is permitted to have one visitor of the opposite sex per week – regardless of who they are or why they are there (move in day counts as a visit).
- c. ALL opposite sex visitors **MUST** be cleared through House Manager **PRIOR** to visit. That means he/she is not to step foot into the house until it is cleared through House Manager.
- d. Opposite sex visitors **MUST** be clean for at least 30 days.
- e. Opposite sex visitors **MUST** sign in and sign out. Once they walk out the door, regardless of the reason they left, they cannot return for one week.
- f. Only 2 opposite sex visitors in house at one time.
- g. Opposite sex visitors are only permitted on first floor. They may **NOT** use our bathroom. **NO EXCEPTIONS!**
- h. Children are welcome to visit parents on Sundays from 12:00 noon – 10:00 p.m. Please let management know ahead of time.

IX. Rooms

- a. Rooms must be kept clean and orderly.
- b. Beds must be made upon waking.
- c. If you would like to change rooms, please see Jeff or Christy.
- d. No smoking in rooms – No candles in rooms.
- e. Incense permitted in room only if roommate agrees.
- f. Residents are required to equally share the space in their room with roommate.
- g. Residents are not permitted to move furniture in and out of room.
- h. Please report broken items to management.
- i. Portable refrigerators, air conditioners, and space heaters are permitted in rooms.
- j. Perfume or cologne must be sprayed outside (due to allergies, and/or offending others)

X. Drug Testing

- a. Residents will be randomly drug tested by House Manager / Owner. Refusal to take test within 15 minutes will result in immediate removal from house. **NO EXCEPTIONS.**
- b. No vitamins, energy pills, herbal supplements, minerals, over the counter medication of ANY type, or prescribed medication of ANY type are to be brought into the house without management approval.
- c. No mouthwash or toothpaste with Scope is permitted in the house. It will show positive on an alcohol screen, which will be grounds for termination of residency.
- d. Failed drug tests will result in immediate removal from house. You must arrange with House Manager to pick up belongings within 7 days. Items not picked up within 7 days will be donated to charity.
- e. Current residents are not to speak with terminated residents regarding the house under any circumstances.
- f. If you are terminated after failing a drug test, there will be no return to New Promises. **NO EXCEPTIONS.**

XI. Probationary Period

- a. During the first 30 days of residency at New Promises:
 - There will be no overnight or weekend passes, unless a family emergency arises. Written documentation will be required.
 - Residents must get meeting slips signed by chairperson or secretary, regardless of amount of clean time / sober time.
 - Residents are not permitted to attend any meeting that would result in resident returning home after curfew. Please **DO NOT** ask for special permission.
- b. Residents with 1 – 90 days sober/clean :
 - Are not permitted to drive or ride alone in a car with the opposite sex.
 - Are not permitted to be alone with the opposite sex unless he/she is resident's spouse, immediate family member, or significant other **PRIOR** to residency

- Are not permitted to spend time with ANYONE who has less than 30 days clean/sober.
- Must attend a 12-Step Meeting 7 times a week.
- Must have chairperson or secretary sign a meeting sheet at each meeting you attend until you have 90 days clean / sober.

XII. Breaking the Law

This is a recovery house. Part of staying clean and recovering is living clean. Breaking ANY law will not be tolerated and will result in immediate termination of residency.

- If you are arrested for any reason, your residency will be terminated immediately.
- If you do not have a valid driver's license, you are not permitted to drive.
- If you do not have a valid driver's license, you are not permitted to have a car at New Promises.
- If you do not have valid registration, inspection, AND insurance, you are not permitted to drive.
- Residents are not permitted to drive in a vehicle with anyone who doesn't have a valid driver's license.
- If resident owns a vehicle, valid registration, inspection, proof of insurance, and driver's license must be presented before resident is permitted to drive any vehicle.
- Theft of any type, regardless of how large or small, will result in immediate termination of residency and police involvement.

XIII. Miscellaneous

- Do not reveal lock box number to anyone. No Exceptions.
- Doors are to be locked when you enter and leave house.
- Residents (including House Managers) are required to sign in and out when leaving or entering house.
- Lights are to be turned off when you leave a room.
- Smoking is permitted on first floor and basement only if all residents unanimously agree.
- Residents must smoke outside or in the basement if non-smokers live in the house and request house to be non-smoking.
- Candles are permitted on the first floor only. If you light the candle, blow it out when you leave.
- ALL residents are expected to secure employment, out-patient, school, or community service totaling AT LEAST 20 hours per week within 2 weeks of moving in. Consistently "hanging out" at the house all day will not be tolerated. Idle time is not only unproductive, but also dangerous.
- If you need a letter from management, please give a notice of at least 3 days.
- We do not consider drug dealing, prostitution, stripping, or gambling to be acceptable occupations. If you must have one of these jobs, you must find somewhere else to live.
- Please do not put management in an awkward position by requesting special permission. Please do not ask management to "look the other way" so that you may break a rule.
- Eat your own food. Do not eat other residents' food. If you are having money issues and need help, just ask. Theft of any type is wrong, regardless of motive.

*** There is absolutely no refund of fees paid at any time for any reason***

- 1st time violation of ANY Rule =** VERBAL WARNING
- 2nd violation of ANY `Rule =** WRITTEN WARNING + 9:30 p.m. curfew for 2 weeks
- 3rd Violation of ANY Rule =** 9:30 p.m. curfew for 30 days + Meeting with Management + possible termination of residency
- 4th Violation of ANY Rule =** Immediate termination of residency
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*****All rules are tentative and subject to change based on resident behavior and/or NP Management*****

Remember: When in doubt, don't do it until you know the rule. Saying you weren't aware of any rule will not be accepted as a valid excuse.

I understand and agree to abide by the above listed rules. I also understand and accept that management reserves the right to terminate residency at any time for any reason. I also understand and accept that there is absolutely no refund of any fees at any time for any reason.

PRINTED NAME _____ SIGNATURE _____

DATE _____