

Sober Housing – Guidelines/Agreement

Welcome to PV Sober Housing. Your recovery process is important and sobriety remains a primary goal. Ultimately your recovery is your responsibility, but the PV sober housing community and staff are always “here” to provide needed guidance and support. The following rules and guidelines are in place to support your success and assure a safe environment to live in.

1. Substance Use: **Use of drugs, alcohol or inhalants is prohibited** (including misuse of prescription medications). Any “use” will result in an immediate meeting to discuss / address your needs and recovery options (up to and including possible termination of lease agreement). **Tenants must schedule a chemical health assessment/evaluation within seven (7) days of the relapse and follow all recommendations.** Tenants must also follow any/all requirements stipulated in the corresponding SH Relapse Contract. In the case of “suspected” substance use, a drug and/or alcohol test will be administered. (See below)
2. Drug Testing: Tenants may be tested for drug and/or alcohol use at anytime as deemed appropriate by staff. The tenant is responsible for the cost of any UA with a positive result. Drug testing will be charged as follows: \$10 for a positive Instant Screen Test, \$10 for self/other-requested Instant Screen test and \$25 for lab confirmed Drug Test. Failure to submit to requested drug testing and tampered tests are prohibited. Drug test violations may result in consequences up to and including termination of lease agreement.
3. Controlled Medications: In the event of controlled medication being prescribed, documentation from the prescribing physician must be immediately provided to sober housing staff.
 - All medications are to be kept in assigned room.
 - Controlled medications and sharps must be kept in a locked box.
 - New and used syringes must be kept in a locked box.
 - Approved sharps containers must be used for disposal of syringes.
 - All medications, syringes and lock boxes must be kept / stored out of view (within assigned room).
 - Adverse reactions to medications must be reported to your physician immediately and/or **Poison Control: 1-800-222-1222**
4. Abuse: We have a “Zero tolerance” of physical and/or sexual violence or threats of violence. Verbal abuse of tenants or staff is also prohibited. Violations may result in consequences up to and including termination of lease agreement.
5. Gambling: Gambling is prohibited- this includes playing cards for money, buying lottery tickets, gambling at casinos or making bets of any kind.
6. Curfew: Sunday through Thursday – be in own apartment by 12 midnight and Friday through Saturday – by 1:00am. (Note: exceptions must be pre-arranged at least 24 hours in advance and approved by sober housing staff.) Sober housing staff will conduct random “curfew checks.”

_____ I have read and agree to all rules and expectations as written on this page. I understand that noncompliance may result in termination of lease agreement.

7. PV Community Meeting: **Participation in Progress Valley Sober Housing Community Group is mandatory.** Group is held weekly (every _____) from _____ p.m. to _____ p.m. Group members must be on time and are not allowed to leave early, unless pre-approved by sober housing staff. Staff must also pre-approve any absence from group.
8. Support Meetings: Attendance is required for a minimum of (2) recovery based meetings per week (Outpatient / aftercare participation will count as a recovery based meeting). Tenants must obtain a sponsor/mentor within 2 weeks of admission. It is also expected that tenants actively work through the 12-Steps with a Sponsor. Active recovery group participation must be verified to sober housing staff with a signed meeting card.
9. Community: **Tenants are important models of early sobriety in this community. We value the positive influence you have with one another at Progress Valley.** It is expected that all tenants continue to exhibit active participation, respect, honesty and support of peers.
10. Responsibility: To support each tenant's recovery process, Progress Valley has adopted these rules and guidelines to create a safe, sober, and stable living environment. Knowledge that someone is putting their own recovery at risk or the recovery of others at-risk, must be reported to staff immediately. Withholding information may jeopardize your own recovery and potentially your placement in PV's Sober Housing Services. Together we must all protect the structure and integrity of the community and assure a safe place for all to live.
11. Passes: Tenants are eligible for overnight passes after the initial 30 days of residence. Requests should be presented at the weekly community group meeting and discussed in group. Then overnight pass requests must be submitted to the sober housing coordinator/manager - no later than Wednesday at 4pm prior to anticipated departure date. Prior to leaving on pass, the approved pass request is to be posted on community board for housemates to see. Tenants must call the sober housing coordinator or manager when they return from their pass, and leave a message stating the date and time of their return. A drug test may be requested upon return. This promotes accountability and safety for our community.
12. Visitors: Visitor hours: Daily- from 10:00am to 9:00pm.
- No person of the opposite sex is allowed in your apartment; this includes same sex partners.
 - No visitors are allowed in your bedroom.
 - No dating is allowed between sober housing tenants nor between sober housing tenants and Progress Valley treatment clients.
 - No one under 18 years of age is allowed in your apartment without an approved pass.
 - All guests must comply with established sober housing rules.
 - PV sober housing staff reserves the right to disallow any visitor.

_____ I have read and agree to all rules and expectations as written on this page. I understand that noncompliance may result in termination of lease.

13. Employment: Tenants are to work /school / volunteer on a fulltime basis (minimum of 32 hours a week). If attending school, volunteering and/or working part-time you are also required to provide verification of these activities. Work /school / volunteering singularly or in combination must total 32+ hours per week.
14. Property: Please respect PV property as well as the personal property of all Sober Housing tenants. You will be held financially responsible for any damage to your apartment, PV property / Sober Housing property that occur as a result of your negligence or inappropriate behavior. Intentional destruction of property is grounds for termination of lease and police will be contacted if appropriate. **Progress Valley does not assume responsibility for any loss, theft, or damage to your personal property.** We suggest you investigate (and if able, purchase) renter's insurance. Personal lockboxes are necessary for controlled medications.
- In the event that you move out of PV sober housing and leave behind personal property- Progress Valley will pack your belongings and store them for up to 30 days. *Please note: you will be charged \$20 per hour for packing of your property.* You may claim your property by calling the SH Coordinator and making an appointment during normal business hours. If your personal items are not collected within the 30 days, your property will be disposed of or donated.
- Progress Valley provides all apartment furnishings. Due to space limits; personal furniture is not allowed.
- Tenants are responsible for their own food, bedding, cleaning supplies / products and personal items.
- Keys are NOT to be duplicated or given to another party for any reason. Please see the Sober Housing Coordinator if a duplicate key is needed. Lost keys must be reported to Sober Housing staff. Tenant must pay all lost key replacement costs.
15. Smoking: Smoking in the apartment and/or building is prohibited. Smoking is allowed outdoors only.
16. Cleanliness: It is expected that tenants keep their room and general areas of the apartment neat, clean and orderly. If the living space is not kept clean and personal hygiene becomes a health and/or safety issue, Progress Valley reserves the right to take necessary action such as, contracts or a formal team meeting.
- To support tenants in maintaining a clean and healthy living environment, sober housing staff will complete regular apartment inspections. A warning system will be used (i.e. if your room or common area is disorderly or not clean, you will be issued a warning). Tenants with ongoing cleanliness violations will be subject to contracts or a formal team meeting. Again, tenants are responsible for their bedroom as well as common areas of the apartment.

_____ I have read and agree to all rules and expectations as written on this page. I understand that noncompliance may result in termination of lease.

17. Pets: No pets are allowed with exception of fish (in small bowl). Please discuss this in advance with sober housing coordinator.
18. Deposit & Rent: Tenants must provide proof of income and the ability to pay all future rents. The first month rent and damage deposit fee of \$ 275.00 is required prior to move in. Personal checks for rent will not be accepted. All rent and charges shall be paid only in the form of cashier's check or money order.
- If a tenant owes a balance when departing, the opportunity to set up a payment plan with the finance director will be provided. If no further payment is received the account will be turned over to collections and/or legal action taken. Tenants may be responsible should any additional fees be incurred to collect on the account. **Leaving without an advanced 4 weeks written notice or if the lease is terminated, the deposit will be surrendered and any outstanding balance will be billed.**
19. Late fees: Rent is due on the first day of the month. If rent is not paid by the 5th of the month a late fee of \$30 to \$35 will be assessed (8% of rent owed). If rent is paid by a tenant after the 5th of the month for two consecutive months, that tenant's lease agreement may be terminated and the deposit will not be refunded.
20. Moving Out: This program is meant to be a transition for you between treatment and independent living. To receive a refund of deposit, tenants must provide four (4) weeks written notice prior to anticipated move out date. All move-out notices must be given on or before the 1st day of the month of departure. **Tenants must complete 3 full calendar months to fulfill lease.**
21. Behavioral Contracts: The PV Sober Housing Coordinator will intervene on any behavior that is detrimental to your (or another's) health, safety and recovery. Individual contracts may be added to your Sober Housing commitment to better support your success. Interventions may include Progress Valley clinical / counseling staff.
22. Termination of Lease: Noncompliance with sober housing rules may result in termination of lease. Decisions are made on an individual basis with consideration for the safety of the entire community, as well as the needs of each individual. If lease is terminated the deposit will be used towards any debt and any outstanding balance will be billed to you.
23. Clinical Staff Involvement: The Sober Housing Coordinator/staff may seek the assistance and expertise of Progress Valley licensed clinical staff on your behalf, as needed, for health, safety and/or recovery reasons. On occasion, due to availability of Sober Housing staff, PV clinical staff may be asked to act on behalf of the Sober House Coordinator. In such instances, PV clinical staff will act in accordance with Sober Housing guidelines.

The above rules are strictly enforced and any violation(s) may result in termination of lease or eviction.

My signature below indicates that I have received (and reviewed) a copy of these Guidelines, that I fully understand the above rules & expectations and agree to abide by them.

_____ Date: _____
(Tenant Signature)

_____ Date: _____
(Sober Housing Staff)

Revised 01/15