

Sober Housing – Guidelines/Agreement

Rules & Guidelines

Recovery is the number one priority! Recovery is your responsibility but the 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” may result in immediate termination. In the case of “suspected” chemical 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 ANY COST INCURRED;** charges for testing are listed below. If you refuse to be tested or if specimen has been tampered, tenant will be refused admission or terminated. The first drug test is covered by the UA/BA deposit fee. Subsequent drug testing will be charged as follows: \$25 for lab Drug Test; \$10 for Instant Screen & \$5 for Breathalyzer.
3. Abuse: “Zero tolerance” of physical violence or threats of violence. Verbal abuse of tenants or staff is also prohibited. Any violations will result in your immediate termination and police will be called if necessary.
4. 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, or Sober Housing property that occurs as a result of your negligence or inappropriate behavior. Intentional destruction of property is grounds for immediate termination and police will be contacted if appropriate.
5. Employment: You are required to provide verification of full time employment (minimum of 32 hours a week). If you are attending school, volunteering and/or working part-time you are also required to provide verification of these activities and singularly or in combination they must total 32+ hours per week.
6. Rent and Deposit: You must be able to provide proof of income. Rent is due on the first day of the month. The first month rent and a deposit fee of \$ 225.00 is required prior to move in. If rent is not paid by the 5th of the month a late fee of \$25.00 will be assessed plus \$10.00 per day until the rent is paid in full. 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 rent is paid by a tenant after the 5th of the month for two consecutive months, that tenant may be terminated from PV Sober Housing and will not be refunded their deposit. If you owe a balance when you leave, you will be given the opportunity to set up a payment plan with the accounting director. If no further payment is received your account will be turned over to collections and/or legal action taken. You may be responsible should any additional fees be incurred to collect on your account. If you vacate without an advanced 4 weeks written notice or if you are evicted, your deposit will be surrendered and any outstanding balance will be billed to you. Costs associated with cleaning the

apartment as well as any costs incurred due to damage to the apartment is deducted from the deposit.

7. Checks: Rent payment is to be in the form of cashier's check or money order made out to Progress Valley.
8. Gambling: Gambling is prohibited- this includes playing cards for money, buying lottery tickets, gambling at casinos or making bets of any kind.
9. Supplies: Progress Valley provides furniture in the apartment. You are responsible for providing your own food, bedding, linen, cleaning products, dishes, cooking and eating utensils, and personal items. You may be able to move in additional furniture with the pre-approval of the sober housing manager.
10. Overnights: Overnight pass requests must be submitted to the sober housing coordinator/manager at least one week prior to anticipated departure date. Upon request, bring your request(s) to the weekly community group meeting and discuss in group. You must notify your roommates ahead of time that you will be on pass. You must notify the sober housing manager when you return. You may be asked to comply to a drug test upon return from pass. This is a safety issue for yourself and your co-tenants. No overnight passes during the first 30 days in sober housing, unless approved by sober housing staff.
11. Groups: Participation in 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 these groups.
12. 12-Step Meetings: You are required to attend at least (3) 12-Step meetings per week and these must be appropriate for your addiction. It is also expected that you actively work through the 12-Steps with a Sponsor. You must obtain a sponsor within two weeks of admission. If you are involved in an alternative recovery program you must demonstrate active participation.
13. Curfew: Sunday through Thursday – you are to be in your own apartment by 12 midnight and Friday through Saturday – by 1:00am. (Note: exceptions must be arranged at least 24 hours in advance and must be approved by sober housing staff.) Sober housing staff will conduct random “curfew checks.”
14. Guests: Visitor hours: Daily- from 10:00am to 9:00pm.
 - No person of the opposite sex is allowed in your apartment.
 - No visitors are allowed in your bedroom.
 - No dating is allowed between sober housing tenants nor between sober housing tenants and current Progress Valley I & II clients.
 - No one under 18 years of age is allowed in your apartment without sober housing staff permission.
 - All of your guests must comply with established sober housing rules.
 - PV sober housing staff reserves the right to disallow any visitor for any reason, at any time.

15. Controlled Medications: In the event a controlled medication has been prescribed, you must provide documentation (to sober housing staff) from the physician who prescribed it.
- All medications are to be kept in your room and out of view.
 - 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.
 - Adverse reactions to medications must be reported to your physician immediately and or **Poison Control: 602-253-3334**
16. Community: **You are important models of early sobriety in this community. We value the positive influence you have with one another at Progress Valley.** If it is determined that you are jeopardizing another tenant's physical and/or emotional well-being or sobriety, you may be terminated from PV's Sober Housing.
17. Personal Property: 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.
18. Contracts: The PV Sober Housing Manager will intervene on any behavior that is detrimental to your (or another's) recovery. Individual contracts may be added to your Sober Housing commitment to better support your needs. Interventions may also be recommended by the Peer Community to support community needs.
19. Moving On: This program is meant to be a transition for you between treatment and independent living. To receive a refund of your deposit, you must give us four (4) weeks written notice before you move so that you may have time to complete any unfinished business and allow applicants on our waiting list to make plans for their own admission. You must give notice on the 1st of the calendar month and you must complete 3 full calendar months as stated in the lease.
20. Evictions: If you are not compliant with the above rules or are not engaged in a responsible recovery program, you may be directed to leave. 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 you are evicted your deposit will be surrendered and any outstanding balance will be billed to you.
21. Responsibility: To support your recovery process, Progress Valley has adopted these rules and guidelines to create a safe, sober, and stable living environment. It is your responsibility to help keep it this way. If you know that someone is putting their own recovery at risk or the recovery of others at risk, you must report this 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.
22. Cleanliness: Progress Valley encourages you to live comfortably in your apartment. However, if your 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, discussions, contracts and or eviction.

To support you in maintaining a clean and healthy living environment, each apartment will be randomly monitored by sober housing staff on a regular basis. 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). You are responsible for your bedroom as well as common areas of the apartment.

23. Pets: No pets of any kind are allowed.

PV Treatment Program/Clinical Staff Involvement:

The Sober Housing Manager/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 Manager. In such instances, PV clinical staff will act in accordance with Sober Housing guidelines. Tenants should be aware that the rules of the treatment programs (PVI or PVII) do not apply to Sober Housing.

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

Sober Housing Agreement

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

_____ Date: _____
(Tenant Signature)

_____ Date: _____
(Sober Housing Staff)