

AMETHYST HOUSE RULES, REQUIREMENTS, PROCEDURES, AND HOUSE MEMBER AGREEMENT

(Revised 08/12)

You must be familiar with, and comply with, these House Rules.

MISSION STATEMENT:

Amethyst House has a mission to be one of the premier providers of sober living housing in Oklahoma by providing an alcohol and drug free residence in a clean, safe, and supportive environment, while offering outpatient, intensive outpatient and/or aftercare, case management and recovery support services to each of its house members. House members will be adult alcoholics and addicts who are motivated to continue their recovery, committed to staying sober, and agree to remain active in their recovery program.

SECTION 1 – PROSPECTIVE HOUSE MEMBERS:

1.1 Qualifications – To be considered for admittance, prospective house members shall possess the following: a desire to stay sober, ability to get along with others, agree to abide by all house rules, ability to function within house demands and requirements, sober for a minimum of 14-30 days (exceptions made on a 1x1 basis), a willingness to work their program, and the ability to meet financial requirements.

1.2 Screening – All prospective House members shall pass an interview with at least one SOS House Sponsor/Recovery Support Staff and/or the director. Photo identification must be available. Verification of ability to maintain financial responsibility may be required.

1.3 Application form – A copy of the new house member application form must be completed in its entirety and a non refundable (\$10.00) application fee must be paid in order to be considered into Amethyst House. SOS (AMETHYST HOUSE) reserves the right to contact and/or verify any reference provided on the application form. A copy of the completed and signed application form, the signed house agreement, criminal history verification form, and a copy of the house member's photo identification shall be placed in the house member's file.

1.4 Initial Fees, Payment and Minimum Length of Stay – If accepted into the house each house member will be required to pay a "sobriety" deposit of (\$125.00) and (if possible) their first weeks rent (**rent amount is determined on a sliding scale, based on the level of services (ranging from \$100.00-\$160.00 per week) based on what level is chosen by the house member**).

It is recommended if the house member has the resources and/or ability, that he/she try to pay their first month's house fees up front. Remember that house fees must be paid on or before they are due (rent is due every Friday for the following week). If a resident is late in paying their rent they may be charged an additional \$25.00 for each week they are late. If a house member chooses level 1- Sober House Only (\$100.00 per week), level 2- Outpatient (\$125.00 per week) or level 3- Intensive Outpatient (\$160.00 per week), they may move up or down in levels with a 30-day notice.

Amethyst House requires a minimum stay of 120-days and allows a maximum stay up to 12-month. If a house member leaves the house prior to graduating the house or is evicted from the house due to non payment or due to a violation of house rules **they will forfeit their "sobriety deposit"**. Any resident leaving Amethyst House prior to graduation will be required to pay any remaining unpaid rent and/or fees. Remember it is each resident's responsibility to ask for a receipt for all deposit and rent payments. Cash and money orders are preferred method of payment, but if needed house members can pay via check or credit card. All checks are to be made payable to "SOS", without exceptions.

1.5 Cleaning, Moving and Storage Fees – If a resident leaves the house prematurely against staff advice, is evicted or moves out of Amethyst House prior to graduation and does not immediately take their personal property with them they can be charged a **packing/clean up fee of \$25.00** and a storage fee of **\$5.00 (per day)** to store their belongings. If personal belongings are not picked up within 14 days of a resident moving out they may be forfeited by the resident and donated to a local charity by SOS staff.

SECTION 2 – RESIDENCY REQUIREMENTS:

- 2.1 – Agree to not drink alcohol or use any illicit drugs while living at SOS (AMETHYST HOUSE). Also agree not to have any alcohol, illegal drugs, or drug paraphernalia on the property at any time.
- 2.2 – Ability to pass a drug and alcohol test and agree to submit to random testing at any time, knowing that refusing to test or not giving a sample in the allotted time will result in a “refusal to test and the sample being considered positive.
- 2.3 – Agree to continue working a 12 step program by attending a minimum of 3 meetings a week and working a program of recovery with a sponsor.
- 2.4 – Respect the rights, views and property of other house members, while learning to get along with others.
- 2.5 – Agree to contribute to the cleanliness of the house by doing assigned weekly chore(s) and picking up after themselves.
- 2.6 – Agree to abide by **all** the house rules.
- 2.7 – Ability and agreement to pay “sobriety” deposit and weekly house fees.
- 2.8 – Agree to take prescription medications as prescribed and be in good medical health, free of communicable diseases that put others at risk of contraction through casual contact.. Keep all medical and mental health appointments.
- 2.9 – Agree to not display, nor wear anything that advertises alcohol beverages, drugs or gang related apparel.
- 3.0 – Agree to not allow or carry any fireworks, firearms, knives, weapons, etc. in your room or any place on or around Amethyst property.

SECTION 3 – HOUSE RULES:

Note: SOS staff reserves the right to change or make additions to the house rules at any time. SOS staff also has the right to interpret and apply the rules at their own discretion and may do so differently from case to case. These rules have been adopted and modified by the house captains and house members over the course of many months. Individual houses may adopt additional rules that are specific to their house using the democratic process. These rules must be approved by the director and SOS House Sponsor/Recovery Support Staff.

3.1 Policy Prohibiting Alcohol and Non-Prescribed Drugs – Alcohol, illegal drug, or non-prescribed drug use or possession are strictly prohibited. Procedure for suspected drug/alcohol use is as follows: 1) A urine screen will be requested by house captain and SOS staff at house members expense (if the test is positive). Any house member who is found to have used, is under the influence of, or in possessions of alcohol or illicit drugs will be immediately required to move out, follow SOS staff recommendations and stay out of that house for a minimum of 30 days. **ALL HOUSE MEMBERS WILL BE SUBJECT TO RANDOM DRUG SCREENS and/or ROOM SEARCHES.** Under no circumstances shall a house member who is under the influence be allowed in the house. SOS staff shall pack their bags for them. When sober, the house member can arrange with SOS office to retrieve personal property.

3.2 Prescription Drug Policy – All prescription and over-the-counter medications being taken must be disclosed to SOS staff prior to admissions and/or taking it (if received after being admitted to house). It is the house members’ responsibility to notify SOS staff when there is a change to their medications. If a house member is prescribed psychotropic medications, the house member must continue taking them to stay in the house. Prescription medications must be taken in the dosage and frequency as prescribed. Abuse of medication can be considered a relapse. Taking or possessing prescription drugs that are prescribed to someone else is prohibited. Keep all medical and mental health appointments. Any prescription(s) that are not allowed to be filled in the house must be taken and shredded by SOS staff as there can be no unfilled non approved prescriptions in the house.

3.3 Violence – Violence or threats of violence can result in immediate eviction. Arguments between house members are also prohibited. Yelling, cursing, and disruptive behavior is prohibited. If there is a dispute between house members each member is asked to use the “the floor” technique and “I feel, when you, and I need” technique to resolve conflict. House captain or SOS House Sponsor/Recovery Support Staff may be asked to help mediate.

3.4 Curfew – Curfews must be followed unless other arrangements are made in advance with SOS House Sponsor/Recovery Support Staff or SOS Director. Curfews are set based upon a system of phases as follows:

3.5 Self-Help Programs - House members must attend a minimum of three self help meetings per week (AA, NA, CA, Alanon and CR) and have a sponsor within 14 days of their admission into Amethyst House. This information must be confirmed by your meeting drag sheet each week. Sponsorship may be verified by SOS House Sponsor/Recovery Support Staff at anytime. Also remember to make time for daily meditations, devotionals and time with higher power.

3.6 Television – TV's are allowed in individuals rooms, unless it is determined that a person is isolating with them and then they can be removed. Unless an individual home votes otherwise, the house TV shall be turned off by 11:00 pm daily and by 1:00 am Saturday and Sunday mornings and shall remain off until no earlier than 6:00 am. During the weekdays, Monday–Friday, the TV shall be off from 9am-4pm. The house TV shall be set to the channel which the majority of viewers select. Personal TVs are allowed in bedrooms, must fit on top of a dresser and may only be played with the permission of the other room house members that are present. Bottled water ONLY is allowed in the bedrooms and the living room

3.7 Stereos – Personal stereos are permitted in the house and may be played only with the use of headphones.

3.8 Treatment/House Meetings – Participation in the weekly treatment groups and house meeting(s) are mandatory. Additional meetings may be called when a situation warrants. Acceptable reasons for excused absences are being hospitalized or having to work (paid work, not volunteering).

3.9 Cleaning – A list of chores will be posted weekly. House members are expected to complete assigned chores in a timely fashion. Chores should be completed by 10am or prior to leaving the house, or the night before. The completion of chores are verified by the house captain. Bottled water ONLY is allowed in the bedrooms and the living room. Remember cleanliness starts with yourself, shower daily, and keep your personal living area clean and orderly. Do not hang anything on lamps, doors, doorknobs, furniture, or wall fixtures. Be considerate of your roommates and others. Wash your clothes and bedding regularly. Laundry hours are from 10:00 am to 10:00 pm.

House members are expected to pick up after themselves and clean appliances after use. Dishes, cups, utensils are to be washed or loaded in the dishwasher immediately after use. Personal belongings and trash shall not be left out in the house.

3.10 Bedrooms – House members are expected to keep their bedrooms clean and neat at all times. Beds must be made each morning. On Monday through Friday House members are encouraged to be up and out of bed by 8am. Only those residing in a given room and SOS staff may enter that room. SOS staff has the right to enter any room at any time. Food and drinks are not to be stored or consumed in bedrooms. Bottled water ONLY is allowed in the bedrooms and the living room

3.11 Behavior – House members are expected to act like ladies and gentlemen. No pornography or sexual activity on premises, no cussing, no fighting, no stealing, no lying, and no behavior that is not conducive to recovery. Intimate relations between House members are not allowed. The living room, dining room, kitchen, and yard are common areas. Rules of common courtesy, respect, cleanliness, and cooperation are in order. House members are expected to be good neighbors, not just “non-disturbing” neighbors. Each house member will respect each other and each others property so the basic rules are if it does not belong to you, do not use it or take it. Ask First! **NOISE LEVEL:** If someone is picking you up, blowing their horn to get your attention is unacceptable. Be courteous to all including your roommates. TV and stereo in common areas are to be kept at a minimum to be courteous to other Tenants that may be resting. If the volume can be heard outside of the common area, then it is too loud.

3.12 Visitation Policy – Guests are allowed in the house between the hours of 9:00 am and 10:00 pm. Guests must abide by all house rules and are expected to be clean, courteous, and sober at all times. Guests may not stay overnight. Guests must be escorted by the host house member, who is responsible for the guest while in the house. Guests are not allowed in any bedroom. Guests will be required to vacate the property for any violation of house rules or procedures.

3.13 Smoking Policy – Smoking is not allowed inside the house at any time. Smoking is allowed outside in designated areas provided that the ashes and butts are disposed of in the proper containers.

3.14 Cardinal Rules - The following rule violations will result in immediate eviction from Amethyst House. Any member evicted for these rules will result in the loss of the house members "sobriety" deposit and make each house member not eligible to be able to apply to return to the house for 30 days. Any house member requesting to re-enter Amethyst House will have to be re-screened and re-accepted by house members and SOS staff.

- Violence or threat of violence
- Refusal to provide or tampering with urine sample
- Sexual Activity in the house or on the property
- A "chronic" bad attitude
- Arson
- Not staying current with rent
- Disruptive, threatening or abusive behavior toward other house members or SOS staff
- Possessing and/or using alcohol and/or drugs, abusing prescription drugs or being intoxicated
- Stealing or destruction of house property
- Knowingly breaking any local, state or federal laws
- Not informing SOS staff when another client is using alcohol or drugs

3.15 Eviction – House members can be asked to vacate premises without notice at anytime. House fees are paid in advance and are nonrefundable.

SECTION 4 – POLICY/GUIDELINES/PROCEDURES

4.1 Chain-of-Command – All house member questions, concerns and comments are to be directed to the house captain first, then to SOS House Sponsor/Recovery Support Staff, before being brought to the attention of the director.

4.2 Exceptions to Curfew – Overnight/weekend passes may be granted at the discretion of SOS staff if the following criteria are met:

- The House member has lived at the house for more than 30 days.
- The House member is current with rent.
- The overnight pass slip has been filled out in its entirety and signed approval by the house captain and one of the SOS House Sponsor/Recovery Support Staff, prior to the day.
- The House member has made arrangements to have his/her chore covered while away.
- It is the House member's responsibility to inform SOS House Sponsor/Recovery Support Staff if their work schedule does not allow for compliance with curfew.

4.3 Moving – House members may move to a different bed within their assigned room, when a bed opens up, based on seniority. SOS House Sponsor/Recovery Support Staff must approve moves between rooms. Moves are based on the discretion of SOS House Sponsor/Recovery Support Staff.

Personal belongings abandoned by house members become the property of SOS (AMETHYST HOUSE) Sober Living for donation or distribution to house members. Abandoned personal belongings may be held up to seven days. Arrangements should be made with SOS House Sponsor/Recovery Support Staff in the office to pick up personal belongings.

4.4 Valuables – It is against our Sober Living policy for a tenant to **lend or to borrow** other tenants' belongings or money. If you do lend or borrow anything, you do so at your own risk. Amethyst House is not responsible for house members' personal property. Bringing valuables into the house are at the house members' own risk. Abandoned property will be kept for up to 7 days. House members are required to arrange for the claiming of this property during this time, or all property will be donated back to the house or charity.

4.5 Emergencies – The police should be called only in the case of real emergencies. Call 911 for medical emergencies. If possible, the house captain and SOS House Sponsor/Recovery Support Staff should be informed first.

4.6 Mail Etiquette – Mail shall be given to the house captain for distribution. Opening mail addressed to another person is a federal offense and a violation of house rules. Any mail that is marked from a person in jail or prison must be pre-approved by SOS staff prior to receiving it.

4.7 Computer Etiquette – Rules of common courtesy apply. No house member shall monopolize the computer. The computer shall not be used for pornography, gambling or any illegal activities.

4.8 Phone Etiquette – \$0.75 for 3 minutes of long distance calls. Rules of common courtesy apply. No house member shall monopolize the house phone. The house phone shall not be used for any inappropriate or illegal activities. House members are asked to take messages for other house members.

4.9 Events – Periodic events may be co-sponsored by SOS House Sponsor/Recovery Support Staff or sponsored by house members. These can include barbecues, holiday dinners, etc. House member sponsored events are allowed with prior authorization from the office.

4.10 Laundry Etiquette – Use appliances at your own risk. Amethyst House provides laundry facilities as a convenience and does not assume responsibility for any damage to clothing or loss. Please do not overload machines. Irons must be unplugged when not in use. Use of Washer and Dryer are permitted during posted times. All house members must be attentive to their laundry and may not leave their laundry in the machines for more than 15 minutes after the cycle has been completed. Amethyst House is not responsible for lost valuables or cash.

4.11 House Fees – House rent are to be paid in advance and are non-refundable. Rent is due each week (usually Friday before) or on the first of each month (if paying entire month) unless other arrangements with the director are made in advance. A house member may not get more than 1 week behind or they will be asked to leave the house and lose their “sobriety” deposit. If rent is paid late a late fee of (\$25.00) may be assessed. It is the House members’ responsibility to contact the director to make payment or to make arrangements for payment. SOS Director has final authority regarding payment plans. It is your responsibility to ask for a receipt for all rent payments. All checks are to be made payable to “SOS”, without exceptions.

4.12 Relapse – A House member who relapses (uses alcohol or drugs) will be asked to immediately vacate the house, lose their sobriety deposit (\$125.00) and may not move back into that house for a minimum of 7 days, upon which time the house member may reapply to the house, participate in a rescreening and see if they will be re-accepted by the other house members.

4.13 Linen Deposit – A refundable linen deposit shall be paid if SOS (AMETHYST HOUSE)’ linens are to be used. This deposit shall cover the use of bedding (sheets, pillow, pillow case, blanket, towel, wash cloth, and mattress pad). The deposit of (\$20.00) is refunded when the house member launders and returns all linens.

4.14 Key Deposit – A key may be issued to each house member in good standing, the House member may secure a key with a (\$20.00) deposit, which is refundable upon return of the key.

4.15 Fire and Tornado Safety - Read and understand the posted information on Fire and Tornado. You must become familiar with the designated escape routes, safe gathering locations and the need for a safe location head count. Fire and tornado drills will be conducted at regular intervals. Fire prevention is everyone’s concern and responsibility. Practice safe habits, smoke only in designated areas, and be aware of the fire extinguisher locations, and how to use them for small fires only. Know how and when to call 911. Emergency information and a head-count in/out board are posted near the front door.

4.16 Automobiles on the Property - Drivers must be licensed and insured. Cars must have current registration. Auto repair on the premises is not permitted without SOS staff permission.

4.17 Confidentiality – SOS (AMETHYST HOUSE) Sober Living is not bound by any rules of confidentiality with regard to client information. SOS (AMETHYST HOUSE) will fully cooperate with and share information with law enforcement personnel, including parole and probation officers.

4.18 Successful Completions – Any house member that successfully completes Amethyst House will receive their \$125.00 “sobriety” deposit back less any monies needed to make any repairs to any items or parts of the house soiled, damaged or broken by the house member and/or any guests of the house member. If the amount necessary to clean or repair the damaged items or area exceeds the “sobriety” deposit then the house member will be responsible for the difference. **Successful completion is defined as completing at a minimum** - 1) the minimum time frame of the house (3 months), 2) completing transition phase requirements (minimum of 1 month), and 3) participate in house graduation ceremony.

SECTION 5 – HOUSE PHASES

Orientation Phase – All new house members start off in initial phase.

- House members may leave the house for work, to find a job or to attend 12-step meetings at any time. For any other reasons house members must inform house manager and receive approval prior to leaving.

Requirements to advance to phase 1:

- Must have lived in the house for at least 2-weeks
- No house rule violations during initial phase
- Attend at least 6 self help meetings
- Must memorize each house members names and 5 unique things about them

Phase 1 – Eligible for phase 1 (once stabilization phase requirements are completed).

- House members may leave the house for work, to find a job or to attend 12-step meetings at any time. For any other reasons house members must inform house manager and receive approval prior to leaving.
- House members must be home by 10:00 p.m. Monday through Sunday. When returning be considerate of your roommates and other. House members must remain home till no earlier than 6:00 a.m. every day.
- No overnight passes.
- No house guests (exceptions: family and children may come with prior approval from house manager)
- Attend all treatment sessions and house meetings (can miss 0 sessions)

Requirements to advance to phase 2:

- Must have lived in the house for at least 30-days
- Attain and start using a 12-step sponsor (start working on first 3 steps with sponsor)
- Memorize the first 3 steps of the 12 steps and present in house meeting
- Attend a minimum of 3 12-step meetings per week
- Present phase up request to house meeting and be voted up by house

Phase 2 – Eligible for phase 2 (once phase 1 requirements are completed).

- 11:00 p.m. curfew Sunday through Thursday, 12:00am curfew Friday and Saturday. When returning be considerate of your roommates and other. House members must remain home till no earlier than 6:00 a.m. every day.
- Overnight pass eligible. Passes must be approved by house manager or on call SOS staff and/or director (Chores must be covered, all house fees must be current and house member must be in overall good standing prior to approval)
- House Guest Eligible
- Attend all treatment sessions (can have 3 excused absences, with prior approval)

Requirements to advance to phase 3:

- Must have lived in house for at least 2 months
- Continue using a 12-step sponsor and (completed steps 4-5)
- Memorize steps 4-9 of the 12 steps and present in house meeting
- Attend a minimum of 3 12-step meetings per week
- Present phase up request to house meeting and be voted up by house

Phase 3 – Eligible for phase 3 (once phase 2 requirements are completed).

- 12:00 p.m. curfew Sunday through Thursday, 2:00am curfew Friday and Saturday. When returning be considerate of your roommates and other. House members must remain home till no earlier than 6:00 a.m. every day.
- Extended and Overnight passes eligible. Passes need to be approved, by the house manager and (if approved) other house members must be informed. (Chores must be covered, all lodger fees must be current, and house member must be in overall good standing for approval)
- If out and need to stay out all night, but didn't plan ahead and notify house captain and sign log, must either call the house captain before 11:00 pm or call one of the SOS House Sponsor/Recovery Support Staff.
- Attend all aftercare sessions and house meetings (can have 3 excused absences, with prior approval)

Requirements to advance to transition phase:

- Must have lived in house for at least 3 months
- Continue using a 12-step sponsor and (complete steps 6-7)
- Write a detailed paper outlining plans for re-entry into the community. This paper must include: 1) a weekly meeting schedule, 2) work schedule, 3) budget with savings plan, 4) description of living arrangements and a relapse prevention plan
- Memorize steps 10-12 of the 12 steps and present in house meeting
- Continued attendance of at least 3 12-step meetings per week
- Present graduation request to house meeting and be voted up by house

Transition/Graduation Phase- Eligible for transition phase (once phase 3 requirements are completed).

Transition/Graduation phase lasts for 1 month).

Requirements to fully graduate:

- "Recovery based" stable housing
- Continue using a 12-step sponsor and (working on steps 8-9)
- Continued attendance of at least 3 12-step meetings per week
- Attend Graduation

* Remember: Moving up to a higher phase is earned and is not guaranteed solely based on continued residency. Phase advancement is based upon the residences overall adherence to house rules, achieving phase requirements, attendance, input from other house members and house captain and the judgment of SOS staff (the House Sponsor and Director).

A House member who does not follow all the house rules and complete the phase requirements is subject to dropping down to a lower phase.

By signing below I acknowledge that I have read and understand all of the rules, requirements and policies listed above and understand that NON-ADHERENCE TO THESE RULES/RESPONSIBILITIES CAN BE CAUSE FOR IMMEDIATE EVICTION.

House Members Signature: _____

Date: _____

(If under age of 18)

Parent/Guardian Signature: _____

Date: _____

SOS Staff Signature: _____

Date: _____