

# **SBRLFE**

## **“Providing Safe and Sober Living”**

### Resident’s Guidelines

#### **Respecting Others**

1. Absence from **SBRLFE** Residential for 24 hours, without approval, will convey that the resident no longer resides at **SBRLFE** Residential. The resident will then have 24 hours to pick up their belongings, with a member of leadership, and move out. **Initial** \_\_\_\_\_
2. Smoking, vaping, or any tobacco use must be done outdoors in designated areas only. Please use the designated can for butts. **Initial** \_\_\_\_\_
3. No eating or food in bedrooms. **Initial** \_\_\_\_\_
4. Clean up after yourselves. Leave it better than you found it. **Initial** \_\_\_\_\_
5. Dirty dishes are not to be left anywhere. If you use it, clean it as soon as possible. **Initial** \_\_\_\_\_
6. Fighting, verbal abuse, threats, bullying or any inappropriate language is not ok and will not be tolerated. **Initial** \_\_\_\_\_
7. Stealing will not be tolerated. **Initial** \_\_\_\_\_
8. Please respect others in your use of the shower and bathroom by cleaning up after yourself. Leave it for the next person the way you wished the last person left it for you. **Initial** \_\_\_\_\_

#### **Nurturing Recovery**

1. Residents will be required to complete, and submit, a weekly schedule to include work hours, AA or NA meetings, groups, one on one sessions, and visitations. Residents will submit the previous week's schedule (Monday through Sunday) on the following Tuesday at the house meeting. Look at this as a way of journaling all of the good things that you are doing for your recovery! **Initial** \_\_\_\_\_
2. Each resident is expected to attend *at least* 3 community events per week. There are various options for AA and NA meetings, Celebrate Recovery, Church services, Bible study groups, recovery group activity events, Prairie Ridge groups or counseling one on one sessions and many other opportunities in Mason City and the surrounding communities. There are two meetings that we hope to see residents at. Puttin Sober on Monday nights at 6pm located at 721 N. Federal. **SBRLFE** meeting on Fridays at 6:26pm located at First Baptist Church 125 E, State St. This should be clearly reflected on your submitted weekly schedule. **Initial** \_\_\_\_\_

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3. Each resident is expected to be actively working a program in either AA, NA or Celebrate Recovery. This includes actively working with a sponsor. This should be clearly reflected on your submitted weekly schedule. **Initial** \_\_\_\_\_

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4. Each resident is expected to comply with zero tolerance regarding no drug or alcohol use in, on, or outside of **SBRLFE** Residential property. Random alcohol and drug tests may be given, and any positive results will be grounds for immediate removal of residents from **SBRLFE** Residential property. If alcohol or drugs is found in residents' possession and on **SBRLFE** Residential property, this will be cause for immediate removal of the violating resident from **SBRLFE** Residential property.  
**Initial**\_\_\_\_\_
  
5. Residents agree to use prescribed medications ONLY as directed by a physician. Abuse of this will be considered illicit drug usage. **Initial**\_\_\_\_\_

### **Accountability**

1. **SBRLFE** Residential reserves the right to conduct random inspections of any property on **SBRLFE** Residential property at any time, without notice. We would like to note that this will only be done if **SBRLFE** Residential feels that there is a valid concern. We feel that your mindset should be that this is your house, and your belongings are your property. Any such inspections are reserved in such cases where **SBRLFE** Residential feels it necessary to protect the safety and best interests of the group. **Initial**\_\_\_\_\_
  
2. It is preferred that approved residents be employed full time when applying to **SBRLFE** Residential. **If this is not the case, residents are expected to have employment secured, and attend said employment, within 30 days of move in date.** Allowances can also be discussed, and agreed upon, for enrollment in school, volunteering, and alternative employment opportunities. These allowances MUST be agreed upon, in advance, and adhered to. **Initial**\_\_\_\_\_
  

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3. Applicants and residents are required to disclose all current or past legal problems, parole, and probation rules, as well as any upcoming court dates, charges, and current fines or fees owed. Applicants and residents currently under supervision need to sign proper release forms with appropriate judicial districts before being accepted into **SBRLFE** Residential. **Initial**\_\_\_\_\_
  
4. Any communication from **SBRLFE** Residential must be responded to within a reasonable amount of time.  
**Initial**\_\_\_\_\_
  
5. Association with ANYONE that is in active addiction or involved in unlawful behavior is prohibited. Any such association should be discontinued. Change your playmates. **Initial**\_\_\_\_\_
  
6. Any visitors to **SBRLFE** Residential must be approved. Visitors need to be approved by **SBRLFE** Residential staff AND fellow residents. Visitor approval is needed PRIOR to the visit. Only residents and staff are allowed upstairs.  
**Initial**\_\_\_\_\_

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7. Weekly Program fees for living at **SBRLFE** Residential will vary depending on which home you are accepted into and what type of room occupancy is available. These weeks shall run from Monday - Sunday. Fees are due no later than 5pm on the Sunday **PRIOR** to the week being paid for. Accepted forms of payment are cash, cashier's check, or Venmo. Any exceptions to these deadlines must be made with staff **PRIOR** to the due date. **Initial**\_\_\_\_\_
  
8. **SBRLFE** Residential residents will be expected to attend a weekly house meeting. The day and time of this will be announced on a week-to-week basis and should be clearly planned for on your previously submitted weekly schedule. This is a **MANDATORY** event. Please plan accordingly. **Initial**\_\_\_\_\_
  
9. Any resident, at any time, will be willing to comply with random drug testing. **Initial**\_\_\_\_\_

### **Exiting Procedures**

1. Out good; (Refund of deposit)
  - a. Proper exiting procedure requires; **Initial**\_\_\_\_\_
    - i. 2 week written notice including move out date **Initial**\_\_\_\_\_
    - ii. Room cleaned with bedding washed **Initial**\_\_\_\_\_
    - iii. All property of **SBRLFE** Residential returned and accounted for **Initial**\_\_\_\_\_
  
2. Out bad; (Forfeiture of deposit)
  - a. If a resident chooses to leave **SBRLFE** Residential prematurely, either based on their own choice or due to violation of the Residential Guidelines, they will pack up their belongings immediately. A representative of **SBRLFE** Residential will be with them the entire time. **Initial**\_\_\_\_\_
    - i. If, due to extenuating circumstances, a resident is unable to take all of their belongings with them at the time that they leave, they will have 3 days to pick up their belongings. At that point, if they have not picked up their belongings, the belongings may be donated to a local thrift shop or disposed of in any manner. **Initial**\_\_\_\_\_
  
  - b. Access rights to door locks will be removed immediately, and keys immediately returned to a staff member. Permission to occupy the property will expire immediately. **Initial**\_\_\_\_\_
  
  - c. When a resident leaves the program prematurely, either based on their own choice or by choosing to violate the rules of **SBRLFE** Residential, any program fees and deposits that have been paid up to the point of the resident leaving is forfeited at that time. **Initial**\_\_\_\_\_
  
  - d. A resident who is no longer part of **SBRLFE** Residential, that has left prematurely, will not be allowed back into the house without a volunteer **SBRLFE** Residential representative with them. **Initial**\_\_\_\_\_
  
  - e. If a resident leaves **SBRLFE** Residential prematurely, they must wait a minimum of 14 days before restarting the application process. They will need to go through the entire application process and interviews and be accepted before re-entering **SBRLFE** Residential. **Initial**\_\_\_\_\_

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\* **SBRLFE** Residential reserves the right to have an individual removed from **SBRLFE** Residential property for not following the Residential Guidelines, causing negative disturbances, on-going conflict amongst other residents or with **SBRLFE** Residential representatives. **SBRLFE** Residential reserves the right to have any individual removed at any time at our discretion. Initial \_\_\_\_\_

\* **SBRLFE** Residential also reserves the right to add, delete, or modify the Residential Guidelines at any time, without notice. If agreed; resident Initial \_\_\_\_\_

#### **ADDITIONAL NOTES**

Requested move in date \_\_\_\_\_

Judicial District \_\_\_\_\_

Supervisor Name \_\_\_\_\_

Phone # \_\_\_\_\_

Resident’s Signature in agreement with Residential Guidelines \_\_\_\_\_

Date \_\_\_\_\_

SBRLFE Residential Representative \_\_\_\_\_

Date \_\_\_\_\_

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#### For Office Use Only

Move in date \_\_\_\_\_

Release of Information \_\_\_\_\_

Contact Made \_\_\_\_\_

House \_\_\_\_\_

Room # \_\_\_\_\_

Weekly Fee \_\_\_\_\_