

CONTRACT of RESIDENCY

This document serves as your Contract of Residency with Acceptance Homes LLC. This is not a landlord/tenant lease. You are voluntarily agreeing to enter the community and program of Acceptance Homes LLC. Sharing residency with other recovering residents and maintaining complete abstinence is part of the program. Acceptance House is located at [REDACTED]. Each section of this document requires a check mark acknowledgement and agreement.

At the end of the document, a signature section is provided for acknowledgement that all house rules, requirements, and guidelines are acceptable and will be adhered to by the resident. Failure to follow the house rules, requirements, and guidelines will result in corrective action, up to and including, infractions and/or Termination from Residency (TFR).

A copy of this acknowledgment and agreement will be emailed to the email address provided and serve as documentation for the Resident and participant in the Acceptance Homes program.

FINANCIAL EXPECTATIONS

This section will outline the rules set forth in the handling of finances. Please read and check mark to indicate your understanding and agreement.

1. Program Fee is 425 per month and is due by the first day of every month. This fee is Non-Refundable.
2. There is a \$5 per day late fee for each day the Program Fee is delayed. The bank being closed is not an excuse for failure to pay the program fee; plan accordingly.
3. Failure to pay the program fee by the 5th of the month, may result in Termination from Residency (TFR).
4. The first month of the Program Fee will be prorated to the number of nights left in the month. If there is less than 7 nights left in the month, the next month must be paid along with the prorated amount.
5. If a resident should leave or get TFR in the middle of the month, the Program Fee is non-refundable and will not be prorated back to the resident. If you plan to leave, please provide as much notice as possible.
6. Unless funding is provided by a government agency or the SCA, the form of payment for Program Fee shall always be a money order or a cash deposit to the [REDACTED]. You must get and keep a receipt for your transaction for proof of payment. Upon making the payment, email a picture of the receipt to AcceptanceHomesLLC@gmail.com with your name.
7. In the unfortunate event that a resident relapses, the Program Fee is non-refundable; however, if the resident completes rehab, gets house supervisor approval, and can pass a drug test, they are able to return to the house and use the remaining days left in the month that were already paid for prior to TFR. As an example, if someone relapses on the 3rd of the month, goes to rehab and

graduates by the 23rd of the month, they will be able to use the last 7 days of their month; however, the next month's Program Fee will be due in full by the 1st of the next month.

IMMEDIATE TERMINATION FROM RESIDENCY (TFR) REQUIREMENTS

As a resident of Acceptance House, there are specific actions that will be cause for immediate TFR from the program and residence. Any TFR resident must leave the premises within 1 hour. The Resident that has been Termed from Residency must arrange to have any remaining items picked up from the location within 48 hours or they will be donated unless special arrangements are made with the house supervisor. This list of TFR infractions is not exclusive and may not list every circumstance that will result in TFR.

1. Using Drugs or Alcohol
2. Stealing (including food)
3. Smoking within the building
4. Violence of any kind
5. Arson of any kind.
6. Possession of Drugs or Drug paraphernalia
7. Refusal to take a drug screen
8. Intentional Destruction of Property.
9. Failure to pay Program Fee by the 5th of the month.
10. Sharing Prescription Medication
11. Exceeding the correct dose of prescription medication
12. Use of any narcotic medication
13. Providing anyone outside of the program with the lock code to the house.
14. Possession of any weapons

DRUGS AND ALCOHOL RELATED RULES

This section discusses the rules surrounding the use, prohibition, and testing for drugs and alcohol within any one of the Acceptance Houses.

1. Consumption or Possession of Alcohol in any form is strictly prohibited and will result in TFR.
2. We are not currently staffed to handle MAT (Medically Assisted Treatments); however, we can provide you with direction on how to receive support and living arrangements for this. At this time, we do not accept anyone that is on a MAT aside from Vivitrol.
3. All medication is locked up and monitored.
4. During medication disbursement, residents will sign off on the disbursement and remaining pill count.
5. All prescription drugs must be disclosed upon intake or by direct communication with the House Supervisor prior to filling a newly prescribed medication. Upon return to the house, the New Prescription tracking sheet must be completed for documentation purposes. Failure to disclose and submit medications to locking/safeguarding will result in TFR.
6. Sharing medication will result in immediate TFR.

7. Taking more than the prescribed dosage will result in immediate TFR.
8. Use and/or possession of drugs and/or alcohol will result in immediate TFR. If TFR for drugs and/or alcohol the resident agrees to leave the premises immediately and not return for any reason whatsoever without permission from the House Supervisor or Acceptance Homes LLC. If a resident is too intoxicated to safely leave the house, transportation to Jameson hospital or Lawrence County Drug and Alcohol Committee (LCDAC) only can be made available.
9. Residents are required to submit to a Drug and Alcohol Screen/Test at any time (24 hours a day, 7 days a week) if it is requested. A refusal and/or failure to provide an adequate sample will be treated the same as a positive test result. Any attempt to cheat/circumvent the test will result in an TFR. The tests will be administered by either a House Supervisor, Assistant House Supervisor, or External Volunteer appointed by Acceptance Homes LLC. As deemed necessary, the test administrator will witness the sample extraction.
10. Acceptance Homes LLC can and will test for every type of drug including but not limited to K2, fentanyl, suboxone, and methadone. The drug and alcohol tests will vary from 12 panel to individual drug tests.
11. All residents of Acceptance House, including all support staff are required to complete Narcan training within 7 days of admission.
12. Steroids, Stimulant-Based Pre-Workout, and Diet Pills are prohibited. Protein Powders are acceptable. If you aren't sure, be sure to ask.

GENERAL RULES

1. Surveillance cameras are installed in common areas of the building in case of emergency or escalated issues. By agreeing to this section, you are agreeing to be recorded by these cameras and the footage to be stored on the cloud.
2. Smoking within the building, "out the window," and in the front or on the sides of the building is also prohibited. Failure to comply with this will result in TFR.
3. There is one common area located on the first floor which will be used as the "social room" and "dining room" for the program. All residents are encouraged to use this common area.
4. The use of any household item such as the washer/dryer, weight sets, TVs, pool table, etc. should be limited to 1 hour to avoid conflict between residents.
5. Washer/Dryer is coin operated. Be respectful of its use and clean the lint trap. Avoid leaving unattended clothing sitting and waiting.
6. While there will always be at least one tv within the house for use and one washer/dryer combo, the presence of an extra washer/dryer, pool table, ping pong table, or a "big screen" tv will be a luxury frill of the house which means that if they are destroyed, Acceptance Homes LLC is not responsible to immediately replace these luxury items. Use them with care.
7. Overnight Passes are to be submitted to the House Supervisor a minimum of one (1) week in advance. Authorization will be granted at the discretion of the House Supervisor. A fee of \$10 per

overnight is required to pay for a mandatory drug test upon return. Residents must have over 30 days of tenure in the house before taking an overnight pass. Emergency exceptions can be submitted to house management for approval with physical proof of the emergency. The limit for overnight passes is 5 total nights per calendar month. Only one “weekend” or two consecutive days can be taken per calendar month.

8. Turn off all lights, appliances, fans, radios, etc. when not in use. Exterior doors and windows must always remain closed except when entering or exiting the building.
9. House Lock Code cannot be given to anyone outside of the house and the code shall be changed upon TFR of any guest. This will result in TFR if not adhered to.
10. Mark food/leftovers with Name/Date when put in the refrigerator.
11. Appropriate clothing must always be worn in common areas.
12. The lock code of the house will be changed any time someone is TFR.
13. House Ownership has the right to change the rules and guidelines at any time they deem necessary for the benefit of everyone.
14. Right of Entry - House Ownership is permitted to enter the home at any time for inspection and tours from new residents, prospective building buyers, code inspections, etc.
15. You will be provided with linens, blankets, cleaning supplies, and paper products. Please use these respectfully. Linens and blankets must remain in their respective rooms. Residents are responsible for washing their own linens. Clean linens and comforters will always be provided to new residents. All Mattress protectors must stay on the beds.
16. Air Conditioners are not permitted in the rooms. The house is equipped with central air.
17. At their discretion, House Management may enact a Black Out period for any individual(s) that have continuous infractions. Black Out Period will allow the resident to only leave the house to any of the employment or treatment related items found in EMPLOYMENT and TREATMENT EXPECTATIONS. Residents may also attend a 12-step fellowship meeting during blackout with a house supervisor or assistant supervisor only.
18. Lying or cheating the recovery process or house rules will not be tolerated and corrective action up to and including dismissal from the program will occur.
19. Daily Chores must be completed daily between the hours of 7am and 10pm. Chore assignments and completion will be managed by the House Supervisor and Assistant House Supervisors.
20. Weekly Chores must be completed between 8am Saturday and 8pm Sunday. Weekly Chores are more in-depth cleaning responsibilities assigned by the House Supervisors & Asst House Supervisors.
21. Beds are required to be made upon waking. At least pull the blanket over the bed so it looks made, you don't need to get fancy.

22. Smoking is prohibited on the sidewalks in the front or sides of Acceptance House. Smoking is only permitted in the back of the house near the fire escape. You must dispose of the cigarette butts properly in the designated areas. No vaping indoors.
23. Sleeping in the common area is prohibited.
24. There are 11 parking spaces and a 3-car garage. The garage spaces and spots in front of them will be assigned to specific people to avoid blocking people into the garage. If you are not assigned to the spot, do not park in it or in front of it. Of the 11 spaces, only 8 of them will be assigned to residents. The other 3 spaces are reserved for guests. Assignments will be based on first come first serve and tracked on the parking tracker at the house. No one is to park in front of a neighbor's house or on the street in front of the house. No exceptions. In the very rare circumstance that the lot is full, call the house supervisor or manager for direction. Do Not Park at the Neighbors. Any parking infraction is worth TWO (2) infractions.
25. Residents are not permitted in any bedroom other than their own without permission from the resident(s) residing in that room; they must also be accompanied by the permitting resident.
26. Residents with greater than 60 days clean are permitted guests of either gender. Residents are not permitted to have guests over for the purpose of seeing another resident with under 60 days clean. If this happens, both residents will receive an infraction or TFR depending on the gravity of the situation. No guest is permitted in any portion of the house between the hours of curfew and 11:59am. No guest should be left alone in any part of the building. Guests are permitted in the resident's living space only with the approval of the other roommates.
27. No Gambling for any reason or in any way.
28. Curfew is 10pm from Sunday to Thursday and 11pm on Friday and Saturday nights. Anyone within their first 30 days must be back before 9pm unless accompanied by another tenured housemate. Infractions for curfew for residents under 30 days are worth TWO (2) infractions each.
29. House quiet time is from 10pm to 6am. Any activity that disturbs another resident's ability to sleep/rest including watching audible videos on a cell phone, is prohibited.
30. The thermostat is only to be adjusted by the house supervisor only.
31. Turn off all lights, appliances, fans, radios, etc. when not in use. Exterior doors and windows must always remain closed except when entering or exiting the building.
32. House meetings will happen weekly; Each Resident must participate in at least 3 house meetings per month. Infractions for missing house meetings fall off on a yearly basis.
33. No Loitering - We do NOT want to draw negative attention to the house. You are NOT permitted to sit on the stoop on the front or sides of the building whatsoever or for any reason.

34. Feedback is welcome – An anonymous tip form will be available for those that choose to provide feedback both positive and negative.

35. Due to COVID19, all residents must attempt social distancing and proper, recommended hygiene to prevent infection spread. If you have any symptoms, you must immediately report them to the house manager who will discuss next steps for testing and quarantine efforts. You are required to wear masks in the common areas of the house. You also take full responsibility and liability for your health while living in the house.

36. Residents are not permitted to use the fire escape to enter or exit the house. They are not permitted to use the fire escape to run to the parking lot either. No Exceptions.

37. Please refrain from telephone conversations or any conversations about anything inappropriate immediately outside of the house. This includes the smoking areas please. Please respect our neighbors' business models that deal with professional clientele.

38. No deep frying unless using an air fryer. If a large party is planned where you wish to fry a large quantity of food, please get permission from the house owner and make the proper arrangements to handle safely.

39. Do not offer to help the neighbors with any type of work other than mowing the lawns which is done at no charge to them.

INFRACTION PROCESS

Infraction Process - At Acceptance House, any time a rule is broken an “infraction” is tracked. Excessive cumulative infractions will result in black out periods, additional chores, or removal from the program as warranted by the infractions.

1. Each infraction type is separate from one another.
2. You cannot earn more than one infraction per type per day.
3. The infraction will be logged in the Infraction Form which will automatically email the Resident
4. In addition to the email, residents will be notified by either text or an in-person conversation.
5. Each infraction will roll off after 60 days.
6. House Supervisors/Asst. Supervisors can be held accountable through an anonymous tip form which will be reviewed by Acceptance Homes LLC Management regularly.

RECOVERY PROGRAM PARTICIPATION RULES

In this section, the expectations regarding participation in 12 step programs are outlined.

1. Each resident must have a sponsor and homegroup in one of the fellowships (Narcotics Anonymous, Alcoholics Anonymous, or Celebrate Recovery) by the end of their first full month in the house.
2. Meeting slips must be signed by all residents during their first 90 days of clean time or if the House Supervisor deems it necessary at any time. Sheets must be turned in weekly to the House Supervisor's office with the Resident's name.
3. Participation in the selected homegroup is mandatory weekly.
4. During the first 30 days of clean time or a direct transfer from a rehab or jail, a resident must attend an average of 7 meetings per week.
5. Between the clean time of 31 days to 6 months, residents must attend 5 meetings per week.
6. From 6 months to 2 years clean time, residents must attend 4 meetings per week.
7. After 2 years of clean time, residents must attend 3 meetings per week with a preference to hit at least 4.
8. All residents must maintain a working relationship with their sponsor and work steps.

While these rules and guidelines are in place to promote strong recovery, any addict is ultimately responsible for their own recovery. Acceptance Homes LLC does not guarantee clean time or recovery and is not held liable for a relapse or the consequences of a relapse. If you feel as though you are going to relapse, be sure to use your resources such as your sponsor, meetings, support group, and Lawrence County Drug and Alcohol Commission. No addict need die from the horrors of addiction. You never have to use again.

EMPLOYMENT, COMMUNITY SERVICE, TREATMENT EXPECTATIONS

This section details the rules associated with having a job while living at one of the Acceptance Houses.

1. All residents may work from day 1 of entering Acceptance House; however, this does not excuse the meeting attendance requirements.
2. No resident is permitted to work in a location that is not conducive to recovery such as a bar. Restaurants are acceptable if the resident is not a bartender.
3. During the first 90 days, the curfew restrictions must be upheld. After 90 days, exceptions must be approved by the House Supervisor.
4. All residents are required to participate in 35 hours of work, community service, or treatment on a weekly basis. Residents are given credit for time spent going to court appearances, services rendered by Lawrence County Drug and Alcohol (LCDAP), and life skills groups.

In this signature section, you are making a final agreement to all of the sections contained within your Contract of Residency which includes "FINANCIAL EXPECTATIONS," "IMMEDIATE TERMINATION FROM RESIDENCY (TFR) REQUIREMENTS, DRUGS AND ALCOHOL RELATED RULES," "RECOVERY PROGRAM PARTICIPATION RULES," "GENERAL RULES," "INFRACTION PROCESS," and "EMPLOYMENT, COMMUNITY SERVICE, TREATMENT EXPECTATIONS."

I agree to, will adhere to, and accept all the sections contained within the Contract of Residency and the Residency Agreement.

Resident Printed Name

Resident Signature

Date