

# Harmony Haven Homes House Rules and Policies

## Cause for IMMEDIATE DISCHARGE (Zero Tolerance)

- Being under the influence of alcohol or drugs.
- Possession of alcohol, illicit, or mind-altering drugs (including legal substances).
- Possession of weapons.
- Failure to submit a Urine Analysis (U/A) or Breathalyzer Test.

## Significant, Material Infractions Which Could Lead to Discharge

- Threats (either verbal or physical), acts of violence, fighting, or property destruction.
- Unaccounted for or discrepancies in times off-premises.
- Lying, either on the application or otherwise.
- Theft.
- Untreated or improperly medicated mental health issues.
- Failure to comply with material rules and/or staff directions.
- Residents may be asked to leave if management believes continued residency is not in the best interest of the individual or other residents.

## Fees

- Months fees paid in advance of occupancy.
- Inability to pay rent may lead to discharge.
- All fees paid are forfeited if a resident is terminated for violations of the House Rules and Policies.

**12-Step Meeting Attendance** Residents are required to attend in-person 12-Step meetings (AA or NA) at least four times per week. House members with less than 30 days of residency, or other residents, may be required to have a meeting attendance slip signed by a member of the group at each meeting.

**12-Step Sponsor** Residents must obtain a 12-Step program sponsor as soon as practical. Residents must provide the name and phone number of their sponsor to the Group Manager (HM). Harmony Haven Homes may contact sponsors to determine the resident's commitment to recovery.

**House Meetings/Weekly Dinner** All house members are required to attend periodic House Meetings. Attendance at weekly dinners is required (either Monday or Friday, depending on the house). Residents should ensure that employment and other activities do not interfere with the dinner.

**House Curfews** Residents are to be in the house by 10pm Sunday through Thursday, and in by 11pm on Friday and Saturday. These curfew times may be extended with the prior approval and

at the discretion of the HM, conditioned on employment, rent being current, and being in good standing. Residents must seek curfew extension approval by 5 PM the night it is desired.

**Signing OUT and IN** All residents are required to sign out when leaving the premises and sign in upon return. Residents must be specific about where they are going when signing out and provide an estimated time of return (ETR). If a resident returns later than 30 minutes past the ETR, they must contact or text the HM.

**Overnight Passes** Residents must have completed 30 days of residency, be employed full-time, and be in good standing before requesting, in writing on a form provided, an overnight pass. All overnight pass requests must be submitted to the HM 48 hours in advance of the pass. Third-party verification of the overnight destination may be required. No more than 2 overnight passes in a 30-day period will be granted.

**Harmony Haven Homes App** (coming soon) Harmony Haven Homes may use an App to facilitate operations. Each resident may be required to download the App on their smartphone and use it for signing in and out of the house, tracking meeting attendance, and other activities as management sees fit. The App may also be used to help keep track of fees.

**Employment** Within four weeks of residency, residents are required to be employed or work in a voluntary capacity for at least 35 hours per week (full-time employment). Day labor agencies and inconsistent jobs of fewer than 35 hours per week do not qualify as full-time employment. Certain types of employment that might bring commitment to recovery into question are not allowed. Residents should speak with the HM regarding employment opportunities. During periods that employment is not readily available, residents are required to volunteer their time at an approved nonprofit, community-based organization.

**Restrictions** Harmony Haven Homes may impose restrictions on food delivery, gambling, gaming, or other activities as needed.

**Chores** Residents will be assigned indoor and outdoor chores or areas of responsibility. A \$10 fine will be assessed each day to any resident who does not satisfactorily perform their duties.

**Cleanliness/Use of House** An assigned bedroom can be changed or reassigned at any time, and the HM or a Director can enter any bedroom at any time. Residents' rooms and their areas must be kept neat, with beds made at all times. Doors must remain unlocked at all times. As a common courtesy, residents should knock before entering rooms with closed doors. Dresser tops organized, rugs vacuumed, floors swept, clothes hung properly, trash emptied. All rooms are subject to inspections at any given time, and any room that does not pass inspection may cause all residents in that room to have earned privileges revoked. No food is allowed in bedrooms. To keep the house clean, shoes should be removed and placed in shoes boxes before entering the house.

**The kitchen** area is to be kept clean at all times - no items are to be left in the sink at any time, and all trash should be disposed of in a timely manner. Residents are to clean up after themselves immediately after they use the kitchen.

**Common areas** are to be kept clean, neat, and orderly. Personal items should be kept in the residents' rooms or in designated areas. Residents are expected to keep the volume of music, television, and video games at moderate levels. No personal items are to be left in the bathrooms or laundry area, and residents are required to clean these areas after use. Respect for others is the cornerstone principle related to common areas.

Failure to comply with the various rules may result in a daily \$10 fine and loss of privileges.

Any directive made by HM is not merely a suggestion; it is an order that needs to be adhered to within the time frame specified without argument.

**Food Fees** paid do not include food and beverages, and residents will be responsible for purchasing and preparing their own food. From time to time, Harmony Haven Homes, at its discretion, will provide food and pantry items. Additionally, Harmony Haven Homes will provide laundry detergent, cleaning supplies, and the like.

**Designated Smoking/Vaping Areas** Smoking and vaping are not allowed in any part of the house. All smoking and vaping are to be done within the front patio of house, and all cigarette butts are to be discarded in butt cans.

**Visitors** There are absolutely no visitors allowed on premises (indoors and outdoors) without prior approval from the HM. All visitors are to leave the property by 10 pm with no exceptions. No visitors are allowed in the bedrooms.

**U/A, Breathalyzer Test** Residents may be requested to submit to a drug/alcohol test at any time, with or without cause. All positive test results will result in the termination of residency.

**Honor Code** Residents who become aware of a major rule infraction, including but not limited to the consumption or possession of alcohol or drugs by another resident, have an obligation to notify the HM immediately!

**Medications** Residents are required to disclose any and all medications, either prescribed or over the counter and, at the HM's discretion, meds may be inventoried. All prescribed medications MUST be non-narcotic. For the safety of the other house members and to ensure medications are safe, it may be determined that they need to be kept under lock and provided to the resident on an as-needed basis.

**Good Neighbor Policy** It is imperative that Harmony Haven Homes is a good neighbor. Residents are required to be courteous, helpful, and friendly to their neighbors. The outside of the house needs to be well-maintained and kept orderly. Residents must be respectful of where they park vehicles. Congregating in front of the house is strictly prohibited, nor is loud music, profane language, and unruly behavior. Residents are expected to dress appropriately.

**Summary** To ensure a healthy, positive, and drug- and alcohol-free recovery environment, each resident needs to take responsibility and use common sense when it comes to either doing or not doing something that may affect the community. Each current and future resident should be able

to live in a safe and clean environment that enhances the potential of a successful transition into independent living.

**Resident Acknowledgement** I have read and understand Harmony Haven Homes House Rules and Policies. I understand that these Rules and Policies may change from time to time at the discretion of Harmony Haven Homes. I further understand that my residency with Harmony Haven Homes is temporary and transitional. I acknowledge that, as a resident at Harmony Haven Homes, I am a licensee and not a tenant, and that I have no tenancy rights or interests. As such, I agree that I can be discharged from the premises immediately should it be determined by the Group Manager or a Director (at their sole discretion) to be in the best interest of the house and/or other house members. Should I refuse to leave the premises immediately upon discharge, I acknowledge that I will be considered to be a trespasser and that the local police department will be called to escort me off the property. If the house being used for Harmony Haven Homes is sold or if the lease for the house is terminated, any residency rights are automatically terminated. I grant the right to Harmony Haven Homes to use photographs, video, or other media of me (including my name) to post on social media, their website, marketing material, or for any other lawful purpose. I grant Harmony Haven Homes the right to speak to other persons or organizations to help my recovery. I release Harmony Haven Homes from any and all liabilities associated with my residence.