



Rules and Regulations

I. Substance Use:

No lodger may possess, use or produce any mood or mind altering substance on or off of the property. This includes but is not limited to any illegal drug, any narcotic prescribed or not, alcohol, kratom, steroids, bath salts, spice, inhalants, salvia, or any narcotic over the counter drug. Methadone, suboxone, subutex, or any other withdrawal-related medication will also not be permitted. There is a zero tolerance policy for the use of any of these substances and it will be grounds for immediate eviction.

II. Communication Policy:

Communication is essential. Whether it is job searching, curfew or any of our rules, communicate if you think a circumstance or situation could cause you to be out of integrity with these rules. We are a structured recovery residence, but we are also reasonable. Communicating could clearly prevent you from receiving harsher consequences than you would have had you not communicated or tried to renegotiate with us.

III. Medication Policy:

Lodgers may take prescribed non-narcotic medication that is prescribed by a licensed doctor or psychiatrist. Lodgers are responsible for taking medications on their own. They are required to take medications as prescribed and NEVER share medications. Anyone found sharing or taking more medication than is prescribed will be discharged. Please DO NOT abruptly stop taking your medication without consulting your doctor. PLEASE NOTIFY STAFF IF THERE ARE ANY CHANGES IN YOUR MEDICATION. PLEASE ALSO KEEP YOUR MEDICATION STORED OUT OF SITE IN DRESSER DRAWERS. In most cases we will request that you speak with a doctor about coming off of medications such as trazodone or gabapentin. Failing to remain medication-compliant under the supervision of a doctor will result in eviction.

IV. 12 Step Program:

Working a program in a 12 Step fellowship of the lodger's choosing is the most important requirement at Hazel House. Although there are some differences depending on the phase the lodger is in, generally speaking these are the requirements: Have a sponsor and be meeting with that sponsor regularly, have a home group and be involved in service in that home group, have multiple sober supports, and attend at least five meetings a week once you have a job and these other requirements are met. Before these requirements are met, you are expected to attend one meeting a day. Lodgers are expected to check in and out of attended meetings using the OneStep App.

V. Pet Policy:

No pets are permitted on the premises.

VI. Gambling Policy:

No Gambling is permitted on the premises.

VII. Behavior Policy:

No lodger is allowed to place his hands on another lodger or staff member in any aggressive or inappropriate manner. Anyone found to be behaving in an aggressive, threatening, intimidating or inappropriate manner will be evicted immediately. Any sexual conduct between lodgers or visitors on the premises is also grounds for eviction.

VIII. Guest Policy:

Guests are allowed during visiting hours and never allowed in bedrooms.

Visiting hours: **Sunday-Thursday 10am-10pm Friday & Saturday 10am-11pm.**

Guests must sign in and out on visitor log. Lodgers are responsible for ensuring that their guests adhere to the Hazel House Living code of conduct standards in regard to respecting staff and lodgers, respecting house and lodger property and maintaining a sober living environment. The house manager must approve all visitors and reserves the right to ask guests to leave if deemed necessary.

IX. Bikes Policy:

If a lodger chooses to use a bike while at Hazel House, they must sign the bike use agreement form. Lodgers will not be allowed to use the bicycles provided until this is completed. If you get another bike or a car, our bikes are no longer for your use and will be reserved for another lodger.

X. Negative Contracts:

"Negative contracts" are when you hold secrets for another lodger or know that they have committed a rule violation and are not bringing this to the attention of the staff. This will not be tolerated and will be grounds for a strike or possibly expulsion from Hazel House.

XI. General Restrictions/Contraband:

No weapons of any kind, fireworks, or sexual devices or toys are allowed on the premises. No sleeping on the couch rather than your bed will be allowed.

XII. Overnight passes/Going out of town:

While we do give lodgers overnight passes once they are on Phase 2, we will not grant any passes, especially to go out of town or to return home, within the first 30 days of stay unless the lodger faces jail time, someone in their family dies, or it is deemed absolutely necessary by Hazel House staff. We reserve the right to restrict any overnight pass within the first 30 days of residing with us and if the lodger is not yet through a 5th step.

48 HOURS NOTICE MUST BE GIVEN TO STAFF PRIOR TO USING AN OVERNIGHT PASS!

XIII. Legality Policy:

While living at Hazel House, no illegal activity is to be done on or off the property. Failure to adhere to this policy will be handled severely and can lead to immediate eviction.

XIV. Employment Direction:

Hazel House staff has the right to utilize their own discretion on what jobs are appropriate to have while living on the property. Jobs which are inherently deceptive or dishonest will not be tolerated and the lodger will be asked to seek alternative employment. Such positions include, but are not limited to, all call center positions and treatment center marketing. Please keep staff updated on job search by completely and frequently updating job search log.

WE DO NOT ALLOW ANY CLIENT TO WORK MORE THAN 55 HOURS PER WEEK WITHOUT GETTING STAFF APPROVAL.

XV. Integrity Policy:

There is a zero tolerance policy for anyone stealing from or lying to anyone under any circumstances while living at Hazel House. It will be grounds for immediate expulsion. No one is to borrow or use anything from another lodger without their consent. No one is permitted to eat or drink another lodger's food or drink without permission.

XVI. Food or Drink:

Eating and drinking is only permitted in the kitchen, dining room or on the porch. There is no eating or drinking in the bedrooms or on couches. Water may be taken wherever in the house.

XVII. Smoking:

Smoking is only permitted on the side porch or back yard. Only 4 people may utilize the side porch for smoking at one time during the day and only 1 person at a time after curfew. The door to the house must be securely closed at all times. There is no smoking in the house or in the front yard.

XVIII. Household Cleaning:

Each lodger has a cleaning task. These tasks are to be completed daily or on an as needed basis. Kitchen and floors should be cleaned and checked daily. Staff will check to see if this is completed regularly. Prior to the house meeting and on 10 AM Sunday there will be a more thorough inspection done. Each lodger is responsible to have his room and closet area neat and organized. Lodgers must have made beds, side tables and drawers organized, and clothes neatly put away. There is a no tolerance policy for dishes left in the sink. If there are any dishes left in the sink, kitchen or on dining room table the ENTIRE HOUSE will be placed on an early curfew until further notice. No shoes are permitted on any furniture and the trash must be taken out daily.

XIX. Household Safety:

No candles, incense or fire are permitted on the premises at any time. All lights and appliances are to be turned off when not in use and when leaving for the day.

No bedroom, bathroom or closet doors are to be locked **at any time**. Windows and doors should be locked when no one is home. The last person out of the house is responsible for all doors being locked, alarm being set, lights and appliances being turned off.

XX. Drug Testing:

Lodgers are subject to random drug screens and breathalyzers 24 hours a day, 7 days a week. Lodgers are also subject to regular drug screens twice a week. A refusal will be considered a failure and will be grounds for expulsion. Lodgers are not responsible for the cost of any regular or random drug screen, but if breaching curfew, or under suspicion, lodger will be responsible for a \$5 cost of the drug test.

Also note, consuming poppy seeds, valerian root, Sudafed, nasal sprays, anti-histamines, Claritin or other allergy medications and over the counter pain relievers can result in false positive drug screens. We would HIGHLY recommend not consuming any of these and if you must please speak with staff first.

PLEASE CHECK WITH STAFF BEFORE YOU TAKE ANY OVER THE COUNTER MEDICINE.

XXI. Search Policy:

Lodgers are subject to random searches of their personal property at any time. Failure to cooperate with this policy will result in IMMEDIATE eviction. All contraband, (such as drugs or weapons) will be confiscated and either destroyed or returned at move-out. All drugs will be destroyed and not returned.

XXII. Computer Policy:

There is a computer available for us at Hazel House. It is for job searching or research only. No downloading of music, games, software etc. is permitted. Those found in violation of this rule will lose their computer privileges. Any damage done will leave the lodger in question liable, and if they cannot repair it, the repair cost will be added to their rent.

XXIII. Residency Commitment:

Hazel House requests a minimum of a 90 day commitment from each lodger.

XXIV. Rent:

All rent is due on Sunday to your house manager. If for any reason you do not have rent, you must communicate with the house manager immediately for approval before 8pm on Sunday.

XXV. Community Meetings:

All lodgers are required to attend House Meetings. House meetings are mandatory to the point that lodgers are required to request to their employer that they be given availability to attend these meetings. (Meeting times are subject to change)

XXVI. Communication with Community Meetings:

The only exception for missing a required community event, such as alumni speaker meetings and spiritual events, or not being present for a cleaning check is work or step work with a sponsor (pre-approval needed by staff).

If you won't be present for a cleaning check you must do your chore and clean your personal areas as close to the cleaning check as possible, then text pictures of them to the house manager. (It is your responsibility to ensure that pictures are clear and show that the chore was complete and thorough and that personal areas were cleaned well. Failure to do so may result in a strike if pictures do not adequately show the state of your cleaning responsibilities at the time of cleaning checks!)

If pre-approved extenuating circumstances have you missing a house meeting, you must check in with the house manager to discuss your step work, program and what recovery oriented goals you have for the week.

XXVII. Strike System

Hazel House uses a three strike disciplinary policy. A strike will be given at staff's discretion for each rule infraction, with or without prior warning. Each strike will have increasing levels of consequences, and the third strike will result in eviction. For each month that a lodger does not incur a strike, a strike will be removed from their total.

Examples:

Strike 1: Consequence is 8:30pm curfew for a week.

Strike 2: Consequence is 8:30pm curfew, an additional cleaning task and/or a directive chosen by staff for a week.

Strike 3: Consequences will be very severe and will most likely result in eviction.

Note: Directives may be given by staff at any time in an effort to try to direct and motivate the lodger. Strikes are given on the discretion of staff and can be added or removed at any time. Rules are also subject to change by the staff at any time.

XXIII. Eviction Policy

Although Hazel House reserves the right to evict a lodger at any time without notice, we do not believe that anyone should be thrown on to the street with nowhere to go. It is our policy to help the lodger find another detox center or halfway house. If the lodger refuses this assistance, we will transport him wherever he chooses to go locally.

Note: if a lodger is evicted, they are not entitled to their security deposit or the rent paid for that week.

XXIX. Phase System

Hazel House uses a phase system based on time at the house and progress in your program and daily life.

The phases are as follows:

Phase 1: Phase 1 is for lodgers who have no job or no sponsor, who is not caught up on rent, or for whom cannot meet their responsibilities in the house.

- Curfew is 10pm Monday-Sunday
- Lodger will be expected to go to 1 meeting per day and check in and out of the meeting on the OneStep App.
- Lodger is expected to be on job search Monday-Friday from 9am-4pm with an hour break for lunch. Lodger is also required to document all companies they are applying to. *This time is reserved solely for job search and no other activities should be done including going to meetings or the gym*

Phase 2: Lodger has a job, a sponsor a home group, is meeting basic requirements in the house and is caught up on rent. Lodger is showing a genuine desire to work a good program and is getting involved in the community.

- Curfew is 11pm Monday-Thursday and 12am Friday and Sunday
- Lodger is expected to go to at least 5 meetings a week and check in and out on OneStep. *Step work with a sponsor or going to a religious or spiritual event can count as a meeting once a week.*

Phase 3: Lodger has met all requirements for Phase 2 and has no strikes. Lodger has proven to be a good influence and respected member of the recovery community and Hazel House. Lodger must also be living at Hazel House for at least 90 days.

- Curfew is 12am Monday-Thursday and 1am Friday-Sunday
- Lodger is expected to attend at least 5 meetings a week and continue to sign in and out on OneStep.

Phase 4: Lodger has met all requirements for Phase 3, has showed continuous growth and is becoming a man of integrity. Lodger is sponsoring people in a fellowship of his choosing. Lodger must be living at Hazel House for at least 6 months.

- Curfew is 1am Monday-Thursday and 2am Friday- Sunday. Extensions can be requested to staff
- Lodger is expected to attend 4 meetings per week.

Phase 5: Lodger who has consistently met all the requirements for Phase 4 and has showed continuous growth and maturity.

- Curfew is nonexistent. Lodger may come and go as he pleases. (Overnight passes must still be approved by staff)
- Lodger is expected to attend at least 3 meeting a week.

XXX: Exceptions to Meetings and Job Search

For IOP, we make some exceptions to our expectations of meeting attendance and job search hours.

- If you have IOP at night, then you can attend a meeting during job search hours.
- If you are working and going to IOP, we do not expect you to also attend a meeting on that day.
- *Please remember to communicate with your house manager about these exceptions*

XXXI: Agreement to Terms

When signing this document, the lodger is stating that he has read all 7 pages of this document, understands and will follow all the rules and regulations, and will adhere to all of Hazel House’s policies. The lodger understands that failure to do so can lead to disciplinary action or eviction.

X _____
Resident Signature

X _____
Staff Signature

Resident Name

Staff Name

Date

Date