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House Rules

1. Residents must be clean and sober at all times, on and off premises. All residents must be sober for a minimum of 72 hours before admission. Random alcohol and drug testing may be conducted at the house director's discretion and at the resident's expense.
2. A daily meeting is mandatory (7) AA and or NA meetings per week must be attended which are reviewed and scheduled at the time of entry. Unemployed residents are required to attend an AA/NA meeting daily. The House Director can make modifications to this rule on a case-by-case basis.
3. A House Meeting is conducted each Sunday night at 7PM. House meeting attendance is MANDATORY and is not included in the other four (5) mandatory AA/NA meeting to be attended each week. The House Director can make modifications to this rule on a case-by-case basis.
4. YOUR FINANCIAL OBLIGATIONS TO THE HOUSE TAKE PRIORITY OVER ALL OTHER OBLIGATIONS. Two weeks rent is due and payable from the date you enter the house; and payment in advance of one week there after is required. Arrears of any payment will be considered grounds for eviction. In event of an infraction of House Rules, there will be no rent refunded. However, after your 270 day commitment, if you give notice of your intention to vacate and have pre-paid your rent, then you shall be eligible for a pro-rata portion if you leave prior to your next rent date.
5. Sign-In/Sign-Out is required at all times. Daily curfew is 11:00 PM Monday-Sunday. Curfew violation will result in eviction. Any resident expecting to be late must notify Staff at least 30 minuets prior of the original time to be returning.
6. Three weeks after admission, house residents may be granted weekend passes provided resident is current and good standing. Getting behind on your rent will delay a pass. Sign-In/Sign-Out pass sheet is mandatory and detail must be covered and completed for weekend. Passes are totally at the discretion of the House Director. Anyone leaving the house without a pass that is gone past the posted curfew will be in violation of rule #5 and subject to eviction. Third shift workers must conform to curfew if not working.
7. Entering and exiting the house is to be by the West Street door only. The use of the Maumee St. entrance will be for an emergency exit or for house maintenance only.
8. Theft results in immediate eviction and/or prosecution. Rooms are not to be locked. Residents may have personal security containers at their own expense. **FOUR COUNTY TRANSITIONAL LIVING, INC.** assumes no responsibility for any personal items or for theft of any such items.
9. Each man is required to perform household duties and maintenance work whenever asked to do so. This is in addition to his regular weekly detail.
10. Each resident will obtain employment, 1st or 3rd shift only. Failure to obtain employment without good cause will result in eviction. Residents on existing disability or retirement volunteer time will be required.

11. Each resident will maintain acceptable personal hygiene and be fully clothed in proper attire in public areas. (THIS INCLUDES NO BARE FEET). Residents are expected to keep their own area in a high state of cleanliness. Bed linens are to be changed weekly.
12. There will be no fraternization between residents of any recovery house, this includes the opposite sex or sexually orientation.
 - a) Female residents may attend 12 step meetings at 4CTL; however females must leave the premises within 30 minutes after the meeting end.
 - b) Residents of 4CTL have no reason to be alone with anyone of the opposite sex while living at 4CTL. **This includes vehicles.**
 - c) No sexual activity is allowed on the property or fraternizing.
13. Each resident will show "Respect" for other house residents. All electronics are to be off at 11pm daily. (Please use earphones). Only one television in the house is permitted and hours are posted turn off when not in use.
14. **Any guest including direct family members are not allowed in any sleeping area.** No minor guest other than immediate family members are allowed inside 4CTL. Visitations will not exceed two hours daily.
15. No gambling of any kind is permitted on the property.
16. Smoking is permitted in **outdoor designated areas only.**
17. Calls are to be limited to ten (10) minutes; please post telephone messages for other residents. No calls after 11pm, emergency calls only are permitted.
18. You may prepare meals for yourself as well as other residents. All food is to be consumed in the dining area only, no food or candy in living room. The supper meal is prepared and provided Monday thru Friday. You may prepare other meals yourself. CLEAN UP AFTER YOURSELF AND HELP KEEP KITCHEN CLEAN AT ALL TIMES.
19. **FOUR COUNTY TRANSITIONAL LIVING INC.** reserves the right to notify any referring agency, i.e. court, employer, family, friends, etc., should any resident be asked to leave the facility for violations of House Rules.
20. Personal items left more than fourteen (14) days after departure become house property. All financial obligations must be satisfied before you can pick up such items.
21. Only the House Director may grant re-admission. Outstanding rent obligations must be satisfied. Alcohol/drug testing, at your expense, is required for re-admission and thirty (30) days clean and sober is mandatory any deviation must be approved by the house director.
22. The House Director and/or Staff are directly responsible for enforcement of the above rules and will exercise judgment and discretion at all times when in charge. Non-compliance with House Rules or Insubordination there of will result in eviction without exception.

I HAVE READ AND UNDERSTAND THE HOUSE RULES AS STATED ABOVE AND AGREE TO COMPLY AS A CONDITION OF MY ADMITTANCE.

Applicant's Signature

Date

Director's Signature

Date

Violation of a House Rule is subject to loss of privileges or expulsion. Revised 1/1/2015 Supersedes all previous rules.