

MENDING HEARTS



Restoring Women, Reclaiming Lives

House Rules

___ 1. No use and/or possession of alcohol, drugs or any mood altering chemicals are allowed including prescription narcotics. Violation will result in immediate discharge. No refunds.

___ 2. Residents agree to comply with any recommendations that we feel will be helpful to your recovery.

___ 3. Residents agree to attend five (5) meetings a week. Failures will result in ten (10) meetings the next week. The weekly meeting sheet is due at the house meeting

___ 4. Residents agree to obtain a sponsor within two (2) weeks admission.

___ 5. Residents agree to join a home group.

___ 6. Residents agree to take a drug and alcohol test when requested. Failure to do so will result in discharge.

___ 7. NO men or mates are allowed on property at any time for any reason. (Including driveways).

___ 8. No visitors are allowed without prior approval of the staff. No overnight guest. Visiting in vehicles is not allowed. No exceptions!! Visitors are only allowed in meeting room.

___ 9. All activities are quieted by midnight so as not to interfere with other residents' sleep. This will be monitored when performing curfew checks.

___ 10. Residents agree to abide by the following curfews:

➤ Sunday through Thursday: 10:30 PM

➤ Friday and Saturday: 11:30 PM

After ninety (90) days curfews are extended for one hour. And are eligible for two (2) overnight passes. These passes must be placed in writing and turned in one (1) week prior to the date of the pass.

___ 11. Residents agree to either gain full-time employment, attend school or IOP within two (2) weeks of admission.

___ 12. Residents agree to attend community meetings.

___ 13. Residents agree to be responsible for their own hygiene and appearance, no night clothes are to be worn outside at any time.

____ 14. No physical or verbal threats will be tolerated. Any such instance will result in discharge. The same applies to stealing.

____ 15. Smoking is permitted in designated smoke areas (No smoking in the house or on the porches).

____ 16. Residents agree to sign in and out so staff can reach you in case of an emergency.

____ 17. No pets allowed.

____ 18. Resident rooms are to be neat and orderly. Beds are to be made at all times. Chores and personal belongings are to be put in order before 7:00a.m.

____ 19. Residents who do not keep their living space clean or do their chores in a timely manner are subject to being fined for each day they do not meet these responsibilities.

____ 20. The average stay is ninety (90) days to two (2) years. We require a commitment unless other arrangements have been made prior to admission. To remain in good standing with the program a one-week notice is required before moving.

____ 21. Each resident agrees to pay upon admission a non-refundable \$215.00. For a period of sixty (60) to ninety (90) days each client owes \$245.00. Supportive funding assists clients with the \$140.00 housing fee leaving the \$115.00 administrative fee weekly.

____ 22. Residents are not allowed to sleep during daytime hours (Unless you work night shift) Must have prior approval from staff.

____ 23. For the first (72) hours, new residents are not permitted to leave the property. If residents are going to and from work during the three (3) day restriction, they must make arrangements in advance with the Mending Hearts management staff. Ask staff which level you are at.

____ 24. Mail is handed out by the office. Outgoing mail can be put in the box at the office. All mail must be addressed to 4302 Albion St. 37209. No mail will be held after departure. You must complete a change of address.

____ 25. A resident phone is available. Residents are asked to be respectful with the phone by limiting their calls to fifteen (15) minutes.(15) on (15) off.

____ 26. There is a television available. No TV's are allowed in any residents rooms. Residents are asked to monitor the types of programs they watch (no drug related programs). The house abides by a standard of no pornography and on loud music. Unless you are in Phase (3).

____ 27. All residents have (24) hours to pick up their belongings, items that are left behind become the property of Mending Hearts.

____28. If you are not employed you will have be off property for job search at 8:00 a.m. until 4:00 p.m.

____29. You are to attend all mandatory night groups.

____30. No more second shift employment. You will only be able to work second shift if you were already employed when you arrived at Mending Hearts inc.Or if you are in phase (2) OR (3).

____31. Everyone is to be in meditation unless you work after mid-night (Let contact monitor know.

____32. Any comments, questions or concerns should go through the box.

____33. All appointment's go through the box first. Fill out an appointment request turn in to the box. Karen will return it back to you with your appointment.

____34. Crisis situations or emergencies go to the contact monitor first and she will help you. If contact monitor is not available, contact the office.

____35. If you work on Sundays you are allowed (1) day off during the week, you do not have attend any groups. (You are responsible for your chore.

____36. After morning group if you are under (90) days you are required to be off property by at 8:00 a.m. for job search.

____37. The office is closed on Tuesdays.

____38. People who are behind on fees must turn in a copy of check stub or a copy of your paycheck until all fees are current.

____39. To catch the bus you will need to go up-hill instead of down-hill.

____40. If you leave meeting early or come late it will not count as a meeting.

____41. If you disturb meeting or cross talk you will be ask to leave meeting and it will not count as a meeting.

____42. No one is allowed in any other apt. or bedroom but your own.

____43. Wash your own bed clothes on your wash day.

____44. Wash day's Apt. (1) is Mon. (2) is Tues. (3) is Wed. (6) is Fri.

____45. If you do not want to take a message if someone in your house do not answer the phone. People are waiting on jobs and assistance.

_____46. **NO LAYING ON THE COUCH NO BLANKET'S OR PILLOW'S AT ANY TIME**

_____47. Doctor excuse's will no longer excuse you from group unless you have had surgery or similar. Must be approved by staff.

_____48. If you are not employed you will be responsible for (1) hour of community service a day starting at 4:00p.m. Monday-Thursday and Saturday.

_____49. On Saturday every week is major clean-up day if you are not at work it has to be done Saturday, if you are working your clean up will have to be done properly by Sunday night.

_____50. I understand that Mending Hearts Inc.will be payee over my food stamps. If you are not eligible for food stamps, you will be responsible to pay 65.00 dollars to the office for house food.

_____51.If you are paying monthly you will be required to pay 560.00 the first month and 460.00 every month after.

_____52. Until employed you will be on entry level and will be required to fill out a job log weekly.

_____53.If you are on entry level for not paying your fees you will not be allowed visitors.

_____54.You are not allowed to possess any medications, but your own.

_____55. No cell phone's are allowed in the meeting room.

_____56. You are responsible for your medication check with your pharmacy. If you have a positive drug result you will be given the opportunity to prove that you have not taken a narcotic. You will have to pay a non-refundable \$50.00 for your test to be sent to the lab. If you are not able to pay the \$50.00 for your test to be sent to the lab. You will be discharged from the program and will have to move out (without notice immediately due to having a positive drug result, and under the guidelines of a positive drug screen all money is non-refundable.

_____57. Fees are due every Friday you will be given a grace period until Monday at 5:00p.m. to have your fees paid or you will be given a two dollar a day late fee.

_____58. No one is allowed to move any furniture without staff permission.

ve any furniture without staff permission.

_____59. You are not allowed to move without staff permission.

I _____ have read and initialed all of the rules above and agree to commit at least (90) days at Mending Hearts inc.

Probation or Parole officer

Name: _____

Phone: _____

Address: _____

Fax: _____