

MORaine HOUSE RULES AND REGULATIONS

OFFENSES RESULTING IN AUTOMATIC TERMINATION

Unauthorized overnight: Residents are not allowed to stay out overnight without proper authorization from the house director.

Fighting: Any fighting of a physical nature is prohibited.

Weapons: Knives and/or any other weapons of a threatening nature are prohibited.

Theft: Any theft of Moraine House property or another resident's property.

Gambling: Gambling on Moraine House property is prohibited.

Falsification: Falsification of any Moraine House document or any statement to Moraine House officers. Any resident caught signing the log for another resident will result in the termination of both residents.

Smoking in bed: All residents are to observe the state fire marshals regulation of not smoking in bed, smoking in any undesignated area, or smoking in any bathroom.

Warrants/arrest or incarceration: Failure to provide at intake knowledge of any outstanding warrants, or arrest for any reason and any amount of time while a resident.

Drinking/Drugging: The use or possession of alcohol or any other mind or mood altering substance at any time is prohibited.

Urine Samples: Failure to provide a urinalysis sample and/or breathalyzer test upon request by staff members.

Results of urinalysis: Positive results from any urinalysis and or breath testing by a staff member.

Rent: Unwillingness to assume financial responsibility for rent and/or fees.

Probation: Failure to provide staff with information and conditions of probation during intake or if placed on it while a resident.

Destruction of property: Willful destruction of Moraine House property or any other residents' property.

MORAINES HOUSE RULES AND REGULATIONS

GENERAL CONDUCT

Rules and regulations are the view of the Moraine House committee and are enforced by the director and assistant director on duty. Rules and regulations may be amended or updated as needed. It is the responsibility of the resident to adhere to and understand the rules and regulations. It is also the responsibility of each resident to inform staff of any situation beyond the residents' control that could cause an infraction of these rules.

The Moraine House staff will not beg or plead with any resident to follow the rules and regulations. We will only ask one time that a task be done or a rule followed. Insubordination will not be tolerated. If this appears to be too much to ask, we will assist any resident in making other living arrangements. Repetitive rule violations will not be tolerated, and are grounds for immediate dismissal. There are no exceptions.

EVALUATIONS

Every Thursday the screening committee evaluates each resident concerning his stay at Moraine House. A tally is kept concerning any demerits given. Any four (4) demerits given in a thirty-day period is cause for termination of the resident within twenty-four (24) hours upon approval of the house committee. Automatic termination offenses are immediate. The director or his assistants can issue demerits. An infraction of any rule must be reported to the staff. If the resident feels the demerit was issued unfairly and without merit he can present his case to the house committee.

RENT AND FEES

Rent is \$120.00, \$130.00, \$140.00 or \$150.00 per week. The actual amount will be determined by the director at the time of intake and will be based on the current earnings rate. Rent is due no later than 10:00 am Saturday. Rent will be prorated at intake only if entering the house once the week has begun. A non-refundable, non-transferable screening fee is due prior to the screening appointment for admission into Moraine House. The fee is \$35.00; and may be paid by cash, local check or money order, payable to "Moraine House Inc". Residents are responsible for all program fees associated with their stay at Moraine House. Refunds will not be issued at the time of discharge. Any refund due will be submitted to the treasurer and the treasurer will issue a check. Termination for any reason once the week has begun will result in the forfeiture of all fees paid for that week. Refunds of fees will only be made for any weeks paid in advance.

LENGTH OF STAY

The normal term of residency is 180 days; Residency beyond 180 days is based on the resident's special circumstances, and the availability of space. For the first seventy-two (72) hours in the house there are no visitors allowed with the exception of an approved sponsor. Within the first seven days of residency, an essay, consisting of at least 100 words will be written and handed into the house director, relating how this experience (coming into the house) has effected your personal growth.

SPONSOR

A resident is required to have an approved, local, active AA or NA sponsor within two weeks, or termination of stay will be effected. All conversations with your sponsor are confidential. Staff will not be concerned with what you talked about, only in the fact that you talked. If you cannot get along with your sponsor, and need to change, you may do so. You must provide staff with your sponsor's name.

WEEKEND PASSES

Resident may not leave the Moraine House Saturday morning until after 12:00 noon except to go to work. All passes will begin on Saturday after 12:00 noon and after the big chore has been completed and inspected. Passes will end at 8:00 pm Sunday. To be eligible for a pass, a resident must have thirty days of residency at Moraine House by the Thursday prior to the day of the pass. If a resident is working any shift on a Saturday, he must return from work before signing out on pass. Resident's passes are a privilege, not a right. Passes depend upon your actions during the preceding week and your plans for the pass. When signing out on pass a phone/contact number must be given to staff, failure to provide a number may result in the pass being withdrawn. Residents who have been granted passes are encouraged to use them; however, residents who choose to remain at Moraine House will adhere to all house rules and regulations including curfew and chores.

DOCTORS

A resident should have his own doctor and dentist or be willing to accept one referred by Moraine House should the need arise.

PROBLEMS

If any type of problem arises concerning you and another resident or anything concerning Moraine House, It is the responsibility of the resident to bring it to the attention of the house director.

PROGRAM CONDUCT

Residents are not to make any "twelfth-step calls ". Residents are not to fraternize or socialize where alcohol and/or drugs are being served or used. Residents are not to enter bars or liquor stores at anytime, for any reason.

OVERNIGHT EMERGENCY

If a resident must leave on an overnight emergency, the resident must leave an address and phone number with the house director where he can be reached.

DATING

If you are in a relationship upon entry to Moraine House, it may continue, as long as it does not interfere with your treatment. If you are not in a relationship at the time of admission, you may not enter a relationship at any time during your residency.

VISITORS

Visiting hours are from 11:00 am to 10:00 pm. Guests are allowed in by resident's invitation only. Guests are not allowed in resident's rooms for any reason. Guests will be asked to leave

during meal times and house functions and groups. No visiting of a romantic nature is allowed. Grounds for suspension of visiting privileges are:

1. Visitors appear to be under the influence of drugs and/or alcohol.
2. Visitor is suspected of giving alcohol or drugs to residents.
3. Visitors behavior is disruptive to the resident, staff or other residents.

Items brought into the house for residents from visitors are subject to inspection by staff. Visitors will need to leave the Moraine House property by 10:00 pm.

4 Demerits each infraction for romantic visitation

1 Demerit each infraction of visiting hours

BEING IN OTHER RESIDENTS ROOMS

Residents are not permitted in other resident's rooms for any unauthorized reason.

3 Demerits for each infraction

MEDICATIONS

Any medication in your possession, prescription or otherwise, must be turned over to the house director upon arrival.

3 Demerits for each infraction

APPOINTMENTS

All appointments must be listed on the appointment form in the daily logbook. Missing appointments without notification is not allowed.

3 Demerits for each infraction

REQUIRED GROUPS

All residents are required to attend the Tuesday night Back to Basics/Recovery Dynamics group, Wednesday night Relapse Prevention group, Wednesday night resident AA/NA in-house meeting and to appear before the screening committee on Thursday night. **There are no exceptions to attendance at these groups.**

3 Demerits for missing group

1 Demerit if late to group

CURFEW

Curfew hours are **10:45 pm Sunday through Thursday and 11:45 pm Friday and Saturday**. Lights out will be 1/2 hour after curfew; lights out includes radios and all electrical supplies. Residents are required to be in bed at this time, not preparing for bed. Residents are not to leave the house after curfew and before morning meditation except to go to work. Residents may not leave the house before 12:00 pm on Saturday except to go to work. Residents on pass may return after curfew for explainable emergency circumstances only.

3 Demerits for leaving after curfew, 1 Demerit for being late for curfew

1 Demerit for the entire room for lights out violation

REQUIRED AA/NA MEETINGS

A resident is required to make a minimum of three (3) in-house meetings per week. Verification of attendance sheets must be signed for each meeting, and turned in at the time of your progress report.

1 Demerit for each infraction

HOUSEHOLD DUTIES

A resident will be assigned household duties, and will be expected to 1) DO THEM EACH AND EVERY DAY 2) HAVE THE CHORE INSPECTED AND SIGNED OFF. When more than one resident is assigned to a chore, all residents are liable for the completion of the chore.

1 Demerit for each infraction

FRONT OFFICE

If the Director is busy with someone in the office do not disturb him unless it is an emergency.

1 Demerit for each infraction

PERSONAL APPEARANCE & DRESS CODE

A resident is to keep his personal appearance neat and be dressed in normal street attire throughout the waking hours. Shirts with drug, alcohol, or bar advertising or any demeaning slogans are not permitted. Hats, or other forms of head wear, are not to be worn inside the house. Personal hygiene is expected, and if necessary, it will be addressed by staff.

1 Demerit for each infraction

ELECTRICITY & TELEVISION

Residents are to turn off all lights, fans, radios, water and appliances when finished using them or when leaving a room for an extended period of time. Watching television is only allowed between 6:00 pm and curfew Monday thru Friday, and between the end of morning meditation and curfew Saturday and Sunday. Recovery and step tapes may be viewed during the day with permission from the house director. Watching television is not allowed while AA/NA meetings are being held in the basement. Residents are not permitted personal televisions in their rooms.

1 Demerit for each infraction

MEALS

Residents are to prepare their own breakfast and lunch from set menu items. A family style sit down dinner will be served; all residents are required to sign up and eat dinner unless the house director has approved other arrangements. Signing up for a meal and not showing up will result in a demerit. No food is to be taken out of the kitchen or dining area. Food and/or snacks are not permitted in resident's rooms. Residents will be required to clean up after themselves.

1 Demerit for each infraction

WAKE-UP/SLEEPING

Residents are to be awake and downstairs by 7:00 am Monday through Saturday and 8:00am Sunday for the start of morning meditation. Residents must be dressed in normal street attire, not in the clothes you slept in. Sleeping during the day is not allowed unless approved by staff on duty.

1 Demerit for each infraction

PHONE CALLS, BEEPERS AND CELL PHONES

The payphone number will be given to you upon admission to Moraine House. There is a 15-minute limit per call. If you have an emergency situation have friends and relatives direct the call to the office. No phone calls will be allowed after curfew and before morning meditation, except in regards to work. Tell those who would be calling for you, the times not to call. The cost of the payphone is \$0.50. Residents are not allowed to have, or use beepers or cell phones, unless it is required for your job. A written and verified statement from your employer will be required. Failure to provide a letter will result in the devices being confiscated, until a letter is produced or termination of residency; whichever comes first.

1 Demerit for each infraction or Confiscation of the device

LAUNDRY AND SHOWERS

Residents are responsible for their own laundry. The washer and dryer are not to be used before 9:00 am or after curfew, or during any group or meeting. Laundry is not to be left unattended, and machines are to be cleaned after every use. The last load may start at 9:00 pm Sunday thru Thursday and 10:00 pm Friday and Saturday. House issued sheets and towels must be washed weekly. The laundry machines and basement shower are not to be used from 10:00 am to 11:30 am when morning meetings are scheduled or from 8:00 pm to 9:30 pm when evening meetings are scheduled. Residents are expected to exercise common courtesy with regard to duration of bathroom use and maintaining the cleanliness of the bathrooms.

1 Demerit for each infraction

FRONT AND BACK DOORS

The front door is to remain locked at all times. Residents are not permitted to answer the front door for any reason. Residents are to use the back door only, to enter and exit the house.

1 Demerit for each infraction

ROOM and COMMON AREA INSPECTIONS

Residents must make their bed by 9:00 am. They must keep their rooms neat and clean. Residents are **not** permitted to hang anything on the walls. Never use nails or tacks on the walls or ceilings. The staff at their discretion will make daily inspections. If it is deemed that there is an infraction of the rules as a whole, or the house is found to be dirty, **ALL** weekend passes will be suspended.

1 Demerit for the entire room or suspension of all weekend passes

PROGRESS REPORTS

Residents will make themselves available to the House Director on their appointed day to do their progress report. Residents are to bring their Meeting verification sheets and their signed sponsor sheets and turn them in at the time of the report.

1 Demerit for each missing sheet or

1 Demerit for missing progress report