



House Rules

1. Each participant must enter into a house level agreement (House Rules) that sets forth the specific requirements necessary to remain in the program.
 - a) Failure to abide by the terms of our house rules and protocols including but not limited to: Signature Recovery Program Protocol, Good Neighbor Policy, Confidentiality Agreement, and Transportation Policy may result in immediate dismissal from the program.
 - b) If your situation changes, your house rules may be modified accordingly.
 - c) Hearthstone Houses has sole discretion in determining whether a participant has violated the terms of his/her House Rules Agreement.
2. All participants must maintain an active program of recovery and abstinence.
 - a) Specific requirements will be defined and submitted by each participant on their **Weekly Schedule** every Saturday for the upcoming week.
 - b) Any use of prohibited substances, on or off Hearthstone Houses premises, may constitute grounds for immediate dismissal from the program.
3. Keep a safe, peaceful environment
 - a) Absolutely no weapons are allowed on Hearthstone Houses property.
 - b) Participants are not to open any windows or blinds; move any furniture; or hang anything on the walls.
 - c) Courtesy and consideration will be shown regarding the use of TV, radio/ stereo, and personal communication, or technological devices.
 - d) **Headphones or earbuds must be used when using personal devices such as cell phones, laptops or tablets, in common areas.**
4. Quiet time hours are 9 p.m. to 7:00 a.m.
 - Quiet time is defined as T.V.s and radios turned off in the common area.
 - Personal devices may be used during quiet time only if:
 - Headphones are to be used or volume is turned off in common areas.
 - Volume is kept at a level that cannot be heard outside of participant's bedrooms.
5. Be respectful of others' work and sleep schedules.
6. Curfew is 9:00 PM each day; approved exceptions will be set forth for approval by the client each week when submitting the Weekly Schedule.

7. Any comments, attitudes, harassment and/or behaviors that are derogatory towards any group or individual including but not limited to: race, religion, and/or sexual orientation are not acceptable in any context or circumstances at any time and are grounds for dismissal from Hearthstone Houses.
8. Any behavior that constitutes bullying as determined by Hearthstone Houses staff is grounds for immediate dismissal from Hearthstone Houses.
 - a) Bullying includes, but is not limited to, behaviors that have the impact of belittling, insulting, intimidating, or harassing the person at which they are directed.
 - b) Bullying includes verbal and non-verbal behaviors.
 - c) Hearthstone Houses has sole discretion to determine if a behavior constitutes bullying.
9. Work/Volunteer/School
 - a) Each participant has requirements for attending work, volunteer activities, or school, as set forth in his/her SRP.
 - b) If participant's work or school situation changes, you must immediately notify management.
10. Staying Out (Sleeping Elsewhere)
 - a) Overnight Leave Request forms must be completed and submitted for approval with **Weekly Schedule**.
 - b) If, due to unforeseen circumstances, participant must remain out overnight, participant must immediately notify Management.
11. All residents of the house will be accountable as to their whereabouts.
 - a) Your Weekly Schedule will set forth participant's expected daily whereabouts.
 - b) If participant's circumstances change or you require an exception, permission must be obtained to deviate from the Weekly Schedule.
12. House Meetings
 - a) Participants must attend weekly House Meetings as scheduled.
13. Upkeep and cleaning of premises
 - a) All Hearthstone Houses participants are expected to keep the house clean and neat.
 - b) Weekly cleaning and chores will be assigned and must be completed.
 - c) Personal items may be used in common areas but must be stored in personal areas.
 - d) Keep personal space clean, tidy, and presentable **at all times**.
 - e) Dishes are to be rinsed and placed in the dishwasher; they are not to be left in the sink. Any participant not meeting this expectation may be dismissed.
 - f) Please help keep OUR house tidy, inside and out.
14. Smoking (includes Vaping)
 - a) Absolutely no smoking is allowed inside any Hearthstone Houses property.
 - b) All smoking shall be done outside, in designated areas only, and cigarette butts disposed of properly.
 - c) In the State of Texas, it is illegal to possess or use Tobacco/Nicotine products under the age of 21.

15. Food

- a) **Do not eat other people's food.** Label the food, if necessary, when stored in the pantry or refrigerator.
- b) Clean up after yourself when using the kitchen. Keep it organized and tidy.
- c) **DO NOT EAT IN BEDROOMS.**

16. Medications

- a) Management must be informed of all medications that participants are prescribed. Written confirmation from a recovery informed doctor is required for all new medication.
- b) Medications shall be kept with personal belongings or in the house locker.
- c) Medications are to be utilized "As Prescribed". Failure to follow "As Prescribed" policy with medications will result in dismissal of participant from the program.
- d) Any abuse of over-the-counter medications will result in dismissal of participant from the program.
- e) Management must be informed of any needs to bring any addictive/pain medicine into the house before such medicine is brought into the house.

17. Animals/Pets are prohibited on premises.

18. Gambling is prohibited on premises.

19. Sex is prohibited on premises.

- a) Any internet sex, browsing of internet sex sites, pornography, "sexting," or any such other behavior or material is strictly prohibited.

20. Personal Space/Property

- a) Respect others' personal space/boundaries and personal property.
- b) Do not go into others' rooms without their permission.
- c) Do not borrow others' possessions without their permission.
- d) Do not loan money to or borrow money from other residents. This leads to problems.
- e) Do not loan cars.

21. House Guests

- a) No guests at the house, including children, parents and siblings, outside of scheduled family meeting times.
- b) Family meeting times will be determined by Hearthstone Houses Management.

22. Failure to abide by Hearthstone Houses Rules

- i. Failure to abide by the above rules may result in revocation of certain privileges or may result in immediate dismissal from the program.

- II. Hearthstone Houses retains sole discretion to determine the appropriate consequences for violations of Hearthstone Houses rules.
- III. Upon departure, participant must leave their room in the same or better condition than they found it when moving in. Participant must turn in their house key and medication box to Management. Personal items will be held no more than 72 hrs.

I have read and understand the Hearthstone Houses Rules and Chores Addendum. I agree to abide by such rules. I understand that Hearthstone Houses retains the right to create additional rules as needed. I agree to abide by any such future rules. I understand that failure to abide by these rules may result in sanctions, including immediate dismissal from the Program. I further understand that Hearthstone Houses has full discretion to determine the appropriate consequences for violations of these rules.

Signature of Program Participant:

Date: _____

House Rules

CHORES DETAIL ADDENDUM

The house must be always kept in a presentable state.

Personal Areas

Personal areas must be always kept clean and tidy. Members' beds will be made when not in use.

All laundry must be folded, hung, stored, or in a laundry basket.

Members are responsible for dusting their own personal area.

Personal areas will be checked daily by the Resident Assistant.

Members are expected to mindfully hold each other accountable.

House Chores - leave it better than you found it! Everyone is responsible for cleaning their own mess.

1. Kitchen:

All dishes, cooking utensils, supplies, etc. used by a member will be cleaned by that member.

Daily: Run/empty dishwasher; wipe down counters and appliances; empty trash; sanitize all door knobs and handles; sanitize sink and faucet; take out the garbage; and sweep and mop the floors.

Weekly: Deep clean microwave, coffee makers, oven, and refrigerator.

2. Common Area:

Daily: Wipe down and straighten all furniture and fixtures.

Weekly: Dust all furniture and fixtures; vacuum all upholstery and carpeted bedrooms; take trash to street on pick-up day.

3. Yard:

Daily: Pick up sticks and any trash in the yard; empty ashtrays.

Weekly: Water grass an extra cycle on Wednesdays during season.

4. Bathrooms:

Daily: Restock toilet paper, empty trash if needed, wipe down sink and mirror.

Weekly: Deep clean entire bathroom (scrub toilet, sink, tub, and shower; sweep and mop floor; empty trash; clean mirror).

5. Floors:

Daily: Sweep all hard surface floors.

Weekly: Sweep and mop all hard surface floors (using appropriate cleaner for each surface); vacuum area rugs; shake out/sweep mats.

6. Laundry Room:

Dryer lint trap is to be emptied BEFORE removing items from the dryer!

Daily: Sweep floor; wipe down machines, and empty trash.

Weekly: Sweep and mop floor; empty trash; and wipe down machines.

7. Refrigerator:

Daily: Any items for personal consumption must be labeled with your name and the food expiration date.

Weekly: Remove food* and deep clean refrigerators.

*Chore does not include throwing out spoiled food. Spoiled food is the responsibility of the member who owns it. Spoiled food left in the refrigerator is a kindness/mindfulness offense and should be reported by other members using the refrigerator.

Daily chores must be done before 9:00 pm. Weekly chores are to be done on Saturday or Sunday and must be completed no later than Noon Sunday. All chores will be inspected by the Resident Assistant or Management.

CONFLICTS

Conflicts are to be expected from time to time and learning to deal with conflict is part of recovery. All conflicts are expected to be brought to the Resident Assistant's attention immediately.

However, confrontations will not be tolerated. Physical confrontations will result in dismissal from the program.

REFUNDS

No Refunds will be issued to any resident.

Resident must provide 30-days-notice when planning to leave.

PROVISIONS

Each resident is provided a set of linens (mattress cover, sheets, pillows, and pillowcases) and a set of bath towels, hand towels, and washcloths. All linens and towels must be cleaned once per week.

Hearthstone Houses will also supply common use items such as cookware, dining ware, coffee and filters, cleaning products, toilet paper, trash bags, paper towels, hand soap, and laundry detergent.

Use of Hearthstone Houses' provisions for other than house use is considered stealing and is grounds for dismissal from the program.

Signature of Program Participant:

Date: _____