

RESIDENT RIGHTS & PRIVILEGES

EXPECTATIONS & FINANCIAL DISCLOSURE

(updated 11/24/2025)

Please **let us know your preferred pronouns**. We honor your preference.

Everyone is expected to interview with the Director when you are first housed.

POLICY: NO DRUG OR ALCOHOL USE OR SEEKING– INCLUDING MARIJUANA

1. When you arrive, you will have a baseline urinalysis drug test (UA). We frequently undertake a UA for the entire house. Copies of the prescription must be provided to the Director. Drug screens will be administered by the Director. The Director or any resident may request a random UA. Failure to take a UA when asked may lead to a housing exit.
2. **This is a clean and sober recovery supportive housing program. You must be clean and sober at all times; otherwise, immediate removal may result. Re-occurring Drug and Alcohol use may also lead to a housing exit.**
3. You are not allowed to use or possess alcohol, drugs, medications not prescribed to you, or drug paraphernalia.
4. **If you supply or give drugs or alcohol to another resident or are caught dealing drugs on or off property, we reserve the right to exit you immediately. (If exited, you may get your belongings within three days.)**
5. If you have a recurrence of use of drugs or alcohol, you must self-report immediately to the Director and your Case Specialist. Not disclosing promptly and completely places your housing at risk. You may return after 72 hours and test clean before re-entry.
6. If you use someone else's urine sample or synthetic urine (store bought) for your UA, you may be exited immediately.
7. If you are under the influence of drugs or alcohol or have substances in your UA, you may be removed from housing immediately to either a hospital treatment facility or the Department of Corrections. The Director may inspect in and around the bedroom, property or belongings at any time and within reason, to protect all residents.
8. The results of your housing UAs will be made available to the drug court staff.
9. The resident is responsible to pay for more than 1 UA test per incident. You will be charged \$10.00 per each UA, follow up UAs and lab fees, if any.
10. Rooms may be searched for drugs at any time.

MEDICATION

The Bread of Life Housing Foundation works with other agencies that provide housing, therapy and medication support for our clients. **If you are in a program, you are expected to follow the rules of the program.** If you are on medication that is prescribed by your physician or program, **you are expected to take your medication.**

1. **Only prescription drugs prescribed by your healthcare provider and approved by your Drug Court team are allowed.** No cough syrup or other over the counter medicines are allowed unless it is prescribed.
2. Any prescribed medication must be kept in a locked box with a copy of the prescription given to the Director and Drug Court.
3. You will be expected to follow Drug Court policies regarding prescription medication. If you receive a new prescription, make sure to report it to your Drug Court Case Manager, Treatment Provider and Director. .
4. Possession and misuse of medication prescribed or not prescribed to you is cause for an exit. **Bringing fentanyl into the house is cause for immediate termination and payment for a hazmat removal.**
5. Medications left behind upon exit will be held for 30 days and disposed of at a pharmacy's container.
6. If you provide illicit drugs or over the counter medications to any resident, that is a ground for termination of housing. The sale of illicit drugs on or off property is immediate cause for dismissal from housing. You will be asked to leave and may get your belongings within 30 days

CURFEW & OVERNIGHTS

11. **CURFEW:** Curfew is midnight on Friday and Saturday night. Curfew is 10 PM Sunday through Thursday night. No exceptions unless approved by the Director. Any activity (i.e. lights, TV, telephone conversation, etc.) that disturbs the other resident's ability to sleep is prohibited. Two negative reports will determine if the house is a good fit for you.
12. You will be asked to provide a work schedule to the Director. We enforce the curfew unless you have a check out slip from work.
13. NO CALL – NO SHOW for 48 hours may result in the loss of your room. **NOTE: DOC officers, Drug Court Therapists, fHARPS Peer Support and your counselor (not Director), are the only ones who can give permission to spend the night somewhere else.** The Director must be notified in **writing immediately** if you will be absent with approval from a Counselor or if you plan on being gone longer than 48 hours, with approval. **We check whether you have permission to be absent.**
14. Residents are authorized (6) days per month in overnight stays. An overnight stay is defined as not sleeping at the Bread of Life Residence. However, overnight stays will not be approved Sunday – Thursday. Exceptions will be submitted to the Director.

HOUSE MEETINGS

House meetings are mandatory. Signing in and out of the house is required.

SMOKING AND VAPING

The house is a smoke-free living environment. There is no smoking or vaping. Smoking is only allowed outside. Please clean up your smoking materials.

ROOM SEARCH

1. **Resident rooms are shared, and rooms do not have locked doors. There is no expectation of Privacy.** Putting a lock on your door will lead to termination of residency. This is a safety risk.
2. **There will be both scheduled and random room searches for all residents. Rooms may be searched for drugs and contraband at any time, as well as reported missing items. The Director and 1-2 witnesses will be present during the searches.**
3. **ROOM CARE:** Rooms must be kept orderly and clean. Beds should be made daily when not occupied. Dirty dishes should be removed daily and washed. Trash should be emptied daily.
4. Food may not be stored in rooms.
5. Rooms are shared rooms unless arrangements are made. If there is an open bed in your room, you are responsible for maintaining the bed. You may not use the spare bed, dresser, or closet.

HOUSE CARE

1. Immediately clean up any area you use (Kitchen, Bathroom, and Common area). **It is expected that you will thoroughly clean the bathroom after your use.** We provide bleach in the house for sanitizing surfaces.
2. Shared spaces and community areas are treated with courtesy, respect, cleanliness and sharing. Do not leave personal items in these areas after you have finished using them.
3. **ROOMS:** Rooms will be kept orderly and clean. Beds will be made daily. You may not change your room or house without written permission from DOC, Drug Court, your Program Manager and Director or Lead.
Trash from your rooms and bathrooms go directly to the dumpster.
4. **Rooms are shared, unless you are a Director.** If there is an open bed in your room, you are responsible for maintaining the bed. You may not use the spare bed, dresser, or closet.
5. **KITCHEN:** Do not leave dishes in the sink. Dirty dishes should be removed immediately after use and washed. Only food and recycled items are thrown in the kitchen trash can.
6. **TOILET:** Do not put anything into the toilet except toilet paper. Putting any other objects into the toilet may cause damage and will lead to an immediate exit. Thoroughly clean the bathroom after use.
7. **HOUSE CHORES:** You are expected to participate in house chores, and will be assigned weekly. **The chore list is in the kitchen.** If you cannot do your chore, you need to make arrangements with another resident to cover it for you. The house will be deep cleaned by residents every week. Chores will include thorough cleanup of common areas (kitchens, bathrooms, living room & patio). Each tenant is responsible for cleaning up after themselves and for participating in communal chores as assigned.

Failure to complete assigned chores can result to a dismissal.

8. **UTILITIES and GARBAGE:** Energy conservation is everyone's responsibility. Turn off lights, TV, radios, fans, etc, when not in use. Garbage must go out. It is up to everyone to make sure the cans/bins are in the curb on Sunday evening and ready for pick-up on Monday. **Recycling days will be posted at the entrance.**
9. **THE BREAD OF LIFE HOUSING staff will inspect the home each week and provide a report card.**
10. **PROPERTY DAMAGE:** If you intentionally damage the house, you will pay for the damage.
11. **CARS:** If you own a vehicle, it must be functioning and not in disrepair (leaking oil, smoking) and you must also have proof of license and insurance. Parking is first come first served. There is no assigned parking. If you damage someone's car or someone else damage's your car, it is your responsibility. We do not get involved.
12. The computer and printer are to remain in the common area. Responsible use is appreciated, and inappropriate sites are not acceptable. Save your files in a USB or on your personal space in the hard drive.

ANIMALS

1. We are not able to accommodate pets due to our communal nature and shared spaces.

PERSONAL POSSESSIONS

1. You are not allowed to possess guns, knives, or other weapons. Possession of these items will be cause for an exit.
2. **THE BREAD OF LIFE HOUSING** is not responsible for your personal property.
3. You must identify any personal property with value of greater than \$50 to the Director.
4. If you borrow and loan it is at your own risk. **Residents are responsible for their own security and the security of their possessions.** Residents storing personal belongings in common areas store them at their own risk.
5. Stealing is cause for an exit. **Bringing stolen goods into the house is stealing.** Taking someone's medication is stealing. We will ask you to move out if you steal.
6. **FOOD: Taking someone else's food is stealing. You must ask permission about taking items in the refrigerator or food located elsewhere. We will have food donations for the entire house. Please be sure you understand if something is community food or personal food.**
7. **When you exit the house, you may not take house supplies, furniture, or anything that does not belong to you.** We will follow up immediately if something is missing.
8. **PROPERTY STORAGE:** Upon vacancy, treatment, AWOL status or arrest the Director and a witness will package the belongings & store them in a secure location. Any personal property

left more than 10 days will be considered abandoned and will be donated to charity or disposed of. If you make advance arrangements, storage may be available for up to 30 days. We do not have the ability to store property for more than 30 days. Please plan to have someone collect your items if you cannot do so.

GUESTS / SECURITY

No men or women who are not members of the house can be invited into the house. The security of your room and house depends on this house rule.

Since Residents are in transition for various reasons, **we will neither confirm nor deny that they live here.**

1. If you breach the safety of the house, or exit your residency, it will lead to a change in door codes.
2. If you give your entry code to someone else, or let someone in on your code, that is considered a breach of house safety and will be grounds for an exit.
3. **Guests are NOT allowed. NO overnight guests are allowed under any conditions.** NO persons under the age of 18 allowed anywhere on the property at any time, unless discussed with the Director and approved.
4. **No individuals who do not reside in the house are allowed on the property. However, we allow family members to tour your house on move in or at a pre-arranged time.**
5. Physical violence or threats of any kind will not be tolerated. Violence or threats by you or your approved guests will be cause for an immediate exit.

WAIVE OF LIABILITY

The Bread of Life Housing Foundation will not be liable for any injuries that occur inside the Recovery Residence, including resident's visitors and volunteers.

OTHER RESIDENTS

1. **Do not ask other residents for money.**
2. **You are not allowed to ask other residents to sign paperwork for the courts or any other group.**
3. If you have a conflict with anyone in the house, please ask the Director for support in helping to come to a resolution.
4. **NEW RESIDENTS:** We will not knowingly move someone into the house that has harmed you or provides stress to you. Please let us know if you have concerns about your safety or ability to live in a shared space with any of the residents based on prior history.

PRIVACY

1. Since some Residents are on Community Placement, the Department of Corrections will have full access to the premises. You must be polite to questions from DOC, whether you are on community placement or not. Telephone, in person or written DOC requests will be answered by any resident, honestly and with integrity.

2. Since residents are in transition for various reasons, if we do not have a Release of Information, we will neither confirm nor deny that you live here.
3. Social Media - The Bread of Life Housing Foundation is mindful of various Social Media Platforms. The confidentiality of our residents is of utmost importance. The privacy of the community we live in must be protected, as well.

DATA COLLECTION & RELEASE OF MEDICAL INFORMATION POLICY

Data collected by the staff on a resident’s information is for the regular review of the resident’s progress and quality of improvement. Information/ results collected may be shared or released to the family, court, doctor or agencies, as needed.

MOVING OUT PROCEDURE

Please provide the Director with a 30-day notice before your planned move-out date. Once the move-out date is agreed upon, ensure all belongings are removed, and the room is returned to its original state **by 5:00 pm** on that date. If you need an extension, submit a written request to the Director in advance.

If you are required to move out of the residence due to unsafe behavior (e.g., drug or alcohol use, violent behavior, theft), the Director will escort you to your room to gather your belongings. Arrangements for picking up any remaining belongings will be coordinated with the Director. Personal belongings left at the house three days after the agreed move-out date will be donated or discarded without compensation. You must also surrender the door code and safe key or combination at this time.

Breaching the safety of the house, such as, giving your code to someone else or letting someone in on your code will lead to a change in door codes and are grounds for termination.

START INITIAL SCREENING

_____.

I understand that cooperation and kindness are key values and will do my best to support the residents in the house. _____

I will immediately report mine or any resident’s use of alcohol or drugs to the Director. Failure to report will cause for termination or residency. _____

I have identified any personal property with value of greater the \$50 to the intake team. I understand the Bread of Life Housing Foundation is not responsible for my personal property.

I understand that if I have conflict with anyone, the Director, House Lead and owners will come to a resolution. We will work together as a team to resolve any conflict. _____

I understand that due to the nature of housing at this facility, Landlord-Tenant Laws do not apply.

I understand that I am required to attend a house meeting every other week. _____

By signing this agreement, you understand that when you breach the safety of the house, or exit your residency, it will lead to a change in door codes. If you give your entry code to someone else, or let someone in on your code, that is considered a breach of house safety and will be grounds for an exit.

Signed and understood. _____

Printed Name _____

Date. _____