



by Serenity Management

GUIDELINES FOR NEW BEGINNINGS HOUSE GUESTS

New Beginnings House is NOT a housing community; we are a recovery-oriented community. Our Philosophy is rooted in the 12 steps of recovery. We are here to encourage you through this life-saving, life-enriching process and to hold you accountable to the following rules and guidelines:

Violation of the following rules is grounds for immediate discharge from New Beginnings.

Please note that if you are mandated by parole, probation or court and you are discharged for any reason that the incident will be reported immediately to the supervising officer. We will also notify the person you list as relative.

No refunds are given under any circumstances.

Law enforcement, Parole/Probation officers are granted access to the house and information on all residents at anytime.

1. NO use of alcohol or any mind-altering and/or mood-changing drugs.
 - a. If you assist, or allow another guest to use (by not informing managers) you will be discharged by Serenity Management from New Beginnings House.
2. ALL doctor prescribed medication and over-the-counter drugs MUST be approved.
 - a. Applications must clearly state any and all medication a person is taking in order to determine whether a person is eligible to be a guest at New Beginnings House.
 - b. Serenity Management reserves the right to confirm ALL medical information with Doctors, Dentists, Hospitals, etc., before and during stay at New Beginnings House.
 - c. All guests must check with House Manager before taking any medication other than those listed on the approved medications list.
 - d. Guests may not use mouthwash, or any other product, unless it is alcohol-free. Any use of alcohol or drug **WILL** result in immediate discharge.

3. Guests must submit to urine drug screens and/or breath tests upon request.
 - a. Refusal to submit to a drug screen and/or breath test will be considered an admission of using.
 - b. Once asked for a urine sample, you **MUST** produce it within 1 hour and you may not leave the eyesight of manager until results are finished.
 - c. The results of the drug test will be considered final. If Guest insists test is incorrect then Guest will be taken immediately to ER for a drug test. The test will be at the expense of Guest and if positive the Guest will not be allowed to re-enter New Beginnings at any time.
 - d. If Serenity Management/Manager suspects you are using or drinking, a positive urine result is not required for discharge.

4. Guests are not allowed to go to any alcohol-serving or adult entertainment establishments while at New Beginnings House including, but not limited to bar, nightclubs or casinos. Any questionable establishment should be cleared with the house manager.

5. If a Guest relapses, he/she may be allowed back to New Beginnings House after two weeks, with care consideration by Management.
 - a. The blackout period for re-entry and/or length of Phase 1 and 2 may be lengthened by Management.

6. AA and/or NA meetings are required while a Guest of New Beginnings House. If Guest is employed, a minimum of 6 meetings per week are required, if unemployed, a minimum of 10 meetings per week are required.
 - a. Number of meetings is not negotiable. Treatment/outpatient, Celebrate Recovery, church, sponsor meetings, counseling, etc., do not count as meetings.
 - b. Guests are required to attend 3 mandatory meetings chose by Serenity Management. Guests then are free to attend AA/NA meetings of their choice.
 - c. Guests must participate in the program of AA/NA, which means getting a home-group, a sponsor, commitments, and actively taking the 12 steps.
 - d. Guests **must** have meeting cards signed by house manager or chairperson running the meeting, once the meeting has ended.
 - e. Proper meeting etiquette is required at all meetings. Cards will not be signed if Guest is not in seat before meeting opens, leaves before final closing, uses phone or is disruptive in any manner.

7. Each guest is expected to be self-supporting and must contribute financially to the running of the New Beginnings House. Payment of \$225 is due on the 1st and 15th of each month. If fee is not paid or is late, Guests may be placed on Financial Probation, which includes:
 - a. A modified Phase I.
 - b. Providing manager with pay stub and a written budget/financial plan.
 - c. At \$750 you are in the "danger zone" and depending upon the

situation/circumstances you may be asked to leave New Beginnings.

8. Each Guest is allowed the equivalent of 2 large suitcases.
 - a. Guests are responsible for keeping their personal areas neat and clean, including nightstands, dressers, closets, under their bed, etc.
 - b. A Guest's clothing and personal belongings must be stored neatly at all times. all rooms are subject to random inspection for cleanliness and contraband. This includes drawers, closets, etc. Please be mindful that limited space means limited belongings.
 - c. Photos, posters etc. must be placed on each person's billboard and are not allowed on walls.

9. Visitors:
 - a. No visitors of the opposite sex are allowed in the New Beginnings House.
 - b. Adult visitors are only allowed at the invitation of a Guest, must be approved by a manager and can only be in the common areas of the house.
 - c. All visitors, including sponsors, are allowed from 10 am and must leave by 10 pm.
 - d. No overnight visitor(s) are permitted in New Beginnings House.
 - e. Sponsors may meet with Guests in approved rooms.
 - f. No Guest or visitor is ever permitted in another person's bedroom.
 - g. If Guest has children ongoing visitation guidelines will be determined by management. All visits must be approved by the manager and must take place in the common area of New Beginnings House or outside.

10. No guest may date or have romantic relations with any other New Beginnings House Guest who lives in the same house.
 - a. If a Guest is on probation or parole, he/she must get written permission to spend one on one time with any individual, outside of New Beginnings House, who is also on probation/parole.

11. No stealing, fighting, or threats of physical violence.
 - a. Any derogatory slurs of any kind are not tolerated.
 - b. Absolutely no pornographic or racial hate materials allowed in New Beginnings House.
 - c. No paraphernalia or weapons are allowed in New Beginnings House property at any time.
 - d. There is ZERO tolerance of a Guest taking another Guest's food and a \$50 fine will be charged for all violations.

12. No participation or involvement in any illegal activities.
 - a. This includes being in the presence of illegal activities.

- b. Any and all incidents must be brought to the attention of Management immediately.
 - c. All interaction with law enforcement must be brought to the attention of Management immediately.
13. At New Beginnings House we practice the principle of being self-supporting, as such all Guests are required to work a minimum of 20 hours per week.
- a. Guests must supply Serenity Management with work schedules as well as the name of immediate supervisor, work phone number and address.
 - b. Curfew is not adjusted for work.
 - c. Unemployed Guests must submit at least, but not limited to, 2 application per day, during the week (Mon.-Fri.)
 - d. Upon approval, school or daily treatment may qualify as "work."
14. At New Beginnings House we believe in a lifestyle of service and "giving back," as such we have occasional mandatory volunteer opportunities in the community.
15. At New Beginnings House we believe in participating in recovery events, as such there a mandatory conferences per year.
- a. Registration fee, lodging and travel for these conference are paid for by Serenity Management.
 - b. Serenity Management will provide letters to residents for Probation Officers and employers, if needed, however it is the resident's responsibility to get any necessary paperwork completed for trips.
16. Guests are required to adhere to curfew.
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|-------------------|---------------------|
| Sun - Thursday | 11:00 pm |
| Friday - Saturday | 12:00 am (midnight) |
- a. **Adherence to curfew means signing in by times listed and remaining in house.**
 - b. Guests must call house manager if an emergency arises and they are going to be late.
 - c. If Guest is late a U/Z and Breathalyzer will be given and the cost of tests will be charged to the Guest and additional consequences result depending upon the circumstances.
17. Quiet time is at 10:00 pm during the week (Sunday - Thursday).
- a. Quiet time is defined as respect of others while sleeping. Guests may read or watch television after quest time provided that other Guests are not disturbed.
 - b. No use of washer and/or dryer after quiet time.
 - c. No cooking or coffee after 10 pm, however microwave may be used.
18. Mandatory Chores and Hygiene: Chores promote personal responsibility so paying or

asking someone else to do your chores is NOT permitted. Failure to have chores completed will result in possible reduction of Phases and/or various other consequences.

- a. Guests are required to have bed made, bedroom tidy and assigned chores completed before leaving the premises for the day or by 9:30 am at the latest.
- b. If Guest has to be AT work **before** 7:00 am, arrangements can be made to do your chores are work - however this **must** be approved by a manager.
- c. Guests are required to tend to personal hygiene on a daily basis, this includes a daily bath or shower.
- d. Bedding is to be washed every week and signed off on chart.
- e. Guests may not sleep on top of comforter, on the couch or floor.
- f. Deep Cleaning will be done monthly, on a Saturday or Sunday determined by managers. This includes a thorough cleaning of the entire house. Couches and chairs, etc. must be pulled out and cleaned behind. Ceiling fans, shelves, trim, appliances, etc. must be pulled out and cleaned behind. Ceiling fans, shelves, trim, appliances, etc. must be cleaned appropriately.
- g. No eating or drinking (other than water) is permitted in any area other than that designated for kitchen and dining. Food is not to be left on the counter. All food must be stored in refrigerator or cupboard.
- h. Washer and dryer may only be run from 8:00 am - 10:00 pm. Loads must be medium to full loads. If any laundry is left in the machines for longer than 30 minutes it is subject to confiscation.
- i. No Guest shall change assigned bed or rearrange furniture without permission from the manager. No one is to bring in any furniture, or hand anything on walls without approval from Serenity Management.

19. Guests are required to sign out when they leave from the house and sign in immediately upon returning to the house.

20. No Guest may borrow money from another Guest.

- a. No Guest who is on Phase 1 may use another Guest's or Visitor's phone.

21. All guests are responsible for their own medical condition.

- a. Serenity Management is not liable for any Guest or Visitor at any time.
- b. In case of emergency managers will notify the authorities and be as helpful as possible but will not be responsible for Guest's condition or emergency/medical treatment.
- c. Guests must inform management of all medical conditions and medical appointments in advance.
- d. All prescriptions must be approved by Manager and inspected before bringing them into the house.

22. All items left at New Beginnings House 30 days after leaving will be considered a donation.

At no time is Serenity Management responsible for a Guest or Visitor's belongings.

23. Serenity Management does not provide transportation as such Guests are responsible for their own transportation.
- a. No personal vehicles are to be driven without proving Serenity Management with proof of a valid license, registration and proof of insurance on the vehicle to be driven.
 - b. Guests are not allowed to lend their vehicle to any other Guests.
 - c. One vehicle per person is allowed on the property or street at New Beginnings House.
 - d. Vehicle must be in working condition or it will be towed at owner's expense.
 - e. Everyone with a vehicle is expected to be of service and help other Guests get to meetings; Guests needing rides should ask 24 hours in advance and are expected to be of service in other ways and/or pay for gas.
24. No Guest should disclose any information about another Guest or former Guest to anyone outside the community (except parole/probation/law enforcement).
25. After 90 days in the house and in Phase 3 with good standing (current on rent, employed, meeting attendance, chores, etc.) a Guest may be granted a 48 hour pass once every 30 days, or a 24 hour pass every 14 days.
- a. Guest must provide a written request by 5 pm before house meeting prior to the required pass.
 - b. Guest must provide time and date of departure from house, return date and time, name, address and phone number of planned location.
 - c. Guest will be subjected to a UA test upon return to the house.
26. No smoking in house at any time.
- a. Smoking is only permitted in the designated smoking areas.
 - b. No loitering (or sitting in cars) in front of house or in alley.
27. No TVs, space heaters, humidifiers, personal refrigerators, etc. are permitted.
- a. Do not touch thermostat at any time.
28. Serenity Management may implement other rules or regulations on an individual or the Community as it deems necessary, and reserves the right to use our interpretation of these rules.

PROBATION PERIOD

The probation period lasts for 30 days. It is divided into two phases.

PHASE I (first 14 days)

1. Guest is **not** allowed to leave premises without a senior house member (phase 2 or 3 Guest).
2. Guest must list person they are with on the sign-out board.
3. Guest must provide manager with official work schedule.
4. Guests will be allowed to report to work without being escorted and have 20 minutes grace period to go directly to work and directly return from work.
 - a. As circumstances warrant, the managers may make exceptions as they feel necessary. This is determined based on whether the request is a need or a want.
5. No visitors during Phase 1.
 - a. Serenity Management makes exceptions for guests with children.
 - b. All visits must be approved by the manager and must take place in the common area of New Beginnings House.
6. Until the day you start work, you are considered unemployed and must remain on job search. A minimum of 2 job applications per day must be completed until Guest is employed.
7. Cell phones must be turned into Manager and will be given to Guest for one hour per day, to be used in the common areas.
8. Guest must have a job, a Home Group, commitment at Home Group, a sponsor and a read the Big Book of Alcoholics Anonymous before moving on to Phase II.

PHASE II (14 - 30 days)

1. Phone will be returned to Guest.
2. Guest may leave New Beginnings House unescorted for 2 hour periods of time with approval of manager:
 - a. Full name, phone number of anyone (outside of house) Guest is with during 2 hours.
 - b. No New Beginnings Guest may spend time with anyone in active addiction/alcoholism.
3. Guests have 20 minutes grace period to get to work and return from work.
 - a. As circumstances warrant, Managers may make exceptions as they feel necessary. This is determined based on whether the request is a need or a want.
4. Guests must be in good standing on Phase II, fees paid, chores completed, regular meetings with sponsor, required attendance at AA/NA meetings before moving on to Phase III.

*** Management reserves the right to lengthen or place you back on Phase I or II at any time if deemed necessary for the sobriety and safety of the Guest or Guests of the house as a whole.**

SERENITY MANAGEMENT GUEST AGREEMENT

Please read the following, initial by each section and sign/date at the bottom.

The above listed rules were explained to me and I understand them.

I understand that I am a guest at New Beginnings House.

I agree to follow these rules during my stay at New Beginnings House.

I understand that my continued stay at New Beginnings House is contingent upon completion of my 30 day probationary period.

I understand that I must be able and capable to care for myself, comply with daily house requirements, and find employment without the need of supervision.

In consideration of the permission granted me to stay temporarily as a guest of Serenity Management, I promise and agree to observe and abide by all of the rules, regulations and requirements stated above and any further rules that the management may need to include for the smooth running of the facilities.

I promise and agree to peacefully leave the premises at any time that I drink any alcoholic beverages, use any mind altering chemicals, violation any of teh above-mentioned rules or whenever requested to do so by management.

I understand that I will be required to remain drug and alcohol free while a guest of Serenity Management.

I agree to submit to a urine and breath test at any time and that refusal will result in my immediate discharge, and agree to leave New Beginnings House if a positive result comes up.

I agree to waive and relinquish any and all claims and demands for damages which ay or might arise in any way and from any cause, whether from personal treatment or any patent/latent defect in the premises or other direct or implied negligence, regardless of the

nature and the occasion thereof.

I am not under the influence of any non-prescribed mind or mood altering substances at this time and I understand what I am doing.

I understand that Serenity Management is not responsible for me if I relapse and transportation from the house is my responsibility. I understand that Serenity Management will only take me to the homeless shelter upon relapse.

I agree to waive my right to any and all eviction procedures and will leave at Serenity Management's request.

(other conditions)

Signature:

Date:

Serenity Management:

Date: