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**Evergreen House Rules**

**“Welcome to Your Metamorphosis”**

**Our Calling: Caring for women in challenging circumstances, by providing a compassionate, safe, and reliable housing in superior locations to promote substance use disorder recovery and personal growth.**

**We have these rules because they are consistent with community placement and recovery practices.** **We believe in the healing power of community and teamwork. Please review carefully, as all residents will be expected to meet these expectations.**

**\_\_\_\_\_\_\_\_\_\_**

**Housing Provider / Operator**

**Mariana Prokop – 708-267-1887**

**PROGRAM PARTICIPATION AGREEMENT**

**POLICIES & EXPECTATIONS**

**LIVING IN EVERGREEN HOUSE**

1. Honesty and integrity are always expected at Evergreen. Our highest values are tranquility, cooperation, and personal safety.
2. You must abide by all the rules of the house and all laws.
3. Onboarding with the Housing Operator at move in. The Housing Operator will review each one of these rules with you. They will provide information about recovery support and assist you with other resources. The Housing Operator is your first call if you have a conflict or problem.
4. You are expected to have completed a formal recovery program and can document stability in a self-help group and meeting attendance. Development and adherence to your personal recovery program and working together on your recovery with house residents is essential. Weekly community meetings held at the Evergreen House on Wednesday evenings. Minimum of three recovery meetings required. At least two meetings in person and one may be virtual.
5. We are in contact with external agencies that can make recommendations for outside services. We believe that living in Evergreen House is an opportunity to expand and heal.
6. All rooms are shared. Evergreen reserves the right to move residents within the house at their sole discretion and at any time during a residents stay. It is not guaranteed to any resident that their original room or bed will remain their room or bed throughout their stay.
7. We are welcoming to LGBTQ+.

**FINANCIAL POLICIES**

1. WEEKLY FEE: $220
2. INTAKE FEE: $250 (non-refundable) due at move in.

The program fee includes a bed and utilities. A minimum twelve-week commitment is required. An initial payment of four weeks of program fees and an intake fee of $1130 is needed to move in. Payments can be made with cash, Zelle, Cash App, money order, bank transfer or personal check will be accepted. 3% transaction fee will be added to any credit card activity. The program fees are billed every four weeks. Payment is due upon receipt and up-front for the four weeks billed. Billing dates are determined on the move-in date. Payment provided to Housing Operator – Mariana Prokop. Late fee, after 3 days past due: $75

1. FINANCIAL INVOLVEMENT: Anyone associated with the house is prohibited from handling your finances. We will provide referrals to banks and financial education that is external to the housing.

**CURFEW & OVERNIGHTS**

1. CURFEW:9pm for the first 30 days. After 30 days curfew is 10pm Sunday through Thursday with lights out by 10:30pm, and 11pm on Friday and Saturday with lights out by midnight. No exceptions unless approved by the House Manager. Quiet hours shall be observed between 10:30pm and 9am on Sunday-Thursday, and 11pm to 9am on Friday and Saturday to ensure a peaceful living environment.
2. You will be asked to provide a work schedule to the house operator/manager. We enforce the curfew unless you have an approved schedule that requires hours beyond curfew.
3. OVERNIGHTS: Overnight sleeping at another location is permitted with approval after 30 days. When you return from the overnight, you will be required to complete a UA and breathalyzer (cost is $8 to the resident). Residents have 4 overnights per month. Not more than two overnights consecutively.
4. NO CALL – NO SHOW at housing for 48 hours may result in exit. Please contact your house manager if you plan on being gone longer than 48 hours with approval.

**SUBSTANCE USE AND GAMBLING**

NO DRUG USE OR ALCOHOL USE – INCLUDING MARIJUANA, THC and Kratom. This is a recovery supportive housing program. Re-occurring Drug and Alcohol use may lead to a housing exit.

1. You are not allowed to use or possess alcohol, drugs, medications not prescribed to you, or drug paraphernalia.
2. 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.)
3. If you have a recurrence of use of drugs or alcohol, you must self-report immediately to Evergreen’s Housing team and your drug court team. Not disclosing quickly and completely places your housing at risk.
4. You will have a baseline urinalysis drug test (UA) when you arrive. Random housing UA’s will be required. The house manager or any resident may request a random UA. Failure to take a UA when asked may lead to a housing exit. We frequently UA an entire house.
5. If you use someone else’s urine sample or synthetic (store bought) urine for your UA, you may be exited immediately.
6. If you are under the influence of drugs or alcohol or have substances in your UA, you may be removed from housing immediately.
7. The results of your housing UAs will be made available to drug court staff.
8. Gambling in any form is prohibited, both on and off the property.

**MEDICATION**

1. Only prescription drugs prescribed by your healthcare provider and approved by drug court team are allowed. No cough syrup unless it is prescribed.
2. Any prescribed medication must be kept in a locked box with a copy of the prescription given to Mariana Prokop and your case manager/treatment.
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 Evergreen, your case manager and your treatment provider.
4. Any change/discontinuing of medication must be communicated to Mariana Prokop.
5. Possession of medication not prescribed to you is cause for an exit.

**SMOKING**

Do not smoke or vape in your room or anywhere in the house. Smoking is only allowed outside. Please clean up your smoking materials.

**ROOMS**

1. There will be both scheduled and random room searches for all residents. Rooms and vehicles on Evergreen’s property may be searched for drugs or contraband at any time.
2. Rooms must be kept orderly and clean. Beds should be made daily when not occupied.
3. 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.
6. Residents may not enter other resident’s rooms.

**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 cleaners in the house for sanitizing surfaces.
2. 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.
3. HOUSE CHORES: You are expected to participate in house chores, and they 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). Each resident is responsible for cleaning up after themselves and for participating in communal chores as assigned. Sign off on completed chores.
4. UTILITIES and GARBAGE: Energy conservation is everyone’s responsibility. Turn lights and TV’s off when not in use and when leaving the home. Garbage must be put out on the curb on Sunday evenings to be picked up on Mondays. It is up to everyone to make sure the cans are on the curb.
5. Home cleanliness will be inspected weekly by Mariana or House Manager.
6. PROPERTY DAMAGE: If you intentionally damage the house, you will be financially responsible for the damage.
7. 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, registration and insurance. Parking is first come first served. There is no assigned parking. If you damage someone’s car or someone else damages your car, it is your responsibility.
8. The computer and printer are to remain in the common area.

**ANIMALS**

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 cause an exit.
2. Evergreen House is not responsible for your personal property.
3. You must identify any personal property with value of greater than $50 to the intake team.
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 the 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 about taking items in the refrigerator or food located elsewhere. We may have food donations for the entire house. Please be sure you understand if something is community food or personal food.
7. PROPERTY STORAGE: Any property left behind after moving out or abandoning your unit will be disposed of in 10 days if you do not make arrangements for it. If you make advanced 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 make arrangements to have someone collect your items if you cannot do so.

**GUESTS / SECURITY**

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 are allowed anywhere on the property at any time, unless discussed with the managers 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 cause an immediate exit.
6. RING Surveillance cameras placed in the living room, lower-level common space, kitchen area, outdoor front and back.

**OTHER RESIDENTS**

1. Do not ask other residents for money or to buy you things. Asking someone for money or things; asking others to buy something for you; giving/loaning someone money or buying something for them is not allowed.
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 house leader, the peer mentor and the house operator for support in helping to come to a resolution.
4. No sexual activity is allowed on the premises.
5. No sexual activity with any members of the Evergreen House.
6. NEW RESIDENTS: We will not knowingly move someone into the house that has harmed you or causes 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.
7. No gossip or talking about other residents.
8. No offensive or vulgar language use in common areas.
9. TV – no program that displays violence, strong language, crime, nudity, explicit sexual, graphic content, depictions of illegal substances, abuse.

**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.

**GOOD NEIGHBOR POLICY**

* Act like a good neighbor.
* Maintain the home as if it is your own.
* Minimize disruptions.
* Be mindful of noise and loud activity (no loud music; no use of speakerphone, phone conversations to be held privately, limit excessive noise). Use headphones to be mindful of phone activity.
* Be kind and considerate when talking to other residents.
* Do not use lewd or offensive language.
* No loitering or “hanging out” in groups.
* If lawn mowing is requested, begin after 8:00 am.
* Be respectful of the facility and personal property.
* Provide neighbors with Mariana Prokop’s cell number for any inquiries 708-267-1887
* Do not park cars on the lawn.
* No broken-down cars on property.
* No visitors on property unless pick up or drop off.

**CAUSES FOR EXIT**

REASONS FOR TERMINATION OF RESIDENCY

(Please initial where indicated)

Immediate termination of residency may result from any of the following behaviors:

1. Possession of guns, knives, and other weapons. x \_\_\_\_\_\_\_\_\_\_\_\_
2. Physical violence or threats of any kind. This includes threats made by your approved guests. x\_\_\_\_\_\_\_\_\_\_\_
3. Breaching the safety of the house, including giving your entry code to someone else or letting them in on your code. x \_\_\_\_\_\_\_\_\_\_\_
4. Use or possession of alcohol, drugs, medications not prescribed to you, or drug paraphernalia. x\_\_\_\_\_\_\_\_\_\_\_\_
5. Failure to report use of drugs or alcohol to Evergreen House team. x\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
6. Dealing drugs on or off the property. x\_\_\_\_\_\_\_\_\_\_\_\_
7. Abuse of over the counter or prescription medications. x\_\_\_\_\_\_\_\_\_\_\_
8. Possession of stolen goods or any theft. x\_\_\_\_\_\_\_\_\_\_\_\_\_
9. Non-residents on the property. Family may be allowed to visit with 24-hours’ notice. x\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
10. Violation of curfew. x \_\_\_\_\_\_\_\_\_\_\_\_\_
11. Violation of house rules. x\_\_\_\_\_\_\_\_\_\_\_\_\_\_
12. Having a messy room or food in your room consistently. x\_\_\_\_\_\_\_\_\_\_\_\_\_
13. Putting anything in the toilet except toilet paper. x \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
14. Damaging the house intentionally. x\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
15. Soliciting money from other residents. x\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
16. Non-payment of housing fees. x\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**RESIDENT TERMS AND CONDITIONS**

* This Program Participation Agreement is made between Evergreen Shared Housing, NFP and the undersigned resident for participation in the Sober Living Program. This is not a lease and does not create a landlord-tenant relationship. x\_\_\_\_\_\_\_\_\_\_\_\_
* I agree to always comply with the house rules and expectations. x \_\_\_\_\_\_\_\_\_\_\_\_
* I understand that I must follow through with Drug Court requirements, and expectations communicated by Evergreen House and Drug Court staff. x\_\_\_\_\_\_\_\_\_\_\_\_\_
* I understand that cooperation and kindness are key values and will do my best to support the residents in the house. x\_\_\_\_\_\_\_\_\_\_\_
* I will immediately report mine or any resident’s use of alcohol or drugs to the House Manager and Mariana Prokop. Failure to report will cause termination of residency. x\_\_\_\_\_\_\_\_\_\_\_\_\_
* I have identified any personal property with value of greater than $50 to the intake team. x\_\_\_\_\_\_
* I understand that Evergreen House is not responsible for my personal property. x\_\_\_\_\_\_\_\_\_\_
* I understand that if I have a conflict with anyone that the house leader, the peer mentor, and the management team will help come to a resolution. We will work together as a team to resolve any conflict. x\_\_\_\_\_\_\_\_\_\_\_\_
* I agree within the first 30 days to actively seek and obtain full-time employment. Employment hours may be substituted with volunteer hours, classes and outpatient treatment if approved by management. If I am unemployed, I am required to be out in the community between 10am-2pm on weekdays and/or weekend looking for employment. x\_\_\_\_\_\_\_\_\_\_\_\_
* I understand that House Rules and all other policies and procedures are subject to change. They will be periodically reviewed and updated by the management team to ensure their effectiveness and alignment with the goals of Evergreen Shared Housing. x\_\_\_\_\_\_\_\_\_\_\_\_

Print Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sign \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_