

GRACE & MERCY HOUSE RULES

1. No use and or possession of alcohol, drugs or any mood-altering chemicals and drug paraphernalia.
2. Residents agree to comply with any recommendations that staff feel will be helpful.
3. Residents agree to attend at least 7 AA or NA meetings a week for 30days, 4-6 meeting per week thereafter, and have a list at the community meeting
4. Residents must agree to obtain a sponsor within 30 days of admission.
5. Residents agree to join a home group within 30 days
6. No overnight guests permitted at any time.
7. All activities must be quieted by 11pm Sunday- Thursday and 1am Friday-Saturday, so as not to interfere with other residents' sleep. Everyone will be off the computer (This will be monitored by the manager during curfew check)
8. New Residents must
 - a). Abide by curfew of 10pm on weekdays & 11pm on weekends
 - b). attend 7meetings per week for 14 days
 - c). write a paper - "WHY AM I HERE?" - read at next community meeting
 - d). Get a phone list of Women at meeting and call at least one recovering addicts a day or if not a recovering addict call a positive woman/man.
9. Residents agree to abide by the following curfew:
 - New Residents: Sunday -Thursday 10pm; Friday & Saturday 11 pm
 - After 90 days: Sunday- Thursday 11 pm; Friday & Saturday 12:00 am
 - After 60 days these curfews may be extended at the discretion of staff)
 - After 90 days residents are eligible for a weekend pass. Residents will be drug tested upon return from pass. Passes are according to the phrase you are in (Phrase1- one pass, Phrase 2-two passes, Phrase 3-three passes, Phrase 4-four passes)

10. Residents agree to gain full-time/part-time employment or to attend school. If resident chooses to attend school, she must have viable means to meet her financial obligations to Grace & Mercy house.

11. NO visitors are allowed on the premises before 9am or after 9pm unless conducting Grace & Mercy house business.

12. Residents agree to attend all community meetings held once a week at the house. Unless excused by House Manager.

13. Residents agree to be responsible for their personal hygiene and the appearance of their rooms. Each resident will receive a particular area to be responsible for in the house at each community meeting. All beds must be made.

14. No physical or verbal threats will be tolerated. Any such instances will result in disciplinary action up to discharge.

15. Smoking is permitted in the designated areas (outside on the patio area). Residents agree to be considerate of non-smokers as well.

16. No eating/drinking in any area except the Kitchen & Dining room unless authorized by staff.

17. Residents agree to sign in and out so that staff can reach them in case of emergency. Place of employment phone numbers must be given to house manager.

18. Upon receiving second paycheck residents are required to open a savings account and save 10 per cent (10%) of each paycheck or the amount recommended by staff

19. Residents are allowed to have an operative vehicle, which must be registered, have proper license tags and insurance. Residents must have proper, valid driver's licenses to drive. Once you are in Phase 2 at the discretion of staff.

20. Residents who complete the program and has adhere to the rules of Grace & Mercy House and move out on good terms will receive a donation from Grace & Mercy House to assist with moving expenses.

21. Residents are may not be allowed to have cell phones until they have complete Phrase one (has made the required meetings, has a sponsor, a home group, employed, and are meeting their financial obligation to the house)

22. Women that work a 3rd shift job need to be out of bed & dressed by dinnertime. If you are scheduled to cook, you must have dinner prepared by 5pm.

23. Residents must be present for all house meetings unless excused by staff.

24. Residents must abide by House dress code, which is as follows: No cleavage, belly buttons or underclothing will show. Clothing should have no alcohol, sex, drug or offensive messages. Seductive attire or bare midriff is not acceptable.

25. Lights, televisions, ceiling fans, etc. are to be off if no one is in the room.

26. No sexual contact on the property with residents or non-residents.

27. Financial gain and opportunity must be legal and morally acceptable.

28. NO WEAPONS ARE ALLOWED ON THE PREMISES AT ANY TIME!

29. If a resident is fined more than 3 times in a week, an extra chore will automatically be assigned to her

30. TV in common area is not to be turned on before 4pm Monday – Friday

31. No lying down on furniture in common areas (living room, den, etc....)

32. Residents will face consequences and/ or discharge if rules are not adhered to. Violation of Rule #1 and Rule #28 will result in AUTOMATIC DISCHARGE.

33. Weekend pass are to be requested at the Sunday house meeting on a written request, and resident will receive approval or disapproval by Wednesday.

34. Weekend passes will run from 6pm Friday to 6pm Sunday after completing Phrase 1.

35. When on chore list for cooking you must have on hairnet and gloves, and the only person allowed in the kitchen is the resident(s) that is preparing the meal.

36. No guest is allowed in the bedrooms unless given prior permission by staff, all guest need to stay in the common areas of the house, and no guess should be in the house prior to 9am unless resident was given prior approval by staff.

37. Resident may receive one overnight a week, at staff discretion, must be in Phrase

38. Residents are not allowed to loan money to each other.

39. Residents are required to volunteer at least 4hours a day at a nonprofit of your choice and turn in volunteer sheet (A way to give back to the community).

40. Cell phones (must be in Phrase 2) are to be use in common areas (computer room, smoking areas, dining room, and porches), please be considerate of others.

41. When using the transportation, you are to be at the design location when being taken to an appointment or being picked up from an appointment. If you do not adhere to transportation policy it will result in consequences-see consequences for further details. Residents are expected to adjust to their new environment and abide by rules. These rules are subject to change and revision as staff sees fit for the benefit of the House as a whole. These rules are for the sole purpose of teaching accountability, responsibility and discipline---things that many residents have been stripped of because of circumstance or the disease.

CONSEQUENCES FOR BREAKING HOUSE RULES

- ☐ Verbal and/or written warning
- ☐ A fine of no less than \$1 and no more than \$10
- ☐ Extra house chore
- ☐ Loss of phone privileges
- ☐ Having to vacate the premises
- ☐ No extended curfew
- ☐ No weekend pass
- ☐ Transportation: 1st offense 24hr / 2nd offense 72hr / 3rd offense disciplinary committee

Other consequences may and can be suggested, offered and enforced at the discretion of staff on duty. Consequences are dependent on the rule or rules that have been broken.

These consequences should not be considered as punishment but as a means to teach and enforce responsibility and accountability for one's actions.

If residents feel that the consequence has been unfairly or unjustly issued, a written grievance may be filed by going through the proper chain of command.

The grievance form as well as procedure will be explained and made available to residents upon request. Grievances must be filed within 24hrs of the incident(s). If the incident(s) occurs on the weekend, it will be addressed on Monday (or the earliest possible weekday). Residents will receive a response to grievances within 72 hrs of the filing date.

HOUSE FINES

- ☐ Dishes left in sink = \$3
- ☐ Noncompliance = \$5
- ☐ TV/lights/fan etc..... left on = \$5
- ☐ Not keeping room clean = \$3
- ☐ Smoking in the house = \$10
- ☐ Cussing in the house = \$10
- ☐ Late for house meetings (unexcused) = \$3

- ☐ Items left in common area = \$3
- ☐ Not doing chore in required time = \$3
- ☐ Disrespecting staff/ other residents = \$10
- ☐ Not attending required meetings = \$5
- ☐ Not cleaning bathroom after using = \$5
- ☐ Not showing up for scheduled appointments = \$5
- ☐ Late with program fee = \$1 a day
- ☐ Not signing out or in = \$1
- ☐ Leaving clothes in washer/dryer while not here= \$5
- ☐ Not cleaning out dryer vent= \$5

LAUNDRY

Laundry is to be done Monday - Friday from 5 PM to 10PM (Any change will need permission from staff)

- ☐ Bedroom #1 Monday
- ☐ Bedroom #2-Monday (House manager)
- ☐ Bedroom #3 -Tuesday
- ☐ Bedroom #4-Wednesday
- ☐ Bedroom #5-Thursday
- ☐ Bedroom #6- Friday
- ☐ Bedroom #7 -Saturday

House Laundry is done on Saturday from 6PM to 9 PM

GRACE & MERCY CLOSET ALLOWANCE PER MONTH

☒ SUMMER

- 2 pair of pants
- 2 blouses
- 2 pair of Jeans
- 2 pairs of shorts
- 2 dress

☒ WINTER

- 2 pair of pants
- 2 long sleeve blouses
- 3 pairs of Jeans
- 2 dresses
- 2 sweaters

Special Items: purses, belts, pocketbooks, shoes etc.....**THIS DOES NOT INCLUDE**

FURNITURE ITEMS (SPECIAL PERMISSION IS NEEDED TO REMOVE ANY FURNITURE FROM CLOTHING CLOSET).

You must have a referral letter from the House Manager to obtain items from the clothing closet, and remember you live in share space therefore be mindful of the amount of items you have (IT IS MORE ABOUT YOUR NEEDS THEN YOUR WANTS) Please do not remove anything from the clothing closet without permission from STAFF! This is stealing and we do not under any circumstances allow stealing here at The Grace & Mercy House.