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**New Leaf Sober Living Program agreement**

**Program fees:**

The first week is $350 which includes new linens, bath towels, laundry basket and basic toiletries. \_\_\_\_\_\_\_\_\_\_\_\_

Each additional week is $250. \_\_\_\_\_\_\_\_\_\_\_\_

If paid monthly the monthly fee is $1133 for the first month and $1083 for each additional month. \_\_\_\_\_\_\_\_\_\_\_\_

Program fees are due on Sunday each week for the upcoming week. No refunds are given.

Late fees are $15 after midnight Sunday for weekly and $60 for monthly.

On the following Tuesday you will be dismissed from the program. Be proactive communicating if any complications arise.

**New Leaf House Rules: Initial next to each rule acknowledging understanding.**

1. **Zero Tolerance** you are expected to pay on time. When you enroll with New Leaf sober living, you are expected to attend to your adult responsibilities. This means paying your bills on time, every time. \_\_\_\_\_\_\_\_\_\_\_\_
2. **Zero Tolerance** for drug or alcohol use.  (No engaging in illegal substance manufacturing, possession and/or distribution will be tolerated.) \_\_\_\_\_\_\_\_\_\_\_\_
3. **Zero Tolerance** for stealing.  (Taking food or items from others without permission is considered stealing.) \_\_\_\_\_\_\_\_\_\_\_\_
4. **Zero Tolerance** for destruction of New Leaf Sober Living or other residents property. \_\_\_\_\_\_\_\_\_\_\_\_
5. **Zero Tolerance** for sexual activity between residents. \_\_\_\_\_\_\_\_\_\_\_\_
6. **Zero Tolerance** for physical confrontation or verbal confrontation with any staff or resident. \_\_\_\_\_\_\_\_\_\_\_\_
7. Any resident who is on prescribed medications must immediately inform the house manager; all medication must be approved by the house manager. All medications must be taken as prescribed. \_\_\_\_\_\_\_\_\_\_\_\_
8. As a member of a recovering community, based on the principles of honesty, trust and helping to create a safe and sober environment, we request any resident who knows that another resident has violated any rules of New Leaf Sober Living report the behavior to staff. \_\_\_\_\_\_\_\_\_\_\_\_
9. If New Leaf staff or residents suspect any use of illegal or illicit drugs, including alcohol this must be reported and addressed immediately. Everyone’s recovery depends on this policy. \_\_\_\_\_\_\_\_\_\_\_\_
10. All residents must attend 4 or more AA or NA meetings per week. Meeting verification sheets are due at the house meeting. (**90 in 90 is recommended**.) \_\_\_\_\_\_\_\_\_\_\_\_
11. Residents must obtain and maintain a sponsor while living at New Leaf. \_\_\_\_\_\_\_\_\_\_\_
12. Residents must attend mandatory House Meetings. \_\_\_\_\_\_\_\_\_\_\_
13. Residents must attend the weekly house AA meeting unless approved in advance. \_\_\_\_\_\_\_\_\_\_\_\_
14. Residents must be willing to submit to a drug/alcohol urine screen upon request. \_\_\_\_\_\_\_\_\_\_\_\_
15. We request that a resident commit to a minimum of 365 day stay. Residents may stay as long as they choose. \_\_\_\_\_\_\_\_\_\_\_\_
16. Residents rooms must always be clean.  (Residents’ beds are to be made when the residents are not in bed.) \_\_\_\_\_\_\_\_\_\_\_\_
17. Curfew is 10:00 PM. \_\_\_\_\_\_\_\_\_
18. Overnight passes are given after 90 days living at New Leaf Sober Living. \_\_\_\_\_\_\_\_\_\_\_
19. Residents must sleep at the house each night unless prior arrangements have been made with staff. \_\_\_\_\_\_\_\_\_\_\_\_
20. Residents are not permitted to have overnight guests.  All visitors to the property must be approved by staff and must be off the property by 9:00 PM. \_\_\_\_\_\_\_\_\_\_\_\_
21. There is absolutely no loitering in the front of the property. \_\_\_\_\_\_\_\_\_\_\_\_
22. Residents must be employed or enrolled in school to live at New Leaf Sober Living. \_\_\_\_\_\_\_\_\_\_\_\_
23. Residents having unusual job requirements must have New Leaf staff approval. \_\_\_\_\_\_\_\_\_\_\_\_
24. Residents will participate in daily ongoing mandatory house responsibilities. \_\_\_\_\_\_\_\_\_\_\_\_
25. *Because this is a sober living environment and we are to be working as a family unit, each resident must hold one another accountable for the safety of the group and staff.*. \_\_\_\_\_\_\_\_\_\_\_\_

**\*Zero tolerance** policy violations will result in dismissal from the program. Recovery is life or death and is treated as such. \_\_\_\_\_\_\_\_\_\_\_

In the event of a violation of policy or responsibility: New Leaf Sober Living enforces a Three-Strike Policy for rule violations. This system provides structure, fairness, and accountability.

**General:**

**Employment**: I understand and agree to maintain a job, school, or volunteer position while in New Leaf Sober Living. \_\_\_\_\_\_\_\_\_\_\_\_

**Rules**: I understand and agree to uphold and enforce the rules of New Leaf Sober Living. \_\_\_\_\_\_\_\_\_\_\_\_

**Responsibilities**: I understand and agree to maintain all required responsibilities of New Leaf Sober living. \_\_\_\_\_\_\_\_\_\_\_\_

**Transportation**: Transportation is the residence responsibility. I understand and agree that transportation could be provided by staff, volunteers, residence, and public transportation. If I am a passenger, it is my choice. This is not a mandatory service provided. \_\_\_\_\_\_\_\_\_\_\_\_

**Camera use** by clients: Cameras are prohibited from being used by residence. Which includes social media postings of the house, staff and guest. This is for the safety and anonymity of the house. \_\_\_\_\_\_\_\_\_\_\_\_

**Surveillance** by New Leaf: For safety and security there are video cameras in common areas and at entrances. This is to monitor the home for security and ensure policies are intact. This footage will not be publicized. \_\_\_\_\_\_\_\_\_\_\_\_

**House Responsibilities:**

Residence of the program are responsible for cleaning behind themselves. This includes but not all inclusive.

**Kitchen**: It is expected you are respectful and clean up after meals and snacks at the time you prepare your food/drink. \_\_\_\_\_\_\_\_\_\_\_\_

**Bathroom**: It is expected you will use the bathroom assigned to you. You will also be responsible for cleaning behind yourself and putting away all your toiletries as you use the facilities. \_\_\_\_\_\_\_\_\_\_\_\_

**Bedroom**: It is expected you make your bed daily upon waking and before starting your day. Clothes will be put away and counter tops will be kept neat and uncluttered. No food in the bedroom. \_\_\_\_\_\_\_\_\_\_\_\_

**Living areas**: It is expected that you pick up behind yourself. Refraining from leaving food or drinks behind. This is to be done continually. \_\_\_\_\_\_\_\_\_\_\_\_

**Laundry rooms**: All detergents will be put away after use. Clothes are not to be left after cleaning is complete. Respect for others needs and schedules will be followed. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Smoking and vaping** is prohibited anywhere in the house or garage. If you smoke, you must extinguish your butts in provided containers. Containers will be cleaned by smokers. \_\_\_\_\_\_\_\_\_\_\_\_

**Personal hygiene**: It is expected all residents maintain a high level of personal hygiene. Bathing and brushing your teeth daily are an important part of group living. \_\_\_\_\_\_\_\_\_\_\_\_

**Safety:**

**Fire extinguishers** are not to be tampered with. Locations are visible in both kitchens and are for emergencies. \_\_\_\_\_\_\_\_\_\_\_\_

**Cigarettes** must be extinguished, do not throw butts in the yard. Always use containers for butts. \_\_\_\_\_\_\_\_\_\_\_\_

**The home address** is not to be give to anyone or used on documentation or applications. You must use our business address for mail and shipments. **1545 N Expressway STE 223, Griffin, GA. 30223** \_\_\_\_\_\_\_\_\_

It is required to be “good neighbors” meaning residence will not go in neighboring yards. Play loud music, leave trash out or disturb/disrespect our neighbors. \_\_\_\_\_\_\_\_\_\_\_\_

**Doors** will always remain locked. You are free to come and go but the safety of the house must be intact. Individual codes will be assigned for entry. Never share your door code with anyone. \_\_\_\_\_\_\_\_\_\_\_\_

**Windows** will remain closed for safety. \_\_\_\_\_\_\_\_\_\_\_\_

**Computers** are provided for employment, Doctor appointments, banking, ETC. Computers are not to be moved from the common areas. New Leaf computers are not allowed in bedrooms. Please be professional and respectful with computers. \_\_\_\_\_\_\_\_\_\_\_\_

**Report** all maintenance concerns. You will be the first defense in plumbing, electrical, and maintenance issues. Bring all requests to staff attention. \_\_\_\_\_\_\_\_\_\_\_\_

Resident signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Program Fee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Received: \_\_\_\_\_\_\_\_\_\_\_\_\_

Admissions Staff: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Move in date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Completed by Staff:**

Has the application been completed? \_\_\_\_\_\_\_\_\_\_\_\_

Has the Intake packet been completed? \_\_\_\_\_\_\_\_\_\_\_\_

Has the intake interview been completed? \_\_\_\_\_\_\_\_\_\_\_\_