



New Leaf Sober Living Program agreement

By completing this form, residents hereby agree to be bound by the following terms and conditions:

General:

Employment: I understand that I am required to, and hereby 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: I understand and agree that transportation may be provided by staff, volunteers, residence, and public transportation. If I am a passenger, it is of my choice. This is not a mandatory service provided. _____

Camera use by clients: Cameras are prohibited from being used by residents. Which includes social media postings of the house, staff and guests. 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 of the house. This is to monitor the home for security and ensure policies are intact. This footage will not be publicized. _____

Program fees:

The first week is \$300.00 which includes new linens, bath towels, laundry basket and basic toiletries.

Each additional week is \$250.00. _____

If paid monthly, the monthly fee is \$1,133.00 for the first month and \$1,083.00 for each additional month. Due on the first Sunday of the month. (Monthly fees are collected on the first Sunday of the month.)

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

Late fees are a flat \$15.00 fee after midnight Sunday for weekly residents and a flat \$60.00 for monthly residents.

If the program and late fees are not paid by the following Tuesday, residents will be dismissed from the program. This applies to both monthly and weekly residence.

I will be proactive in communicating with the owner if any complications arise regarding program fees

New Leaf House Rules: Residents must initial next to each rule acknowledging agreement.

1. **Zero Tolerance*:** Residents are expected to pay on time every week or month, whichever is applicable—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 possession, use, distribution, or manufacturing. (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 48 AA/NA meetings during their first 90 days of residing at The New Leaf Sober Living and then 4 meetings per week thereafter. Meeting verification sheets are due at the house meetings. (90 in 90 is recommended.) _____
11. Residents must obtain and maintain a sponsor while living at New Leaf Sober Living. _____
12. Residents must attend a mandatory House Meeting one time a week, every Sunday at 6:00 P.M. _____
13. Residents must attend the mandatory weekly Relapse Prevention meeting on Thursdays at 7:30 PM unless at work or in class. _____
14. Residents must be willing to submit to a drug/alcohol urine screen upon the request of the manager. _____
15. We request that a resident commit to a minimum of 90 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. Residents must sleep at the house each night unless prior arrangements have been made with staff. _____
19. Overnight leave passes are given after 30 days living at New Leaf Sober Living. _____
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 10:00 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 with unusual job schedules such as but not limited to midnight shift 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, new applicants will be interviewed by residents and staff at house meetings. _____

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

House Responsibilities:

Residents of the program are responsible for cleaning up after themselves. This includes, but is not limited to the following:

Kitchen: Residents shall be respectful and clean up after meals and snacks at the time they prepare their food/drink. _____

Bathroom: Residents shall use the bathroom assigned to them. Residents will also be responsible for cleaning up after themselves and putting away all of their toiletries as they use the facilities. _____

Bedroom: Residents shall make their beds daily upon waking and before starting the day. Clothes will be put away and countertops will be kept neat and uncluttered. _____

Living areas: Residents shall pick up after themselves and shall refrain from leaving food or drinks behind. This is a continuous obligation. _____

Laundry rooms: All detergents will be put away after use. Clothes are not to be left in laundry rooms after cleaning is complete. Respect for the needs and schedules of others will be followed.

Smoking 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 that 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 only. _____

Cigarettes must be extinguished, and butts will not be thrown in the yard. Residents must always use containers for butts. _____

Residents shall be “good neighbors.” meaning residents will not go into neighboring yards, play loud music, leave trash out or disturb/disrespect our neighbors. _____

Doors will always remain locked. Residents are free to come and go, but the safety of the house must be intact. Individual codes will be assigned for entry. Residents may never share their door code with anyone. _____

Windows will remain closed for safety. _____

New Leaf 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. _____

Residents must report all maintenance concerns. Residents will be the first defense in plumbing, electrical, and maintenance issues, and must therefore, bring all requests to staff attention.

Resident signature: _____ Date: _____

Program Fee: _____ Received: _____

Admissions Staff: _____ Date: _____

Move in date: _____

To Be Completed by Staff:

Has the application been completed? _____

Application reviewed by Administrator. _____

Has the intake interview been completed? _____