



## HOUSE GUIDELINES FOR GUESTS

Please read carefully as this is an agreement between residents and Project Morning Star.

Project Morning Star is NOT a housing community; we are a **recovery-oriented** community. Our mission is to provide a safe, structured, and sober living environment to those in long term recovery. Our goal is to foster the necessary spiritual growth, emotional stability, and personal integrity to allow our residents to pursue rewarding lives, free from the burdens of addiction and abuse. 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 on an inability to comply with the following rules is grounds for immediate discharge from Project Morning Star.** Please note that if you are on probation or parole 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 listed as your emergency contact. **No refunds are given under any circumstance.** **Project Morning Star staff, Board of Directors, Law Enforcement, Parole/Probation Officers are granted access to the house and each resident's possessions and information at any time. Project Morning Star has in place, visual security cameras to monitor outside and inside common areas for the safety of the residents and guests.**

1. No use of alcohol or any mind-altering and/or mood changing drugs.
  - a. If you assist, or allow another resident to use (this includes not informing managers that you are aware of another resident in violation) you will be immediately discharged from Project Morning Star.
2. All doctor prescribed medication and all over-the-counter drugs MUST be approved.
  - a. Applications must clearly state any and all medications a person is taking and for what condition, in order to determine whether that person is eligible to be a resident.
  - b. Project Morning Star reserves the right to attend doctor appointments with residents and confirm ALL medical information with Doctors, Dentists, Hospitals, etc., before and during residency.
  - c. All residents must check with Director of Operations before taking any medications including over the counter and supplements.
  - d. Residents may not use mouthwash, or any other product, unless it is alcohol free.
  - e. All medications must be kept in provided lock box.
3. Residents 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 to take a urine sample, you MUST produce within 1 hour and you may not leave the eye sight of the manager or director until results are finished.
  - c. If we suspect you are using or drinking, a positive urine results is not required for discharge.
4. If a resident relapses, she/he may be allowed back after two weeks, after careful consideration by management.

5. Residents will attend Celebrate Recovery on Wednesday evenings from 6:30-8 pm. Residents are also expected to attend weekly step study, bible study, and church services of his or her choice.
  - a. Proper etiquette is required at all meetings. Attendance will not be counted if not in your seat prior to meeting opening, leaves before closing, uses phone or is disruptive in any manner.
6. Each resident is expected to be self-supporting and must contribute financially to the running of Project Morning Star. Payments of \$250 fee is due on the 1<sup>st</sup> and the 15<sup>th</sup> of each month. If fee is not paid or is late, residents may be placed on financial probation, which includes:
  - a. Providing manager with paystub and a written budget/financial plan.
  - b. If a resident is unable to pay, depending on the individual situation/circumstance, you may be asked to leave.
7. Each resident is allowed to bring the equivalent of 2 large suitcases.
  - a. Residents are responsible for keeping their personal areas neat and clean, including dressers, closets, under the bed, etc.
  - b. A resident'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. Family pictures and recovery items are only allowed. These items are allowed only in free standing frames.
  - d. Painting of the walls, placing decals or stickers or otherwise altering the décor of the rooms is not permitted.
8. Guests and visitors:
  - a. Adult visitors are only allowed at the invitation of a resident, must be approved by manager and can only be in the common rooms of the house.
  - b. All visitors must be off the property by 11 pm.
  - c. No overnight guests are permitted.
  - d. No resident or guest is ever permitted in another resident's bedroom.
  - e. If a guest is suspected to be under the influence of drugs or alcohol, he or she will be asked to leave immediately. A guest will be asked to leave immediately if he or she is causing a disruption in the home.
9. No resident may date or have romantic contact with any other resident.
  - a. Men are not allowed in the female house and vice versa. The only exception is during programming when manager is present.
10. No stealing, fighting, or threats of physical violence.
  - a. Derogatory slurs of any kind will not be tolerated.
  - b. Absolutely no pornographic or racial materials are allowed in the home.
  - c. No paraphernalia or weapons of any kinds are allowed on the property at any time.
  - d. There is ZERO tolerance of a resident taking another resident's food.
  - e. Project Morning Star is NOT responsible for any lost, stolen, or damaged items.
11. 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.

12. At Project Morning Star we practice the principle of being self-supporting, as such all Residents are required to work or attend school a minimum of 20 hours per week. (unless determined by Social Security that one is unable to work due to a physical or emotional disability)
  - a. Residents must supply management with work schedule as well as name of immediate supervisor, work phone number and address.
  - b. Unemployed residents must submit at least, but not limited to, 2 applications per week and submit to manager at house meeting.
  - c. Overnight work hours are not allowed.
  - d. Upon approval, daily treatment may qualify as "work."
  
13. At Project Morning Star we believe in a lifestyle of service and "giving back", as such we have occasional mandatory volunteer opportunities in the community.
  - a. All residents are expected to participate in fundraising opportunities.
  
14. Residents are required to adhere to curfew.

Sun – Thursday	10 PM
Fri and Saturday	11 PM

  - a. Adhere to curfew means signing in by times listed and remaining in the house.
  - b. If a resident is late a U/A and Breathalyzer will be given and the cost of the tests will be charged to the resident and additional consequences may result depending on the circumstances.
  
15. Quiet time is at 10:00 p.m. during the week.
  - a. Quiet time is defined as respect of others while sleeping. Residents may read or watch television after quiet time, provided the other residents are not disturbed.
  - b. No use of washer or dryer after quiet time.
  - c. No cooking or coffee after 10 pm, however microwave may be used.
  
16. Mandatory chores and hygiene: chores promote personal responsibility so paying or asking someone to do your chores is NOT permitted. Failure to have chores completed will result in possible sanctions.
  - a. Residents are required to have bed made, bedroom tidy and assigned chores completed and signed off before leaving the premises for the day or by 9:30 am at the latest.
  - b. If a resident has to be at work before 7 am, arrangements can be made to do your chores after work, however this must be approved by manager.
  - c. Residents are required to attend to personal hygiene on a daily basis, this includes a daily bath or shower.
  - d. From spring through fall, residents are required to perform 2 hours of property maintenance. A schedule will be provided.
  - e. Bedding is to be washed every week and signed off.
  - f. Residents may not sleep with no sheets or on the couch.
  - g. 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. Shelves, trim, etc. must be cleaned appropriately.
  - h. No eating or drinking (other than bottled water or pop) is permitted in any area other than the kitchen or dining area. Food is not to be left on the counter. All food must be stored in the refrigerator or cupboards.
  - i. Washer and dryer may run from 8 am – 10 pm. Loads must be medium to full loads. If any laundry is left in the machines for longer than 30 minutes it may be confiscated. Clothes are NOT to be left in laundry area (clean or dirty) and may be confiscated.

- j. No one is to bring in any furniture, or hang anything on the walls without permission from the Director of Operations.
17. Residents are required to sign in and out when they leave from the house and sign in immediately upon arriving to the house.
  18. No resident may borrow money to another resident.
  19. All residents are responsible for their own medical condition.
    - a. Project Morning Star is not liable for any resident at any time.
    - b. In case of an emergency, managers will notify authorities and be as helpful as possible but will not be responsible for resident's condition or emergency/medical treatment.
    - c. Residents must inform management of all medical appointments in advance.
    - d. All prescription, over the counter medications, and supplements must be approved by Director of operations and inspected before bringing into the house.
    - e. Residents just provide a copy of their insurance card to put in resident file.
  20. Any time items are left at Project Morning Star for more than 30 days after a resident leaves, we will consider it a donation. At no time is Project Morning Star responsible for residents belongings (lost or damaged).
  21. Project Morning Star may provide transportation to residents upon the discretion of management.
    - a. No personal vehicles are to be driven without providing Project Morning Star with proof of a valid license, registration, and proof of insurance on the vehicle to be driven.
  22. No resident should disclose information about another residents or former resident to anyone outside of the house community (except parole/probation/law enforcement).
  23. Overnight passes are given after 30 days, provided the resident is in good standing (current on rent, employed, meeting attendance, chores, etc.)
    - a. Residents must provide a written request.
    - b. Residents must provide time and date of departure from house, return date and time, name, address, and phone number of planned destination.
    - c. Residents will be given a UA upon return to the house.
  24. No smoking, vaping, or chewing tobacco in the house at any time.
    - a. Butts must be disposed of in receptacle areas only.
  25. Project Morning Star 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.

## PROJECT MORNING STAR AGREEMENT

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

\_\_\_\_ I understand that this application needs to be completed accurate and honest. I understand that if the application is not accurate, I may be asked to leave Project Morning Star immediately and without refund.

\_\_\_\_ The above listed rules were explained to be and I understand them.

\_\_\_\_ I understand that I am a guest at Project Morning Star.

\_\_\_\_ I agree to follow these rules during my stay at Project Morning Star.

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

\_\_\_\_ In consideration of the permission granted to me to stay temporarily as a guest at Project Morning Star, I promise and agree to observe and abide by all 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 beverage, use any mind-altering chemicals, violate any of the 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 residing at Project Morning Star.

\_\_\_\_ I agree to submit to a urine and alcohol test at any time and that refusal will result in my immediate discharge and agree to leave if a positive result comes up.

\_\_\_\_ I agree to waive and relinquish any and all claims and demands for damages which may or may not arise in any way 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 signing.

\_\_\_\_ I understand that Project Morning Star is not responsible for me if I relapse and transportation from the house is my responsibility.

\_\_\_\_ I agree to waive my right to any and all eviction procedures and will leave at Project Morning Star's request.

\_\_\_\_ I understand that I am expected to reside at Project Morning Star for a minimum of 90 days. If I choose to leave prior, I will still be expected to pay rent for the entire 90 days.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

\_\_\_\_\_  
**Director of Operations Signature**

**Date:** \_\_\_\_\_