**PROJECT MORNING STAR RESIDENTIAL AGREEMENT**

1. I shall not violate any city, state, or federal laws. I shall not commit any acts of violence or threats of violence. Any arrest or contact with police must be reported to the Program Director immediately.
2. I understand that upon admission and at any time the staff deems necessary, my room and personal belongings may be searched for alcohol, drugs, or other contraband by staff, board members, police, or probation. Residents may be required to submit to random drug and alcohol screenings at the discretion of the Director. Any resident found using alcohol or drugs will be immediately discharged and the Resident Agreement terminated. No refund of Rents/Deposits will be given for any violation of policies.
3. I agree that the use of any alcohol or any unauthorized mood altering chemical is **not allowed**, either on or off the premises.
4. I agree that I will not use any tobacco products (cigarettes, cigars, chewing tobacco, electronic cigarettes or smoking devices) in the resident homes. All tobacco products will be used outdoors and the tobacco waste products will be properly disposed of in the identified waste receptacles. I understand that if I do not comply with the tobacco use regulations, I may be banned from using any tobacco products on the *Morning Star* premises.
5. I understand that prescription narcotic medications are **not** permitted at *Morning Star House*. All other prescriptions are allowed only if they are prescribed to me by a doctor and are taken as prescribed. I will not share my prescription medications with any other resident.  I am responsible for taking care of my own prescribed medications. *Morning Star House* does not administer medications.  Morphine and methadone are not permitted.  I may not consume anything nor bring to the property anything that contains alcohol, including but not limited to, over the counter medications and mouth wash. All residents are expected to provide an accurate accounting of the medications they bring to Morning Star House. All medications must be listed on Resident Medication Record with other pertinent information. At any time staff deems necessary, medications may be counted to confirm the accuracy of dosages taken. Any new medications or changes in the dosage must be given to Director immediately. I will not leave medications out where they are in the open or unprotected.  I will keep my medications in my lockable security box at all times. I am responsible for the control of my medications and any deviations are considered abuse. Abuse of medications will be considered a relapse and residency will be terminated.
6. I understand that swearing or vulgar and offensive language is not permitted in the property.
7. I understand that pornography is not permitted at Morning Star House and is grounds for immediate termination.
8. I agree that if I am on probation or parole, I will abide by my probation agreement. I agree to sign a release of information, allowing the Program Director to communication with my Agent.
9. I understand that *Project Morning Star* will provide each resident with a lockable security box. I am responsible to keep all medications and personal valuables in this container. It is my responsibility to ensure my key is not lost or stolen.
10. I shall complete an application for public assistance (medical, cash, food support, day care, etc.) and sign a release for the House Director to speak with the county eligibility worker.
11. I understand that if I am not employed, I shall file an application with the Private Industry Council (PIC) and/or the Workforce Center for assistance to gain employment. I shall comply with the terms and agreements of the employment agency/agent.
12. I may complete a Free Application for Federal Student Aid (FAFSA) and provide the results of this application to the House Director. ( [www.fafsa.ed.gov](http://www.fafsa.ed.gov/) Minnesota West Community & Technical College School code: 005263) I understand that if I should decide to attend college instead of working, I must maintain a 2.0 Grade Point Average (GPA). I am required to provide proof of my GPA to the House Director, as requested.
13. I shall provide verification of a valid driver’s license (D/L) and insurance, if I have my own vehicle. Residents who do not have a valid D/L shall contact the Department Of Vehicle/Public Safety and provide verification to the Program Director as to what steps must be taken to have my license reinstated. I shall provide verification to the Director as to the status of my license during our individual session.
14. I understand that I am not allowed to drive the *Morning Star* van or use any *Morning Star* equipment without permission.
15. I understand that leaving overnight is only allowed after a resident has completed the probationary period of 30 days and is in good standing with the house (this includes employment). I may leave overnight up to two nights per week. I am responsible for getting another resident to cover any household responsibilities I may have during my overnight out.
16. I understand that Curfew Hour is at 10:00 PM Sunday-Thursday and 11:00 PM on Friday-Saturday.   I am expected to be, and will be, home on time. If work hours conflict, prior arrangements must be made. If you anticipate being late, call the Program Director or House Manager and advise as soon as possible. Curfew infractions will be noted in my file and multiple violations may result in termination of residency.
17. I understand that all tenants are required to sign in and out, declaring their destination and approximate date and time of their return on the sign out sheet provided daily. The purpose of sign out is for accountability, telephone courtesy, and in case of emergency.
18. I understand that residents are strongly encouraged to exhibit honesty, integrity and accountability in their relationships with their housemates, staff and neighbors. Trust, safety and confidentiality are critical to a successful shared-living recovery environment. Any violations of these areas will undermine the security of the group environment and may be grounds for sanctions or termination of residency.
19. I understand that non-critical concerns, complaints or disagreements are to be brought up at the weekly house meeting to be discussed.  Resident input is encouraged and is necessary for a healthy living environment.
20. I agree to be on time. I understand that our program runs on a very tight schedule. Attendance and promptness are mandatory for all scheduled meetings, events and daily chores. One person who is late will affect the schedules of everyone else who took responsibility to show up on time. Being late for meal times or scheduled transportation will result in missed opportunity for those events and residents will have to make other arrangements at their own expense. Being absent or arriving late without excuse to scheduled meetings, events or other mandatory group functions may result in sanctions.
21. I agree to respect anonymity at all times. Residents should answer the phones only by saying “Hello”. Do not give out ANY information about another resident to the caller. After thoroughly looking for the person, if they are not home, take a message. Write the message on the board including date, time, who the call was for, the caller’s name, and phone number.
22. I understand that residents are expected to be responsible, respectful and considerate of all others in the house at all times.  Personal music and computer audio must be listened to on headphones. Common area television volume and conversations are to be kept at a reasonable level. Residents need to be respectful of the sleeping schedules of others; those who are up late or early should make every effort to be quiet and unobtrusive. Cleaning up after yourself in all common areas is mandatory; this includes kitchens, bathrooms, dining areas, laundry rooms and living rooms. Counters and surfaces should be cleaned and wiped, trash should be disposed of properly and all equipment or materials should be cleaned and stored in its proper place. Morning Star House tools, maintenance equipment and shop areas are not to be used by residents unless authorized by the Director or Resident Manager.
23. I understand that I am not allowed in another resident’s bedroom. Only staff and the resident who is living in that bedroom are allowed in that bedroom. I may not have any physical contact with another resident on or off the property.  Males, other than staff, are not allowed in the women’s residence, and vice versa. Romantic contact/sexual relationships with other residents are strictly prohibited and may be grounds for termination of residency.
24. I understand that residents are discouraged from bringing valuable items (expensive jewelry, family heirlooms, etc.) to Morning Star House. We encourage our residents to entrust such items to family or keep them in a secure storage facility. **I understand that *Morning Star House* is not responsible for any lost, stolen, or damaged items brought by a resident to the house.**
25. I understand that I am not permitted to use another resident’s electronic devices without permission their consent. I understand that doing so can result in larceny charges, which may be grounds for termination.
26. I agree that I am not allowed to remove or move any furniture or fixtures from the house or from room to room. All items in the house or hanging on the walls are Morning Star House property. Personal furniture such as beds, desks, chairs, etc., must be approved by the Director prior to being brought into the house. You may bring family pictures or recovery items only. These items are allowed only in free standing frames. Painting of walls, placing decals or stickers or otherwise altering the decor of rooms is not permitted.
27. I agree that food and drink (other than bottled water and pop) are not allowed in bedrooms. This applies to ALL food and drink including snacks, sodas, coffee, etc.
28. I agree that incense, candles or any other lighted or flammable materials are not allowed in bedrooms. Aerosol or plug-in air fresheners may be used sparingly, provided they are not overpowering and do not permeate other areas of the house.
29. I understand that each resident will be provided a set of linens (mattress cover, sheets, pillow and pillow case) if required.  *Morning Star House* will also supply common use items such as cookware, dining ware, coffee and filters, cleaning products, toilet paper, trash bags, paper towels, hand soap, and laundry detergent.  Use of Morning Star House provisions for other than house use is considered stealing, and is grounds for expulsion.
30. I understand that thermostat and temperature controls are not to be adjusted by residents. Only the Director or a Resident Manager are allowed to regulate heating and cooling equipment (this includes gas and wood-burning fireplaces). Space heaters or auxiliary heating in bedrooms are not allowed unless otherwise authorized by the Director.
31. I understand that my pets may not live on Morning Star House property.
32. I understand that I may obtain Renter’s Insurance at an approximate cost of $150 a year. I understand that Project Morning Star is not responsible for any damaged items.
33. I agree to attend weekly *Celebrate Recovery* meetings at *Lakeside Church Worthington*, as well as weekly step-study groups and Worship Services at the church of my choice*.*
34. At the time that I moved out, I must take all my belongings with me. Items will be kept for a maximum of 30 days and after that time, your belongings will be disposed of.
35. I understand I have been accepted as a resident of Morning Star House. I have read and agree to abide by all residential policies. I understand that rent is $500 a month. I understand that payments may be paid bi-weekly or monthly.  When making payments bi-weekly, payment of $250 is due on the 1st of each month and payment of $250 due on the 15th of each month. Payments not received within 5 days will result in expulsion.  Residents will be required to pay a security deposit and 1st month’s dues. I understand that if I do not give a 30 day notice, I will be responsible for the entire months’ rent of $500.

 **Payment:** $\_\_\_\_\_\_ **Bi-Weekly Payment:** $\_\_\_\_\_\_ **Deposit:** $\_\_\_\_\_\_

 \* **No Refunds** will be issued to any resident expelled from Morning Star House for violation of rules. Security

 Deposit will be refunded to residents in good standing and with 30 day notice of move out.

GRIEVACE POLICY:

If a resident feels he/she has been treated unfairly or is requesting a change in policy, the resident is to write his/her grievance on paper and submit it to the Director. If the grievance is against the director, it can be submitted to the Morning Star Project Board President. The Director and/or President will share the grievance with the grievance committee. All grievances will be investigated and the reporting resident will be interviewed by a member of the grievance committee within 72 hours. No persons grieved will be advised of the grievant’s name until the grievance is investigated.

I\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ attest that I have received a copy of the Project Morning Star Policies and Contract. The Director reviewed these documents with me and gave me the opportunity to ask questions.

***I have read the above statement of the rights I must give up and the agreements I must make. I understand what I have read and do hereby knowingly enter into these agreements with Project Morning Star.***

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Resident Signature Date

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Director of Operations Date