

Tenant Signature: _____

I agree to read the Rules & Expectations within 24 hours.

RULES & EXPECTATIONS

By The Committee

Clean & Sober Transitional Living (CSTL) is an **unrelated adult communal sober living environment**. The rules at CSTL are suggestions and recommendations designed to accomplish several things. Although it can be tempting to see rules, regulations and expectations as restrictive or punishing, but like any of the new tools you've been learning in AA, NA, etc. when we make a point to work it, not against it, we benefit in personal growth. It would be impossible to list every rule or situation so some common sense must be used.

Any group of people living together clearly requires organization and team work in order for the house to function smoothly. Many of the rules relate to these kind household details. In addition, and even more importantly, each of these rules has a similar "rule" in the outside world of work, family, life, etc.

Breaking of these rules will result in a review in front of our Peer Panel, which will result in consequences and maybe termination. An appearance before our Peer Panel automatically results in an additional 30 days in Phase I.

Often people suffering from chemical dependency have patterns of irresponsible behavior resulting in lost jobs, lost relationships, loss of self-respect, etc. By recognizing and using these rules as positive guidelines each of us can strengthen our recovery by learning to live orderly and responsible lives.

The proper line of authority is; Assistant House Manager, House Manager, General Manager, Office Manager, Peer Panel, The Committee, and CEO.

PROGRAM

1) During your **first 24 hours** at CSTL, you may not leave the property. For the remainder of the week, you should only leave with another tenant.

2) Upon admission and at any time the staff deems necessary your room and personal **belongings may be searched** for alcohol, drugs or other contraband.

3) Leaving overnight requires completing a pass and turning it in to the office. You may request an overnight pass after being at CSTL for at least one week. You are allowed to be off property up to two (2) nights in a seven (7) day period, not to exceed two days in a row. Meaning you may not leave for Friday and Saturday night come home for a few hours and leave again for Sunday night. That would constitute being gone for three days in a row. **You are responsible** for finding another tenant to do your housekeeping tasks while you are away.

4) **Curfew Hours** is 12:00AM, you are expected to be home on time. If work hours conflict prior arrangements must be made. If you anticipate being late, call your House Manager, not the office and advise. If you are **on any** Phase I property at 10PM you must be in your **own** house. Any infractions will result in an appearance before the Peer Panel, which will result in consequences and possible termination of tenancy. All violations will be noted in your file. You may only be absent with an approved pass.

5) 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, and obtain someone to complete your chore while you are gone. The purpose of sign-out is for telephone courtesy and in case of emergency.

6) Tenants are strongly encouraged to exhibit an honest, open and willing attitude.

7) You are required to attend, on time, a **minimum of FIVE 12-Step meetings** weekly, this will be verified with your signature card at our mandatory meeting. Acceptable meetings include: church once a week, outpatient classes, in-house or outside 12 Step meetings. Although tenants are not required to attend the meetings at CSTL the following are **not** allowed during meeting times; watching TV, listening radios, playing pool or video games, cooking, eating, talking on the phone or any activity not recovery related.

8) The **use of any alcohol or unauthorized use of all mood-altering chemicals** either on or off the premises is not allowed. Continuous sobriety is necessary for tenants at CSTL. Should a tenant resume usage, tenant is **terminated** from tenancy.

9) If you think another tenant has been drinking or using drugs, inform a staff member so that the staff can confront the tenant in a non-punishing way and appropriate action can be taken. Anonymity will be respected. A drug screen (UA) may be requested when there is suspected chemical use.

10) **Physical violence** directed at yourself, another person or CSTL property will be grounds for immediate termination. In addition, any language or gestures determined by staff to be consistently abusive or threatening may be grounds for termination.

11) It is expected that tenants will not engage in **enabling behavior**.

12) **Illegal activities** are not condoned by CSTL and are grounds for termination.

13) All tenants who are not in treatment must be employed, seeking employment, participating in vocational rehabilitation, attending school, or **doing something conducive to recovery**.

14) Tenants are expected to abide by confidentiality and anonymity of peers. **What is said in the house stays in the house**.

15) Tenants are expected to be responsible to and considerate of themselves, others, the

house, and are expected to conduct themselves in a responsible and respectful manner at all times.

16) You are **not** allowed in another tenant's bedroom. Only staff and the tenants who live in that bedroom are allowed in that bedroom.

17) You may **not** have any physical contact with another resident on property, other than a 'greeting hug'. Relationships with other tenants may be grounds for termination.

18) Respect must be given to the peers, as well as the Office manager, General Manager, House Manager, Assistant House Manager and Chore Captain.

19) If you are placed on a '**black out**' you may not leave CSTL property other than for the purposes of work or necessary appointments and this must be approved by the Office Manager.

20) Your pets may not live on CSTL property.

21) If you need a reference letter please submit your request to the office in writing at least one week in advance. Your letter must contain; today's date, to whom, and your signature.

CLEAN & SOBER DETOX

This is our sister company. Although they are on the same block the staff must adhere to strict Federal and State confidentiality laws. You are only allowed on the property if requested by detox staff. Detox clients will attend 12 Step meetings at CSTL, while on CSTL property they will be escorted by staff or a volunteer. You may not give or lend anything to the detox clients; cigarettes, coffee, sodas, or money. Or make phone calls for them. Thank you in advance for cooperation in this matter.

COURT ORDERED OR PAROLEES

Any tenant that is court ordered or paroled to CSTL is expected to be home by 11:00PM unless they have an approved pass from the office.

DISCRIMINATION

CSTL does not discriminate, nor will we tolerate any discrimination, against anyone, staff or other tenant; based on age, race, color, national origin, religion, sex, or sexual orientation or mental or physical disabilities. Discriminatory behavior is cause for immediate termination. Keep an open mind, not everyone is at the same level of recovery.

FURNITURE

You are not allowed to remove or move any furniture or fixtures from the house, or room to room. **Do not** bring any of your furniture to CSTL, or it becomes CSTL property! All items in the house or hanging on the walls are CSTL property. You may hang family pictures or recovery items only. Notify the Office Manager if you are donating something to your house with the understanding the item stays after you move out.

GRIVANCE BY TENANT

The grievance process for a tenant is to talk to your House Manager. If the situation has not been resolved then go to the Office Manager, Peer Panel, and then TC.

HOLIDAYS

All regularly scheduled 12 Step meetings are observed during all holidays. The only difference for a holiday is that there will not be a morning meditation.

HOUSE MEETING

Our House Meetings are **CLOSED** meetings. Guest are not allowed unless you receive one week prior approval by CSTL Office Manager. If you are to receive a 9 month chip or less on Birthday Night you may bring one guest, if you will receive a one year chip or above you may bring more than one guest. All guests must sit in the living room of Mad II, with the door open, so CSTL residents may sit in the meeting room. When your chip is presented to you your guest may come in the meeting room to participate.

MEDICATIONS

Prescription medications are permitted at CSTL if they are prescribed to you by a doctor and are taken as prescribed. All prescribed medications are to be locked in a central location in the office and are to be self administered as prescribed. Tenant is responsible for picking up their daily dosage, Monday through Thursday 5PM to 5:45PM. On Fridays, same hours, pick up enough medication to cover you until Monday. The medication drawer is not opened on the weekends or holidays, therefore it is your responsibility to get enough medication to last until the next regular Med-Call. You are responsible for the control of your medications. CSTL does not administer medications and tenant is responsible to pick medications on time.

Morphine and methadone are **not** permitted. Any medications that are opiate derived may only be permitted with a doctor's note stating why they could not prescribe a non-narcotic medication. You may not consume anything that contains alcohol, including but not limited to; over the counter medications and *mouth wash*. Nor are they allowed on any CSTL property.

All tenants are expected to provide an accurate accounting of the medications they bring to CSTL. All medications must be listed on **Tenant Medication Record** with other pertinent information. At any time Staff deems necessary medications may be counted to confirm the accuracy of dosages taken. Any changes in the dosage must be confirmed in writing or by telephone to staff from the issuing doctor. **Do not leave medications** out where they are in the open or unprotected. Keep in a dresser drawer on with you. You are responsible for the control of your medications and any deviations are considered abuse. **Abuse** of medications will be considered a relapse and tenancy will be terminated.

Tenants in Phase II must notify their house manager as well as CSTL office if they are taking medications.

MORNING MEDITATION

This is not a mandatory meeting and will not be counted towards your weekly meetings. This is a peer ran meeting in the morning, Monday through Friday, excluding holidays. Although the meeting is not mandatory, if you are on any Phase I property it is mandatory for you to be in attendance.

PEER PANEL

The Peer Panel is made up of five peers and two alternates that are elected by the residents in our House Meeting. They are to represent the interests of the Peers on the whole. Any infractions of the rules included within this document will result in an appearance before the Panel, which will result in consequences and possible termination of tenancy. If you do not adhere to the consequences set by the Peer Panel you may be terminated. A resident may or may not receive a verbal or written warning before being sent to the Peer Panel. It is your responsibility to read all the Rules & Expectations and abide by such rules. Any appearance before the Peer Panel will result in an additional 30 days in Phase I.

The Peer Panel meets on a weekly basis to read relapse prevention contracts, listen to grievances and infractions of the Rules & Expectations, and make recommendations for corrective action. This is a prestigious position only available to Peers who are working a program and have a minimum of 90 days sobriety. The Panel will make recommendations to CSTL staff concerning consequences and prevention plans for the issues brought before them.

PHASE II

After a minimum stay in Phase I, no Panel appearances for the least 30 days, and upon room availability you may be eligible to move to a Phase II home. A deposit will be required before moving. In a Phase II home you may have a single or share room. You may have a telephone line in your room.

Your rent will be less but you must provide your own food and cleaning supplies. Usually the House Manager collects an amount from each tenant to cover the household supplies. You are still required to attend at least two Sunday Night Mandatory House Meetings per month, and three 12 Step meetings per week.

Tenants in a single room are allowed an overnight guest, in their room, a maximum of two nights per week, not to exceed two nights in a row. All guests must; be supervised by invitee, have a minimum of three days of sobriety, abide by all house rules, stay for no longer than 3 hours a day not to exceed 3 days in a row, and may be subject to submit a urine analysis (UA) test. No guests after 10:00PM. Tenants who have a share room may **not** have an overnight guest. No sleeping in common areas.

PHONES

Please answer the pay phones "Hello". Do not give out any information to the caller. After thoroughly looking for the person, if they are not home, take a message. Write the message on the board; date, time, who the call was for, callers name, and phone number. You would

expect the same for you. Each call is limited to 15 minutes. Do not give out the phone numbers to other houses.

RELAPSE

It is your responsibility to not consume anything that may show positive on a Urine Analysis (UA) test, i.e. poppy seeds or over the counter medication.

If you are **not** honest about a relapse you **do not** have the right to appear before Panel. If your residency is terminated due to a relapse and you **were honest** you **may** reapply for admission to the Peer Panel. CSTL decision to re-admit will be based upon; an interview with the Peer Panel to determine the tenants' motivation, your commitment to intensify your recovery plan, and provide a clean UA test. Until Panel approves you for return to CSTL you may not be on property unless 15 minutes before and after a 12 Step meeting. And you may not enter any of the CSTL houses.

THE COMMITTEE

The Committee (TC) consists of; Alumni, Phase I and Phase II residents with a minimum of six months of sobriety. TC meets on a regular basis, no less than quarterly. The TC will periodically review the Rules & Expectations and other documents for updating. The TC organizes events such as Thanksgiving and Christmas Day dinners, ice cream socials, and events to bring the CSTL community and neighbors together. The TC has a maximum of 15 members.

HOUSEKEEPING AND KITCHEN

You are expected to be up, dressed, finished with cleaning your room, and be in Morning Meditation by 9:00AM Monday through Friday, excluding holidays. If you are not in the Morning Meditation you may not be on CSTL property.

Sleeping in common living areas is not permitted. Nor is laying on the furniture. Staying in bed due to illness requires tenant to inform the House Manager and the office manager.

- **CLEANING**

You are responsible for cleaning your room. This includes having your part of the room picked up and clean, and working with roommates to complete joint tasks such as vacuuming. If there is an open bed in your room, you are responsible for maintaining that part of the room. Rooms will be checked for cleanliness daily.

Our mandatory '**Double Scrub Day**' is the **last Sunday** of **every month**, 3pm to 5pm.

Tenant House Manager is responsible for posting a chore list of who is to clean common areas; hallways, lounge area, and bathrooms. You will be assigned rotating tasks for keeping the house and yard in order. **Check the chore assignment** list; it is posted on Sunday for jobs beginning Monday AM. If there are any questions regarding the job descriptions, ask the Tenant House Manager or Chore Captain.

If you are **unable to do your job** for any reason, you must find someone to do the job for you. If someone agrees to do your job, leave a note with the Tenant House Manager or Chore Captain. You are still ultimately responsible for completion the job.

Personal belongings left lying around the house will be collected and placed in a bag in office. You may retrieve these items at the next house meeting. Your personal items may only be in your room. We are not responsible to lost or stolen items.

- **COFFEE MACHINES**

Do not leave less than one inch of coffee or water in pots; make a new pot at this point. Burners must be OFF before placing empty pots on them. The last person up at night is responsible for turning off switches on the coffee maker.

- **DISHES**

You are required to help with dishes when it is assigned as your chore. All tenants are expected to pick up and clean their own dishes during the course of the day. It is your responsibility to check the chore assignment sheet to find out what nights you have been assigned. New assignments begin Monday AM and are posted on Sunday. Dish crew is for the 5:30PM meal.

House dishes and glasses are to be used at meal times only and **may not be taken to bedrooms or living room**. Dishes, pots and pans are to be returned to proper places. Kitchen is to be checked after clean up by staff or Tenant House Manager.

- **KITCHEN, USE OF**

You may prepare **breakfast** between 7:00-9:00AM weekdays, and until 10:00AM weekends. **Lunch** is between Noon-2:00PM daily (you may eat during the noon meeting). **Snacks** will be available at all hours that do not conflict with any regularly scheduled meeting. You must be properly dressed and wearing shoes anytime you are in the kitchen. If tenants insist on leaving a mess in the kitchen, the kitchen will be locked up for limited supervised access.

You must **clean up after yourself**, in the kitchen after breakfast, lunch and snacks. Do not dump grease, coffee grounds or any non-food item in the sink. Baking requires permission in advance from the Tenant Manager. Wash and replace pots and utensils. Food, appliances, and utensils are to be left in their perspective houses.

Supplies stored in refrigerator and pantry is to be left alone unless it is you're assigned job or have permission from Tenant Manager.

- Eating is permitted in the dining room or outside only.
- Alumni and Phase II tenants must pay \$4 to eat dinner; no charge is required when you are attending the mandatory House meeting.
- All food must be properly covered and stored after opened or cooked.



- Tenants may store their personal food in the refrigerator. Clearly mark your food with your name. Do not eat food that has someone else name on it.

- **MEALS**

Breakfast is self-serve, until 9:00AM Monday - Friday, and 10:00AM Saturday and Sunday.

Lunch is self-serve, Noon-2PM daily. You may make a bag lunch for work or outside program. You may eat lunch during the noon meeting. Laundry machines – all tenants must be attentive to their laundry and may not leave their laundry in the machines for more than 15 minutes after the cycle has been completed.

Dinner is at 5:30PM to 5:45PM daily. All persons planning to attend dinner are required to be on time or call the tenant’s phone for a “**save plate**” if you are going to be late due to work or other appointments. While preparing dinner you must wear latex gloves and hair nets.

BREAKFAST, LUNCH & SNACK FOODS AVAILABLE

Fruit juice	popcorn	Kool-Aid	Eggs
Ice cream	milk	Coffee & tea	bread
Fresh fruit	Cottage cheese	jelly	cheese
Crackers	cold cuts	Cereal hot or cold	Butter
Peanut butter	yogurt	Honey	raisins

This is not to say that all foods are available every day. Different foods are available at different times.

HEALTH & SAFETY REGULATIONS

1. **NO Smoking or chewing in the HOUSE!** Smoking and chewing tobacco are permitted outside **only**; there are designated areas in the back of the house, not on the balconies. Mad II and III you may smoke on the porch. Always use the butt cans.
2. No bare feet in common living areas.
3. Food, beverages, or smoking is not permitted in bedrooms or in the living room.
4. While cooking in kitchen, please wash hands. All cooks and assistants must wear plastic gloves when preparing meals.
5. When leaving a room, **shut off all electrical equipment** (TV, VCR, lights, fans, radios, heaters, etc.) or they will be removed from your room.
6. In the women’s house the doors should be locked after the curfew for your protection

7. For your safety, try to avoid using any electrical appliances in bathroom. If you do use them be careful.
8. Report problems with appliances, heat, water or rooms to staff or House Manager in writing.
9. Report maintenance emergencies to staff immediately.
10. While using the 'free weights' you must have a spotter.
11. In order to comply with our Good Neighbor policy, **do not loiter** in the parking lot or porch of Mad I.
12. **LAUNDRY** - Use appliances at your own risk. CSTL provides laundry facilities as a convenience and does not assume responsibility for any damage to clothing, or loss. Please do not overload machines. Irons must be unplugged when not in use. Use of machines is permitted during posted times. All tenants must be attentive to their laundry and may not leave their laundry in the machines for more than 15 minutes after the cycle has been completed.

MISCELLANEOUS

1. **All mail must be brought in**, sorted, and distributed by staff. It is your responsibility to go to the office and retrieve your mail. Upon moving to Phase II please put in a change of address at the post office.
2. CSTL is not responsible for lost valuables or cash.
3. **Guests;**
 - are welcome in common living areas **only** for no longer than 3 hours, excluding meetings and not more than 3 days in a row
 - are expected to be clean and sober
 - may be subject to submit a urine analysis (UA) test, clean from all substances
 - NO guests after 10:00PM.
 - Males are not allowed on the woman's property or house, unless approved by CSTL staff for repairs or other necessary times.
4. It is against CSTL policy for a tenant to **lend or borrow** other tenants' belongings or money. If you do lend or borrow anything, you do so at your own risk.
5. You may have only **one** automobile on CSTL property as long as it is in good working order, currently registered and insured as well as;

CSTL, Inc. dba Clean & Sober Transitional Living

8934 Madison Ave., Fair Oaks, CA 95628, 916-961-ANY1 (2691)

- Park your car in designated parking only. Do not park in front of the neighbor's property or our mail box.
 - Vehicles must not leak fluids in parking lot or driveway.
 - You are to obey all laws and regulations while to driving on and off CSTL property, i.e. no speeding or screeching tires.
6. Ask anyone picking you up not to blow their horn while waiting for you, be courteous.
7. TV, stereo and video games are allowed in rooms providing you abide the following;
- Be courteous to all including your roommate, if the volume may be heard outside of your room it is too loud. Don't have them on while your roommate is sleeping or after 10PM.
 - If the volume is continually too loud or if the TV or radio are continually left on without anyone in the room they will be removed from your room.
 - To limit outside noise, please do not set radios in windows or take outside.
 - TV and radios in your rooms are subject to the same rules during the meeting.
 - You may not play music that is suggestive, gang related or that contains foul language.
8. It is your responsibility to receive a receipt for all rent payments. All checks are to be made payable to CSTL, without expectations.
9. It is expected that tenants will wear appropriate clothing at all times;
- In your own house, you may be in your pajamas/robes before 8AM or after 10PM only.
 - Men must wear a shirt at all times, no 'muscle men' shirts.
 - Woman may not wear bathing suits, other than behind their house. Tops or pants must cover your midriff.
 - Tenants may not display nor wear anything that advertises alcohol beverages, drugs, or gang related apparel.
10. Fireworks, firearms, knives, weapons, etc. are **not** allowed in your room or at any CSTL property.
11. Pull all window shades at night and turn off lights before going to bed.
12. Woman may be in their own house, the main house (Mad I) or in the meeting room (Mad II) only.
13. For after business hour **medical emergencies call 911**. For all other emergencies contact your house manager.