

HOUSE RULES

Bridge House Clean & Sober House

1. This is a clean and sober facility – **drug and alcohol use is strictly prohibited.** Any violation of this rule will be cause for immediate discharge. This is non-negotiable.
2. All potential residents must have attained a **minimum** of (30) days clean and sober prior to admission.
3. All residents are required to submit to random drug and alcohol screening upon admission and at anytime upon demand. Refusal to provide UA or PBT (breathalyzer) will result in immediate discharge.
4. If drug or alcohol use is suspected, staff will investigate suspected use. A special House Meeting may be called. If a majority vote confirms suspected use, staff may agree to a discharge. The resident is expected to make immediate plans to vacate the property. Any disorderly response will lead to the police being called.
5. Bridge House reserves the right to conduct random, unannounced room inspection. Discovery of illicit substances or contraband may result in immediate discharge and the filing of police reports.
6. Contraband items include, but are not limited to: drugs, drug paraphernalia, alcohol, weapons of any kind (guns, knives, bows, etc.), pornographic material (pictures, magazines, videos) on paper, video or electronic devices/phones, sexually explicit or drug-related material (clothing, pictures, etc.), any material that is rude or offensive and food items that contain poppy seeds.
7. Disruptive behavior is not tolerated. Any behavior which is deemed by staff to be detrimental to the serenity and recovery of any resident is strictly forbidden. These acts include, but are not limited to: verbal threats, sexual harassment, physical violence, destruction of property and/or intimidation of any manner. Any such acts are grounds for discharge.
8. Relationships with others in the house should reflect a family type relationship. Association with other residents or staff members in a non-family way (romantic, intimate or sexual manner) may be cause for discharge.
9. Program fee for residency is \$290 per month. A \$100.00 security/damage deposit will be due upon move in. Fees are due by the 3rd & 5th of each month. Bounced checks must be paid in full immediately (in cash) with any penalty costs to the house reimbursed. A minimum of (1) week notice must be given before moving out.
10. Bridge House is not responsible for lost or stolen property. If you have anything of significant value, do not keep it here (electronics, jewelry, excess cash, etc.).
11. Any household items that are broken or damaged by a resident must be replaced. Damage to building structures, equipment or appliances must be done by a professional that has been authorized by BH staff and paid for by the resident.
12. Theft is not tolerated. This offense will result in immediate discharge.
13. All residents are required to obtain a substance abuse assessment immediately and complete the recommended treatment plan through the Bridge House Outpatient Treatment program.
14. All residents are required to participate in the Ke Ala Kūpono program which includes Aloha ‘Aina, a component of the Vocational Skill-Building Program. Unemployed residents are required to participate in

- (15) hours of Aloha ‘Aina per week. Residents with part-time jobs (10-30 hrs/week) are required to give (8) hours per week. Residents with full-time jobs (31+hrs/week) are required to give (3) hours of work per week. Aloha ‘Aina hours are not monetarily compensated. Participation in the Aloha ‘Aina/VSB program is a means of giving back to the ‘ohana and a chance to learn valuable work skills and habits. **Weekly Aloha ‘Aina hours must be completed by Friday, 12pm.** There will be no Aloha ‘Aina work done on the weekend, unless prior arrangements have been approved by staff. Failure to complete required hours may result in denial of Overnight/Off-Site Passes and/or a delay in Phase movement.
15. Attendance at *all* scheduled program functions (i.e. harvest, mala work, Aloha ‘Aina, Uncle Bobo, etc.) are **mandatory** for *all* on-site residents. Failure to attend *all* functions when on-site may result in denial of Overnight/Off-Site Passes and/or a delay in Phase movement. Residents are responsible for checking the weekly schedule for all activities.
 16. Attendance at the weekly House Meeting, In-House Speaker meeting and other 12-Step meetings transportation is provided to is **mandatory**, unless you have been excused for a valid reason by Bridge House staff *only*.
 17. All residents must attend a minimum of (4) 12-step meetings per week if not employed, or (3) per week if employed or attending school over (20) hours per week. **Meeting Attendance sheets must be turned in by Friday, 12pm.** Failure to attend required meetings may result in denial of Overnight/Off-Site Passes. All residents must have a sponsor within (30) days of admittance. All residents may have only (1) sponsor. Sponsors must have at least (1) year clean and worked the 12-steps of their fellowship with a sponsor. A sponsor may visit his/her sponsee any day between 7am and 9:30pm when there are no scheduled program functions. Exceptions may be made by BH staff *only*. Please have sponsors sign-in/out on the Visitors Log located on the office front door.
 18. Day and Overnight Pass privileges are contingent upon what Phase you are in. Please refer to the *Phases of Bridge House Clean & Sober Program* handout for details on privileges & requirements of each phase. All requests must be submitted at least (1) day in advance. ***If you leave the property without an approved pass, you will be considered as having “Walked” and will be subject to discharge.*** Approval of a pass request is contingent upon completing all Ke Ala Kūpono program hours and fulfilling all House obligations. **CURFEW IS AT 9:30PM NIGHTLY, UNLESS OTHERWISE DESIGNATED.**
 19. When going off-property on an approved pass, you are required to sign-out/in on the Pass Log located on the office front door. Failure to sign-out/in on the Resident Pass Log will result in suspension of off-property privileges. ***If you leave the property without an approved pass, you will be considered as having “Walked” and will be subject to discharge.***
 20. **All visitors must have at least (1) year clean and sober.** Visitors are allowed on site during visiting hours only. **Visiting hours are Saturday from 12:00 pm to 6:00 pm. and Sunday from 10:00 am to 2:00 pm.** You must stay with your guest at *all* times. Visitors are not allowed in dorm areas except to use the bathroom. All guests are permitted in common areas **only** (kitchen, living room, dining room, outdoors). If you have children visiting you, you are solely responsible for their safety and they must remain in your presence at all times. NO OVERNIGHT GUESTS ALLOWED.
 21. All residents must attain authorization from staff and complete all required paperwork before they will be allowed to bring a vehicle on-site. Drivers must have a valid driver’s license and the vehicle must have current registration and insurance. These documents must be presented to staff so copies can be retained. Auto repair on the property is not permitted without staff permission. Park ONLY in designated (visitor) parking areas. Parking in an area other than the visitor area must have prior authorization from staff. **YOU ARE NOT ALLOWED TO TRANSPORT OTHER RESIDENTS WITHOUT PERMISSION.** Your vehicle may only be used for designated purposes.

22. Residents are **not** allowed entry to the office area without staff supervision or the staff bathroom without staff consent. Office entry procedure is to knock on the door and wait outside until you are invited in. Do not enter the office without knocking or knock and immediately open the door. If you knock and do not receive a response, wait a few minutes before trying again or come back at a later time.
23. When being transported by Bridge House (treatment, appointments, etc.), you are **not** allowed to leave the drop-off site for any reason (store, bank, library, etc.) or meet visitors without prior approval from staff. Residents must check with the office **before** scheduling appointments. **Transportation is limited and will be provided only upon availability.**
24. Residents are responsible for the purchase and preparation of their own snacks and meals. Label your food and drink. If it is not yours, do **not** eat it.
25. Residents are responsible for the storage and administration of their medication. Medications may **not** be kept in common areas (living room, kitchen, dining area) and must be kept in a locked box, out of sight of other residents. Medication must be taken privately (in the bathroom or other private area) and never in common areas. Do not leave medication on counter tops or dressers.
26. Smoking/vaping is permitted in designated areas only. Smoking/vaping is not allowed in any indoor areas or in the van. Do not leave cigarettes/e-cigarettes unattended. Dispose of your ash and butts in the disposal cans/ ashtrays provided. Violation of this rule may result in immediate discharge.
27. Dorm areas are for dorm residents only. If you do not reside in the dorm, you are not allowed inside unless authorized by staff. Men should not be near the women's cabin and women should not be near the men's cabin at any time. The boundary line for dorms are: the bottom of the stairs (outside men's cabin), the end of the lighted walkway (women's cabin) and the top of the patio ramp (men's main cabin).
28. Cleanliness starts with self; shower daily, brush your teeth and keep personal dorm area clean and orderly. Beds are to be made daily and clothes put away. Do not hang anything on lanais, doors and furniture or wall fixtures. Be considerate of roommates and others.
29. Dorm bathrooms must be cleaned on a daily basis. A rotating schedule will be posted as needed. Failure to complete your assigned day(s) may result in denial of Overnight/Off-Site Passes.
30. **All residents must complete assigned chores daily by 8am.** If you are on an off-property pass or will not be at home, YOU ARE RESPONSIBLE FOR FINDING SOMEONE TO COVER YOUR CHORE. Failure to complete daily chores may result in denial of Overnight/Off-Site Passes.
31. The first Saturday of the month is General Housecleaning from 8am until completed (or at designated time). General Housecleaning is mandatory for **all** residents unless prior arrangements have been approved by staff. Do not make plans or pass requests during these hours.
32. Reasonable noise levels are to be maintained at all times. No yelling, screaming or excessively loud music/TV. TV use should be at minimal sound levels. When playing music in common areas, the type of music should be generally acceptable by others and not excessively loud. When playing music in the dorms, the music must be acceptable by everyone in the dorm and played at a minimal sound level.
33. TV use is prohibited between 8am – 12pm, Mon-Fri and after LIGHTS OUT daily.
34. **All residents must be in their dorms by 10pm Sun-Thurs & by 11pm Fri-Sat. Sun – Thurs, LIGHTS OUT is at 11pm. Fri – Sat, LIGHTS OUT is at 12am.** At LIGHTS OUT, TV should be turned off,

common areas vacated and all residents in their dorms and in bed. No computer, video game or cell phone use is allowed in dorms after LIGHTS OUT. NO OVERNIGHT SLEEPING IN LIVING ROOM AREA IS ALLOWED.

35. The kitchen must be kept neat and clean at all times. Clean up after yourself and put things back where they belong. Wash, dry and put away your dishes immediately and wipe down all surface areas. Do not store cooked/prepared food in plates, cups and pots/pans. All food stored in the fridge must be in a Ziploc or Tupperware container.
36. Common areas (living room, dining room) should be kept neat and clean at all times. Do **not** move or rearrange any furniture in the common areas or dorms without staff approval.
37. Laundry hours are from 8:00 am to 8:00 pm. Do not leave laundry unattended and be prompt in removing your clothes from the washer as soon as it is finished. When hanging clothes on the clothesline, be sure to remove once they are dried to make room for others. **No laundry is to be done during the House Meeting, In-House Speaker Meeting or Acupuncture.** A laundry schedule sign-up sheet will be used as needed.
38. House telephone use is limited to (15) minutes on, (15) minutes off. Please be courteous to other residents who have been waiting to use the phone. Do **not** answer the phone; it is a message line only. If you listen to a message, verbally notify the message recipient or write the message on a paper and put it in their box. It is not appropriate to share names or information about other residents without their permission. Respect other resident's privacy.
39. Mail will be brought to the house by staff at least (3) times per week. You are responsible for forwarding your mail once you leave Bridge House. Mail for discharged residents will be held for maximum of (7) days then returned to sender or mail carrier.
40. Personal items left by discharged residents will be held in the office for maximum of (7) days then donated to a local thrift store. Residents are responsible for making arrangements with staff in advance for the pick-up of their personal belongings.
41. Good relations are to be maintained with our neighbors. Please conduct yourself accordingly and familiarize yourself with property boundaries. Any potential disputes should be immediately reported to staff. Do **not** enter the neighbor's property. Do **not** pick oranges, avocado, coffee or other items from our neighbors' property.
42. Fire and Emergency Safety plans will be reviewed upon admission. Please become familiar with plans posted in each house. All residents will be required to participate in fire and emergency drills. Always practice safe habits. Be aware of fire exit locations and how to use them for all emergencies. Know how to call 911 in an emergency situation. Smoke only in designated areas.
43. Please be conservative with water and electricity. Shut off lights when leaving rooms, turn off fans when not in use and check faucets for leaks. It increases our expenses and could lead to program fee increases.
44. If there is a water emergency or if a water line breaks on the property find or call Mike immediately and do not touch water valves. If Mike is unavailable, call Andi immediately. **NEVER** weed-wack near or on PVC piping. If you see the strobe light by the large water tank start blinking, call Mike or Andi immediately.
45. Do **not** call staff outside of office hours unless it is an emergency. Examples of *NON*-emergencies include, but are not limited to: Off property or overnight pass requests, needing transportation that was not scheduled in advance with staff, last minute appointments. Non-emergency issues will be handled the next business day.

- 46. If an issue arises that is not addressed here, or in emergency posts, do not assume you know the answer. **ASK** staff first before acting.
- 47. Residents in violation of *any* House Rule may be subject to immediate discharge.

ACKNOWLEDGEMENT

I have read and voluntarily agree to abide by all the rules of Bridge House Inc. I do hereby agree to comply with all the rules listed above and understand all that is expected of me during my residency in Bridge House Recovery House.

Resident Signature

Date

Staff Signature

Date