

HOUSE RULES

Bridge House Transitional Sober Living Program

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 fifteen (15) 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 result in ***immediate discharge*** and the possibility of filing police reports.
5. Cell phones and all electronic devices (i.e. tablets/iPads, mp3 players/iPods, laptops, etc.) are not allowed until the resident has been approved by staff for program movement to Phase 2. ***Any resident with cell phone privileges that allows a new resident who does not have privileges to use their cell phone for any reason will have their cell phone confiscated immediately.*** Cell phone & electronic device use is permitted only during designated hours approved by staff. Cell phones that are used outside of designated times will be confiscated immediately.
6. Bridge House reserves the right to conduct random, unannounced room inspection at any time. Discovery of illicit substances, electronic devices, contraband and/or medication (prescription or over-the-counter) that has not been logged by office staff may result in ***immediate discharge*** and the filing of police reports.
7. Smoking is permitted in designated areas only. Smoking is not allowed in any indoor areas or in the van. Do not leave cigarettes unattended. ***Vapes and e-cigarettes are not allowed.*** Dispose of your ash and butts in the disposal cans/ ashtrays provided. Violation of this rule may result in suspension of smoking privileges for all residents and/or ***immediate discharge.***
8. Contraband items include, but are not limited to: drugs, drug paraphernalia, alcohol, vapes, e-cigarettes, food or drink containing ***any*** amount of alcohol (i.e. “non-alcoholic” drinks such as Kombucha, O’Doul’s, etc.), energy drinks, food/drink items that contain poppy seeds, 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, or any mind-altering or illegal substances (including “natural” or herbal substances, workout supplements and prescription medication *not* prescribed to the individual) is strictly forbidden. ***Fireworks are strictly prohibited on premises at anytime. Possession of fireworks and/or any type of explosive may be cause for immediate discharge. Candles, kerosene lanterns or any products with an open flame are strictly prohibited in any indoor area on property.***
9. **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, intimidation of ***any*** manner and/or harassment of any kind. Any such acts are grounds for ***immediate discharge.***
10. 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 result in ***immediate discharge.***

HOUSE RULES

Bridge House Transitional Sober Living Program

11. Residents are responsible for the storage and administration of their prescription medication(s). Staff must be notified of **all** prescription and over-the-counter medication(s), herbal supplements and/or vitamins residents bring on property. For more details on medication(s), please refer to your copy of the Medication Policy from intake paperwork. All prescription medication(s) are subject to random count at any time and violation of the Medication Policy may result in ***immediate discharge***.
12. Theft is not tolerated. This offense will result in ***immediate discharge***.
13. The **monthly program fee is \$290.00 per month**. This is not rent, but a monthly fee for program participation. A ***one-time \$100.00 initial enrollment fee*** will be due upon program admission to cover supplies which may include bedding, personal necessities, food or other items and services.

Fees are due by the 1st, 3rd or 5th of each month upon receipt of financial benefits. ***The intentional withholding of program fee payments when funds are available are grounds for immediate discharge.*** Bounced checks must be paid in full immediately (in cash) with any penalty costs to the program reimbursed. A minimum of (1) week notice must be given before moving out.

Program fees are calculated at a daily rate based on the number of days per month and prorated to date of admission and discharge. If a resident has a credit balance upon discharge, a check will be issued to the resident within seven (7) days of discharge. If there is a balance due to the program upon discharge, the resident is expected to make affordable monthly payment arrangements with program staff before leaving.

14. **12-step program participation is required for all residents. All residents are required to obtain a 12-step sponsor within (30) days of admittance.** All residents may have only (1) sponsor. Sponsors must have at least (2) years clean and sober, in active recovery, and have worked the 12-steps of their fellowship with a sponsor. A sponsor may visit his/her sponsee on-property any day between 8:00am and 9:30pm, ***when there are no scheduled program functions*** or with ***prior permission from BH staff***. Please have sponsors sign-in/out on the Visitors Log located on the office front door.
15. ***All residents must complete assigned chores daily by 8am.*** If you will not be on-property, you are responsible for asking someone to cover your chore. Failure to complete daily chores may result in denial of privileges and/or a delay in phase movement.
16. All residents are required to obtain a substance abuse assessment immediately and complete the recommended treatment plan through the Bridge House Outpatient Treatment program. ***Failure to adhere to Bridge House Outpatient Treatment program rules may result in discharge from the Bridge House Sober Living & Supportive Services program.***
17. All residents are required to participate in Aloha ‘Āina, a component of the Vocational Skill-Building Program (VSB). **All residents are required to participate in (10) hours of Aloha ‘Āina per week.** Participation in the Aloha ‘Āina/VSB program is a means of giving back to the ‘ohana, a chance to learn valuable work skills and habits and are not monetarily compensated. Residents with part-time jobs (10-30 hrs/week) are required to contribute (4) hours per week. Residents with full-time jobs (31+hrs/week) are required to contribute (2) hours of work per week. Failure to complete required hours may result in denial of privileges and/or a delay in phase movement.

HOUSE RULES

Bridge House Transitional Sober Living Program

18. Attendance at **all** scheduled program functions is **mandatory** for residents on-property, employed or not. Program functions include, but are not limited to: Aloha 'Āina, in-house & scheduled off-property 12-Step meetings, monthly community service projects, weekly 'aha 'ohana (house meetings) and cultural groups and activities. Failure to attend *all* scheduled functions when on-site may result in denial of privileges and/or a delay in Phase movement. Consistent absence from program functions may result in **immediate discharge**. Residents are responsible for checking the weekly schedule for all activities.
19. Day and Overnight Pass privileges are contingent upon what phase of the program you are in. Please read the *'Phases of Bridge House Clean & Sober Program'* packet for details on the privileges & requirements of each program phase. All pass 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 immediate discharge.*** Approval of a pass request is contingent upon fulfilling all program obligations. Residents are required to sign-out/in on the Pass Log located on the office front door any time leaving the property. Failure to sign-out/in on the Resident Pass Log will result in suspension of off-property privileges. **Curfew is at 9:30pm.**
20. ***All visitors must have at least (1) year clean and sober.*** Visitors are allowed on-site during visiting hours only with an approved visitor request. **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 ARE ALLOWED.**
21. Residents are **not** allowed entry to the office area without staff supervision or the staff bathroom without staff consent to ensure confidentiality of protected health information. 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 and/or come back at a later time.
22. When being transported by Bridge House (treatment, appointments, etc.), residents 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. Residents must submit a transportation request for any scheduled appointments **Transportation is limited and will be provided only upon availability.**
23. Bridge House is not responsible for lost, damaged or stolen property. ***If you have anything of significant value, do not keep it here*** (electronics, jewelry, excess cash, etc.).
24. 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. Parking is allowed **ONLY** in visitor parking area. **Transporting other residents without staff permission is prohibited.** Personal vehicles may only be used for purposes approved by staff.
25. Residents are responsible for the purchase and preparation of their own snacks and meals. ***Energy drinks are prohibited.*** Label all food and drink. If it is not yours, do **not** eat it – taking others food without permission is considered theft and may result in **immediate discharge**. If you are in need of food, please see staff for assistance.

HOUSE RULES

Bridge House Transitional Sober Living Program

26. 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). 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 privileges and/or a delay in phase movement.
27. 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, furniture or wall fixtures. Be considerate of roommates and others. **Shirts must be worn at all times outside of personal dorm areas.**
28. The first Saturday of the month is General Housecleaning at designated time until completed. 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.
29. 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.
30. TV use is prohibited Mon-Fri between 6:30am – 12pm and after LIGHTS OUT daily.
31. ***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.***
32. 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.
33. 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. ***Food, beverages and footwear are not allowed in the living room area.*** Residents are not allowed to sleep overnight in common areas.
34. 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.
35. **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 posted as needed.
36. 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***

HOUSE RULES

Bridge House Transitional Sober Living Program

is not appropriate to share names or information about other residents without their permission. Respect other resident's privacy.

37. Mail will be brought to the house by staff at least (2) 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.
38. 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.
39. 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.
40. 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.
41. 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 program expenses and could lead to program fee increases.
42. If there is a water emergency or if a water line breaks on the property find or call Andi immediately and **do not** touch water valves. If Andi is unavailable, call Terry immediately. **Never** weed-wack near or on PVC piping. If you see the strobe light by the large water tank start blinking, call Terry or Andi immediately.
43. 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, and last minute appointments.* Non-emergency issues will be handled the next business day.
44. No flushing of personal wipes and/or feminine products down the toilet.
45. Tattooing is not permitted on property.
46. If an issue arises that is not addressed here, do not assume you know the answer. **ASK** first, before acting. If you are unable to reach a staff member, do **not** act. Residents in violation of *any* House Rule may be subject to ***immediate discharge.***

HOUSE RULES

Bridge House Transitional Sober Living Program

ACKNOWLEDGEMENT

I have read and voluntarily agree to abide by all the above rules of program residency. I do hereby understand the consequences of non-compliance to these House Rules and understand what is expected of me during my residency at Bridge House. I further acknowledge that it is my responsibility to approach staff with any questions I may have regarding these House Rules, and that failure to do so verifies my full understanding and acceptance of the House Rules.

Resident Signature

Date

Staff Signature

Date