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## **BARBARA K. BROOKS TRANSITION HOUSE**

### **PRE-APPLICATION MEMORANDUM OF UNDERSTANDING HOUSE RULES**

The Barbara K. Brooks Transition House is a recovery and transitional house. Residents work together as a team in a tranquil, peaceful and safe environment. The Barbara K. Brooks Transition House is **not** your personal Apartment. Each resident is totally dependent upon on the other residents to enjoy the collective rights and privileges of living in the Barbara K. Brooks Transition House. If you are in this for yourself; have hidden agendas; selfish motivations; or are simply looking for a cheap place to live, PLEASE DO NOT APPLY FOR RESIDENCE.

#### APPLICATION

In order to become a resident of the Barbara K. Brooks Transition House a prospect must complete the required application for residence; understand and agree to follow the House Rules; and submit to an interview process.

Applicants must be sober for thirty-days (30) before applying for residence. Residents must be examined for Hepatitis C and Tuberculosis and be free of disease before admittance to the residence.

#### COST OF HOUSING

The initial cost to move into the Barbara K. Brooks Transition House is:

A one-time \$200.00 non-refundable entry fee plus the first weeks' rent of \$150.00, for a total of \$350.00 to "walk through the door".

Residents must pay their established weekly rent on time, by money order at the weekly House business meeting, or when scheduled by the House Comptroller. Failure to pay rent and/or fines constitutes grounds for expulsion from the House. Residents who miss two weeks of their rent should be prepared to move out of the House. In most cases residents will be offered a short period of time to cure the arrears. If a resident does not cure the arrears in the time permitted, they will be required to leave the House.

#### PROBATION

Residents must understand that upon entry into the Barbara K. Brooks Transition House, they are on probation for a period of not less than ninety-days (90). During the probationary period violation of the House Rules will be grounds for eviction from the house. Terms of the probationary period will be determined on an individual basis, based on the information provided in the application for residence. All probationary residents are subject to the following rules:

Residents will have a curfew set by the House Manager. Normally 9 p.m. Sunday through Thursday and 10 p.m. Friday and Saturday.

Residents will attend AA, NA and/or CDA meetings on a regular basis and document the meeting times and places

Upon successful completion of the probationary period, new residents will have the same rights and responsibilities of any other regular House resident

## HOUSE RULES

Residents are permitted to come and go from the house at will, provided they comply with established curfews. Most curfews after completion of the probationary period are Sunday through Thursdays 10 p.m. and Friday and Saturday 11 p.m. Exceptions to the curfew will be permitted if the residents work schedule conflicts with the curfew.

It has been established that visitors to the home are not permitted. Visitation with family and friends are encouraged. Suggested meeting places are friends and families homes, church, local library, local restaurants. If a resident experiences difficulty visiting friend and family outside the home, this is to be discussed with the House Manager. This is a recovery home and peace and tranquility are of utmost importance. So as to not infringe upon the rights of other residents, family and other visits, must occur off premises.

Upon moving into the House, residents are expected to be employed. In the event the resident is not employed, they are expected to be able to support themselves during their job search period which will not exceed thirty-days (30). Residents remaining unemployed after thirty-days (30) will be expected to seek assistance from the Acceptance, Change, Empowerment Center (ACE) to obtain employment assistance. Residents must understand and own their financial responsibilities.

Residents must understand that there may be random and/or cause substance abuse screening at any time. Residents found to be “using” or refusing to be screened will be required to leave the house within 30 minutes. If a resident has been required to leave the House, and subsequently becomes disruptive, disrespectful, abusive, destructive or violent, the police will be contacted to have the resident removed. In addition, if required to leave the house residents will subsequently have fifteen (15) calendar days to remove their personal belongings, or they become the property of the Barbara K. Brooks Transition House.

The House Manager is your Barbara K. Brooks Transition House Leader. Residents must understand that the House Manager has the authority to require and administer substance abuse screening. The House Manager has authority to settle minor disputes among residents. Major disputes will be handled by following the conflict resolution policy.

Violence, theft or disruptive behaviour constitutes ‘cause’ for eviction. In the case of disruptive behaviour, due process will apply. In the case of violence or theft, immediate eviction may apply, at the discretion of the House Manager.

In the event a resident causes physical damage to the House, the resident will be responsible for the cost to repair the damage to restore the House to prior to damage status.

Weekly House business meetings are held as scheduled by the House Manager, based on the availability of the majority of the residents and attendance is **mandatory**. Residents are expected to be on time for meetings. Excused absences are permitted for those residents scheduled to work during the hour of the business meeting, and for validated illness. Residents unexcused from the meeting or found to be tardy will be fined. Residents found to be breaking any House Rule will be fined. Imposed fines will be paid at the following regularly scheduled meeting when paying rent. No exceptions.

Fines will be levied as follows:

Tardiness or Unexcused absence from a meeting	\$25.00
Failure to complete assigned chores	\$25.00
Leaving personal items in common area	\$25.00
Kitchen infraction	\$25.00

Residents will be assigned weekly chores, on a rotating basis, via schedule prepared by the House Manager.

## Housekeeping

Residents are expected to keep their personal room neat, tidy and ready for inspection at any time, by the House Manager and/or their designee.

At no time may there be any open flame inside the House.

Personal items are not to be left in the common areas of the House. (Living Room, Dining Room, Bathroom)

Residents are expected to wash, dry and put away any dishes they use for cooking and/or preparing meals.

All personal foods must be stored with the name of the Resident. Food stored in refrigerators must be covered and labelled with the residents name and date of storage. The House Manager has sole discretion to dispose of the personal food of any resident.

Residents are expected to be completely clothed in clothing of their choosing, respecting the right to privacy of the other residents in the house while in the common areas of the home. For example, no pajamas, obscene or derogatory or clothing that may be deemed inappropriate by the House Manager may be worn in the common areas of the home, living room, kitchen or office areas.

Residents are free to speak on the telephone, and use the shared computer located in the office, taking into consideration other residents' need for use of shared equipment. Further information is contained in the Telephone/Computer/Television Usage Policy.

## Guests

No guests are permitted in the house at any time.

Overnight guests are not permitted. No Exceptions.

No sexual activity is permitted in the House or on the grounds.

Males are not permitted in the house at any time with the exception of workmen, or repair men who will only interact with the House Manager.

The Barbara K. Brooks Transition House is not responsible for your personal belongings or property with the exception of storing them for fifteen-days (15) in the case of resident eviction. In the event you request that your valuable property be stored, while a resident, please contact the House Manager regarding the Valuables Inventory Procedure.

Usage of the House phone is covered under the Telephone/Computer/Television Usage Policy. Please limit your use of the House phone. The House Manager will log calls and funnel any messages. Each resident is expected to log calls in the absence of the House Manager.

Items that are not included in this document may be submitted for your agreement anytime during your residency. If you choose to disagree with any additional rules or guidelines submitted for your agreement, you have the option to move out of the House.

The fundamental operating principles are:

- Remain Sober

- Pay your Rent when due

- Complete your chores as assigned

- Respect your Housemates

- Serve the House

- Prepare and plan to secure independent living arrangements

The fundamental guidelines are:

The House Rules cannot be amended or changed.  
The House will be run in a fiscally sound manner.  
Anyone found "using" is subject to immediate eviction no questions asked.

While we accept each other as the individuals we are, we must remember that life in the Barbara K. Brooks Transition House is a collective NOT an individual experience.

I realize that the Barbara K. Brooks Transition House to which I am applying for residency has been established in compliance with the conditions of sub section 2036 of the Federal Anti-drug Abuse Act of 1988, P.L. 100-690, as amended, which requires the house residents to (A) Prohibit all residents from using any alcohol or illegal drugs, (B) Expel any resident who violates such prohibition, (C) Equally share household expenses including the monthly rent payment, among all residents, and (D) Utilize democratic decision making within the group including inclusion in and expulsion from the group. In accepting these terms, the applicant excludes herself from the normal due process afforded by local Landlord-Tenant Laws

BY SIGNING THIS AGREEMENT, you agree that you understand the above stipulations, guidelines and provisions and you agree to abide by them and the Barbara K. Brooks Transition House Rules. You also agree to the described probationary period. In the event you are approved for residency and you violate any House Rules you herein agree to leave the Barbara K. Brooks Transition House immediately without disruption.

\_\_\_\_\_  
Resident Name/Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
House Manager

\_\_\_\_\_  
Date

