



Welcome to Lifehouse by Shoova,

Shoova means "to return". It is our guiding principle that despite any mistakes we may have made in the past, there is always a path back to rediscovering our core beauty and goodness so that we can achieve the purpose for which we were created.

We are excited to have you join us on your journey towards recovery and wellness. Our LifeHouse Sober Living House is a safe, supportive, and structured environment designed for those who are currently enrolled in a PHP level of outpatient treatment. LifeHouse is committed to helping you build a strong foundation for long-term sobriety and our community is composed of individuals who will support your recovery journey. During your stay with us, you can expect:

- A clean, comfortable, positive and welcoming living space.
- Regular NA/AA meetings, activities, and community events.
- Random drug testing to ensure compliance and a safe environment.
- Support and guidance from our experienced house managers and staff.

To reach these goals, our houses are guided by certain policies and procedures which are meant for your safety and benefit. Upon intake a staff member will go over these policies and procedures with you and answer any questions you might have. Please read these policies carefully and sign them below.

We look forward to having you as a resident and seeing you achieve your dreams. Remember, the day you were born was the day that God said that the world cannot exist without you!

Sincerely,

*Courtney Mazur*  
Courtney Mazur  
Director of Housing

*Carlie Sweeney*  
Carlie Sweeney  
Director of Admissions

*Vinnie Straub Jr.*  
Vinnie Straub  
Director of Operations



## **POLICIES & PROCEDURES**

These policies and procedures will be set in place for your safety as well as to protect the safety of all Shoova House participants and management. Management is here to guide, mentor and walk alongside you in the most remarkable endeavor you will ever undertake. We, as fellow recovering addicts, want to make your transition into a new way of life easier. However, recovery only works if YOU take the initiative. We are here to help, but not do the work for you, so if you need us, just ask.

## **MOVE IN PROCEDURE**

No person will move into the house without first filling out an application and reviewing and signing these policies. In addition, every new participant will be required to submit to a urine and/or breathalyzer test for drugs/alcohol upon arrival at the house.

Upon arrival at the house, residents will go through an intake process with one of the Lifehouse staff. During the intake, the staff will review the policies with the resident and answer any questions the resident may have. The staff will also search the belongings of the resident to make sure that they are not bringing in anything that might compromise the integrity of the house. Items deemed to be inappropriate will either be disposed of or be recorded and stored safely offsite until the resident leaves the house. Once the intake process is complete, staff will show the resident to their room and give them a tour of the house.

Residents will receive fresh linens, towels, an alarm clock, and various toiletries and amenities to make their stay more comfortable.

## **RENT**

1. Rent at Lifehouse is \$200 per week. The first payment is due upon move in and all subsequent payments will be due weekly on the day of the week the resident moved in.
2. Clients must make timely rent payments and adhere to any financial agreements.
3. Rent can be paid by cash, check, money order, or online via credit/debit card or ACH. There will be a \$35 fee for any bounced check.



4. We maintain an online software called Innago ([www.Innago.com](http://www.Innago.com)) where every participant can track their payments, make online payments, and request maintenance for any problem in the house/room. Upon acceptance into the Shoova House you will receive an email with an activation link. There is no fee for payments made via ACH or Echeck through Innago, but Innago does charge a small fee to process online payments made by **Credit Card**.
5. Residents can choose to have their rent payments reported to the credit bureau to help them build credit. This is a voluntary program that a resident can opt in to through Innago.

## **RULES AND REGULATIONS**

### **CARDINAL RULES**

***Violation of these rules will result in immediate dismissal from the house.***

1. Lifehouse is a drug-free and alcohol-free environment. No illegal drugs, drug paraphernalia, alcohol, illegal, or mood altering substances of any kind are permitted on the premises at any time. Violation of this policy will result in immediate discharge from the house and program.
2. Lifehouse has a zero tolerance policy for weapons, violence, threats (physical or verbal) or fighting of any kind. Possession of weapons of any kind or wielding any object as a weapon as well as overt acts of violence and/or fighting toward or with any other participant, visitor, or the owner/manager will result in immediate discharge from the house and program.
3. We expect our participants to respect the house, the property as well as the other residents of the house and their property. Theft of any kind will result in the immediate discharge from the house and program and may also be reported to the local police.
4. Property destruction or altering the physical construction of the premises is strictly prohibited and may result in the discharge from the house and program.
5. Engaging in any form of criminal activity will result in immediate discharge from the house and program.
6. Failure to comply with rules and/or staff directions, disruptive behavior that could harm clients or staff, and refusal to submit to a requested drug screen will result in immediate discharge from the house and program.



## **HOUSE CONDUCT**

*At Lifehouse by Shoova we expect that the house will be a safe and positive environment for all residents. These rules will govern the behavior and conduct of the residents at the house. Repeat violations of these rules might result in disciplinary action such as loss of privileges/activity and/or dismissal from the house.*

1. Participants will show respect and positive regard for others by avoiding all "annoyance activities" on the property, which might adversely impact other participants. (Ex: loud music, television or conversations late at night disturbing others).
2. No cursing, foul language, or name calling,
3. NO BULLYING.
4. No Gambling of any kind is allowed anywhere within the premises of the house.
5. No pets are allowed to stay on the property for any reason.
6. Participants are required to be awake and out of bed by 8 a.m.
7. No eating will be permitted in any room except the Kitchen or Dining room.
8. No candles or open flames are allowed indoors at any time.
9. No smoking/vaping is allowed inside the house or within 10 ft of the house. This includes the basement, or garage. Smoking is only permitted in the back of the house (designated smoking areas)
10. Possession of pornography, or use of computers, DVD, or TV to view pornography is not allowed.
11. Cell phones will not be allowed in the upstairs (bedroom) portions of the house.
12. After 10 pm is quiet time. Volume of TV, music, or talking will be kept to a minimum while others are sleeping.
13. Residents will respect the neighbors and neighborhood and always act in a courteous manner. This includes adhering to any local noise ordinances and keeping the property looking neat and clean.



## **BLACKOUT PERIOD**

1. All clients are subject to a 14 day blackout period upon arrival at Lifehouse. This period will help the resident focus on their recovery goals without any unnecessary distractions.
2. Use of personal cell phones or other devices will be limited, and supervised during this time.
3. During the blackout period, residents will not be permitted to leave the house with a visitor. If a resident leaves the house, it will be treated as they moved out and a new intake will be required.

## **CLEANLINESS & CHORES**

1. You are responsible for keeping your room and house in a neat and orderly fashion. This means you will keep your bed made at all times, carpets vacuumed, floors swept, and clothing clean and put away. You are also expected to keep the bathroom and kitchen clean after each use.
2. All participants are responsible to pick up after themselves and keep all common areas and bedrooms clean.
3. Each participant will have assigned specific housekeeping, sanitation and /or maintenance responsibilities (chore) for common areas and grounds to be done daily. House responsibility accountability sheet must be signed after you have completed your responsibility.
4. Your chore will be assigned each week and will rotate among participants.
5. Each house will have an overall cleaning day (deep clean) on either Saturday or Sunday. The overall cleaning will take place before residents leave for the activity.
6. Staff have the right to inspect the premises, including your dressers, safes, and closets, at any time.

## **DRESS CODE**

1. Participants or visitors will always have appropriate clothes on while in common areas.
2. Participants and visitors will not be permitted to wear any clothing displaying sexually provocative or offensive slogans/graphics, drug or alcohol related clothing, or gang related colors or signs.



3. Shirts must be worn in the house at all times,
4. Pants are to be worn at the waistline (no sagging)

### **PERSONAL BELONGINGS**

1. Any valuables such as money, jewelry, electronics, pictures, etc. are the responsibility of the participant, and should be secured at all times. Residents will receive a locker or bin in the office where they can store any personal belongings. The Shoova House/Lifehouse is not responsible for or liable for your personal belongings.
2. Participants are not permitted to share clothing, personal property or loan each other money.
3. Any belongings left at Lifehouse after discharge will only be kept for 72 hours.
4. Unless additional arrangements are made with the Lifehouse Staff, any items left after 72 hours will be disposed of at the discretion of The Lifehouse staff.
5. The General Manager reserves the right to check a participant's safe or bin at any time.
6. Clients must respect each other's privacy and space. Do not touch or use another resident's personal belongings (including food) without permission.

### **MEDICATIONS**

1. Participants must be capable of maintaining and administering their own medications.
2. A list of all medications you take will be completed at the end of this packet and kept in your file.
3. If any of your medications change, you must immediately notify the House Manager.
4. There are certain medications that are not allowed at LifeHouse, and you should speak to the House Manager if you have any questions regarding any medication you are taking.
5. Failed drug screens due to prescribed medications we are not aware of may result in disciplinary action or discharge.
6. Residents will receive a bin or locker in the office where they can store and secure their medication. All medications will be documented.
7. Medication times are monitored by staff. Clients may be asked to count their medications at any time.



## **FOOD**

1. Residents will be required to work together to cook dinners and other communal meals. The techs will be available to help guide with meal planning and food purchase.
2. There will be weekly food shopping trips and meal planning opportunities.
3. Participants can purchase their own additional food and each resident will be assigned a cabinet space for dry goods. The refrigerator/freezer is shared.
4. In a shared living environment, it is an exercise in cooperation and respectfulness to ensure that each person eats only the food that is meant for the community or the food that they buy.
5. There will be no tolerance for stealing food, as learning to coexist with respect and care of one another is the key to living in any group environment.
6. The house will maintain a communal pantry for breakfast, snacks and other food staples.
7. Please inform staff of any food allergies, special diets, restrictions or sensitivities.

## **TRIPS, ACTIVITIES, & MEETINGS**

1. All clients must attend any house meetings, and any NA/AA meetings mandated by the staff.
2. Lifehouse will provide weekly trips or outings for the clients. This may include physical activities. Lifehouse is not responsible for any injuries that may occur during these activities.
3. Cash and debit/ credit card usage is monitored and documented. Clients are asked to get receipts for any purchases made.

## **VISITATION**

1. Visitors are only allowed on Saturday OR Sunday between 1pm-6pm. All visits must be approved by the housing director.
2. Cars parked on or in front of the property are considered visitors and are subject to



- any visitation policy.
3. Public displays of affection between husband and wife, boyfriend and girlfriend, or any couple are prohibited.
  4. Each participant will be responsible for any violations of this agreement committed by their guests.
  5. Visitors are restricted to the common areas of the house. There will be NO visitors allowed in ANY of the bedrooms at any time. Violation of this policy will result in loss of visitation for the participant for 30 days for the first infraction, and termination from the house for a second infraction.
  6. There will be no weapons permitted on the premises.
  7. Visitors must not be using drugs or alcohol.
  8. Visitors are subject to Alcohol and/or Drug screens. Failure to comply will result in the immediate termination of the visit.
  9. In general, visitors are subject to the same policies as the participants.
  10. Participants will be responsible for their visitors' conduct.
  11. After the blackout period, residents may request a pass to leave campus with their visitor. Failure to secure a pass may result in discharge from the house and program.
  12. Residents will be required to take a UA and/or breathalyzer test upon returning from an off-site visit.
  13. Failure to comply with the visitation policies will result in the loss of visitation privileges or discharge from Lifehouse by Shoova

## **RELATIONSHIPS**

1. Shoova/Lifehouse participants are not permitted to be in a relationship with another Shoova/Lifehouse participant or staff member at ANY time unless the relationship predates participation in the Shoova House or Lifehouse and is disclosed and approved by Shoova House/Lifehouse management.
2. Engaging in any act of intimacy or sexual activity with another Shoova House or Lifehouse participant will result in the immediate expulsion of both parties from the Shoova House and/or Lifehouse



### **DRUG/ALCOHOL SCREENING**

1. Random urine and/or breathalyzer drug tests will be administered.
2. The results of these tests are not negotiable, and they are final.
3. Refusal to take a test will result in disciplinary action and may lead to discharge from the house and program.
4. If you cannot provide a urine sample within 1 hour it will be considered as a refusal.

### **RELAPSE & LEAVING AGAINST ADVICE**

At Lifehouse by Shoova we understand that relapse is sometimes one of the bumps along the way to recovery. Should a resident test positive for drugs or alcohol or if a resident admits to using drugs or alcohol, Lifehouse by Shoova will provide options to ensure their safety and their return to a Shoova House or Lifehouse at a future time. Options may include going to a detox facility, hospital, or inpatient facility. Residents leaving Lifehouse by Shoova will be provided with a phone line to arrange the transfer and may be provided with transportation if needed.

Residents are not forced to live at Lifehouse by Shoova. A resident can choose to leave at any time, but once the residents leaves the property, they will no longer be considered a resident of Lifehouse by Shoova and will not be allowed back on the property without completing a new intake.

### **EMERGENCIES**

During the intake process, residents will be briefed on the Lifehouse emergency procedures for that particular house.

In the event of an emergency, residents and staff are asked to dial 9-11 and follow any directions and instructions provided by the police, fire or EMT representative.

In the event of a fire, immediately exit the property and meet at the designated meeting locations. Fire evacuation maps are provided for every floor. Residents should not re-enter the house until instructed to do so by a fire safety official.

Narcan is kept at the house in several different locations. Please take a moment to familiarize yourself with the Narcan emergency boxes.



## **RESIDENTS RIGHTS**

1. Our residents have the right to a Safe, Drug-free
2. environment
3. Our residents have the right to have all their personal information kept private.
4. Our residents have the right to be treated as equals. There is ZERO tolerance for any
5. discrimination of any kind at LifeHouse by Shoova.
6. Our residents have the right to live in a clean environment.
7. Our residents have the right to choose their own path in recovery. LifeHouse by Shoova may make suggestions, but the resident and their clinical team have the right to decide what is best for their recovery journey.
8. Our residents have the right to live in an environment that is free of violence and
9. weapons.
10. Our residents have the right to move out at any time.
11. Our residents have the right to be treated with respect by all staff of LifeHouse by Shoova, as well as by any visitors.
12. Our residents have the right to be assisted by staff to help them gain employment, apply for food stamps, acquire a bus pass, transportation to recovery meetings, and transportation to the grocery store.

*Lifehouse reserves the right to update these policies as needed and participants will be required to sign updated policies to maintain participation at Lifehous*



\_\_\_\_\_ I understand all the above policies of Lifehouse by Shoova and have asked any questions I have to a Lifehouse by Shoova staff member.

Lifehouse by Shoova is a recovery living program and under Federal and State law is not subject to landlord tenant laws. By signing the agreement below and by becoming a resident at Lifehouse by Shoova. I acknowledge that I will not be protected by the landlord tenant laws and also promise not to assert them in any way against Lifehouse by Shoova.

I, \_\_\_\_\_ acknowledge the above policies and procedures for Lifehouse by Shoova and commit to abide by these rules and regulations. I further commit to staying in recovery and agree that should I relapse; I will immediately vacate the property and inform my house manager. I also agree to pay \$200 per week for rent for the duration of my residency at Lifehouse by Shoova and pay any outstanding rent even upon moving out of The Shoova House.

Signature \_\_\_\_\_ Date \_\_\_\_\_