**THE CARTER HOUSE**

27 Willis Avenue

Youngstown, Ohio 44502

RESIDENT CONTRACT, POLICIES, RULES, AND GUIDELINES

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, have read, understand, and agree to comply with the following terms for conditional residency at The Carter House:

No verbal threats of physical harm or damage to property, verbal abuse (e.g. shouting, menacing behavior(s)), or weapons will be allowed. The Resident House Manager, (hereafter referred to as RHM) is to be notified of any and all unruly, inappropriate behaviors immediately.

No stealing. This includes borrowing or eating anything without permission.

No illegal or illicit drug use, (including alcohol and Benzodiazepines), is allowed on or off the property. Prescribed medications, including psychiatric, are only allowed upon review and approval by the RHM.

No over the counter medications that cause drowsiness, dizziness, or contain alcohol.

All over the counter medications must be approved by the R.H.M., prior to purchase. All prescribed medications prior to admission to The Carter House must be disclosed to the RHM. The RHM must be informed immediately of any medications that are prescribed. All medications are to be kept in an individual personal lock box and out of sight. There will be no discussion of any and all medications amongst residents at any time. Residents are responsible for securing and taking their prescribed and over the counter medications as directed.

No mouthwash that contains alcohol is allowed.

No illegal behaviors are allowed. All instances will be reported to the proper authorities.

Residents are personally responsible for securing all valuables, monies, and identification.

Residents are required to acquire as soon as possible and maintain State driver's license and /or State issued identification as well as promptly apply for all available food assistance and medical care coordinating with the R.H.M., prior to applying. This is every resident's top priority and responsibility until acquired or denial is verified by the RHM.

All delegations, assignments, tasks, requests, or chores made by the RHM are not options nor suggestions. These are directives that are to be followed without argument immediately or within the specified time frame.

No visitors are allowed unless arranged with the RHM and residents will be held accountable for their guest’s behavior. Other than bathroom use, visitors are to remain in the front living room, kitchen, or dining room only.

No sexual activity of ANY kind is allowed on premises nor are sexual relationships between residents allowed. No pornography is allowed on premises including print, T.V., & internet.

No smoking or vaping is allowed inside the house, (including the porch), in accordance with Ohio law. Ash trays are to be used and all butts are to be disposed of in an exterior trash can when extinguished.

No outside shoes are allowed inside. Flip flops or slippers are for the interior of the premises.

No sleeping is allowed anywhere else in the house except for each resident's bed.

No gambling or betting of any kind.

No lending and/or borrowing of money is allowed among residents.

No pets allowed.

No burning of candles.

No loud music or television is allowed. Earphones and/or headsets are to be used whenever possible. Living room noise is to be minimal after 11P.M. Courtesy and consideration to others is expected from residents.

No collect, entertainment, or international phone calls are permitted.

Personal hygiene is to be of the highest standard. Daily showering, clean clothes, and general cleanliness is expected of all residents.

**The Carter House Intake Process**

Upon initial entry to The Carter House, residents are required to go through an intake entry process. Resident will enter with belongings through the side door and place any and all belongings in the ZappBug device for the allotted time period. The resident will then thoroughly review The Carter House policies, rules, chore lists, and guidelines with the RHM. The required contract, forms, and releases will be signed at that time with the RHM, and a witness present.

**Curfew**

The Carter House curfew is Sunday through Thursday - 10:00PM, Friday and Saturday 12:00AM, for the first thirty (30) days of residency. Residents are expected inside the premises or on the cement stairs outside, if smoking, after their curfew.

All residents must sign in and out anytime they enter or exit the premises on the provided document. Work schedules must be reported in writing to the RHM.

The Carter House curfew after thirty (30) days of residency and complete compliance with all policies, rules, and guidelines as well as at the sole discretion of the RHM is Sunday through Thursday - 11:00PM, Friday and Saturday - 1:00AM.

**12 Step Meeting Attendance**

12 Step Meeting attendance is mandatory a minimum of three (3) days within a seven (7) day period. Signed verification slips are to be completed by the chairperson of said meetings containing the chairperson's name, phone number, and location of the meeting. Refused to sign should be printed by the chairperson if they don't feel comfortable giving their phone number.

**Overnight Passes**

Overnight passes may be granted strictly at the sole discretion of the RHM after thirty (30) days of residency and complete compliance with all rules, policies, chores, tasks, and guidelines without variance. Third party verification is required with seventy-two (72) hour written request containing the name, address, and phone number of where the overnight pass and with whom will occur.

**Random Drug Testing / Screening**

The Carter House has a 0/ZERO tolerance policy for all alcohol and illicit drug use and as such. All residents are subject to random drug screening at any time and at the resident's expense. Drug screenings will be charged at the rate of $20.00 to the resident the test is being administered to. Refusal to submit to a random drug screening will result in immediate discharge. A resident may request a fellow resident to be tested based on behavior (e.g. suicidal threats, alcohol or substance use). A silent witness makes a resident equally guilty and that resident will also be discharged immediately.

**House Meetings**

House meetings are mandatory and attended by all residents. They occur every Wednesday at 5:30PM.

**Mail**

The RHM is the only individual who will retrieve and distribute mail. All packages via USPS, Fed Ex, UPS, etc., are to be opened in the presence of the RHM. Residents are responsible for submitting a change of address with the USPS upon moving from The Carter House. All mail arriving after a resident's departure will be marked return to sender.

**Resident's Rooms**

Resident's rooms are subject to search at any time and for any reason with the resident(s) being present. All items will be searched upon obtaining residence at The Carter House. Resident's rooms must be kept absolutely clean at all times with beds being made before you, the resident, leave’s your room. No clothes are to be left on the floor. All bedding is to be washed weekly. Residents are required to regularly dust, and vacuum their rooms or at any time necessary. All rooms are subject to inspection at any given time. Any room that doesn't pass inspection is sufficient cause for all residents in that room to be discharged.

Any and all items left after seven (7) days of your departure will be utilized for the house without compensation. Items will not be shipped or forwarded to departed residents. All belongings must be initialed for identification. Residents are not allowed to remove furniture, house supplies, or equipment from the property without written permission and are financially responsible for any willful damage to or of property.

**Rent**

Rent must be paid on time and all rent monies will be forfeited upon eviction. Once a resident is discharged, for any reason, we will notify the emergency contact(s), family support, court personnel, probation officer, etc., that the resident is no longer a residing at The Carter House. Residents who are asked to leave The Carter House must do so immediately and are not permitted to return to visit without the written permission of the RHM.

**Kitchen and Food**

Residents are responsible for their own meals and food. Dishes, utensils, pots, and pans must be cleaned immediately after use. Everything is to be put away properly when dry. Eating is to occur only in the kitchen or dining room. Every resident is assigned chores and tasks daily and will be held accountable. Daily tasks are posted and special projects are assigned by the RHM. Only food listed on the erasable message board or marked on the pantry is community food.

ALL ELSE IS TO BE ASSUMED AS OWNED BY SOMEONE REQUIRING PERMISSION: If a resident is not on premises or sleeping, the resident who wants anything is required to assume the answer is NO until the fellow resident does receive permission.

**Laundry**

A washer and dryer are located in the basement for resident's use. Laundry detergent, softener, and bleach are the individual resident's expense. Consideration for others is to be a top priority in doing laundry. Any clothes left in the machines, forgotten, or neglected will be placed in a box on the floor next to the machines. Any damage due to neglect when using either the washer or dryer (e.g.: cleaning out the lint trap) is the responsibility of the resident for the financial cost of repair.

**General**

All residents are required to have the RHM's telephone number in their possession for access at all times. It is their responsibility to inform the RHM of any special circumstances or emergencies. Any reason for tardiness needs to be communicated the moment a resident has awareness that an infraction of curfew will occur.

Any resident who is discharged or leaves The Carter House will incur a prorated rent charge based on the daily equivalent of the monthly rent. Any resident who is discharged or leaves prior to the first thirty (30) days of residency will also incur a $50.00 intake fee as well as a $50.00 locksmith fee to be due immediately upon such occurrence.

All rules are subject to change and addition solely at the RHM's and/or Executive Director's discretion. Consideration of others will be the guiding thought behind every resident's actions. To ensure that a happy, healthy, substance abuse free, recovery oriented, growth cultivating environment; residents are to do their part. Common sense and asking permission, or for information regarding daily living is essential.

**Immediate Discharge**

The following are cause for immediate discharge from The Carter House:

Being under the influence of alcohol and/or drugs.

Possession of alcohol, illicit drugs, & drug paraphernalia.

Possession of a weapon.

Verbal or physical threats or acts of violence.

Property destruction or alteration of physical premises including interior walls.

Failure to submit to random drug screening. (Resident's expense: $20.00)

Stealing, inappropriate, or illegal behaviors.

Any incorrect information, omission, or misinformation provided to The Carter House or its agents.

Failure to comply with rules, chores, policies, or the RHM's directions.

The RHM, and the Executive Director will not take the role of law enforcement agent, lawyer, or investigator. Proper authorities will be called as necessary. Discharge will occur at the RHM, or Executive Director's discretion. All complaints or grievances need to be submitted to the RHM, first. If not addressed by the R.H.M., Executive Director, or the board of directors of The Carter House in a period of time not to exceed seventy-two (72) hours in a satisfactory manner, resident will find attached an appropriate list of agencies to contact.

All residents agree in writing to waive any and all legal rights to State or local eviction laws. All residents agree to hold Carter House and its agents harmless for any and all liability, damages, injuries, and illnesses as a result of residency at The Carter House.

SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_

PRINT NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Resident House Manager / RHM, The Carter House:

SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_

PRINT NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***COMPLETED FORMS CAN BE MAILED TO CARTER HOUSE OR EMAILED TO:*** ***carterhouse777@gmail.com***