

WAKEFIELD HOUSE

ORIENTATION AND MEMBERSHIP CONTRACT

INTRODUCTION:

Welcome to Wakefield House. As owners of this building we hope to help you create a stable, peaceful, and supportive home environment free from alcohol and drugs. The guidelines we have established and that are contained in this agreement are to assist members in establishing structure which will result in harmony and flow in your home. We believe in the individuality and dignity of all house members. Our goal is to provide a home for women willing to work and live with each other in a sober, supportive family environment. In the following list you will find detailed descriptions of requirements to be a house member.

EACH RESIDENT HAS THE RESPONSIBILITY TO:

- Abstain from alcohol, non –prescription drugs and dangerous or illegal behaviors.
- Comply with the guidelines of the house
- Respect the dignity, rights and confidentiality of others
- Exercise care for the community property
- Participate fully in regular attendance of 12 step meetings and weekly house meetings.
- Have or obtain a job
- Be current on your rent
- Attend at least 3 AA/NA meetings a week

BEHAVIOR: As in any community, you are held responsible for your choices of behavior and conduct. The owners hold members accountable for their actions in an effort to encourage all residents to take responsibility for their behavior and become positive members of their community.

The following behaviors will result in your immediate eviction: assault and violence, threats of violence, theft, vandalism, possession or use of illegal or unauthorized drugs or alcohol on or off the premises. Behavior that offends the dignity of anyone may result in your eviction. Included in this behavior are ethnic, sexist, or racial slurs, unwanted physical advances or intimidation, abusive or foul language, disruptive behavior, disrespect of others, and possession of pornographic material. We ask that you be considerate of others need for quiet, privacy, confidentiality and safety.

House members will determine as a group what procedure to follow concerning the following:

- Visiting hours
- Use of the kitchen
- Use of the bathrooms
- Meeting schedules
- Chore Schedules
- General Housekeeping
- Use of the bedrooms
- Preparation and serving of meals

CURFEW and BLACKOUT PERIOD: The house curfew is 1:00 am. If because of situations or circumstances (work related or personal) a house member will arrive later than 1:00 a.m. that information should be conveyed to the house manager via in-person, note, phone-message or in the log book. Remember, this is a home and you are all members helping and supporting each other in a sober environment. *Communication among members of a community is a key to its success.*

Part of the acceptance process is an interview with the existing house members. Because we have found that the first two weeks of transition can be stressful the group may recommend a blackout period of up to two weeks for a new house member. This period of time may assist you in adjusting to the flow of the house and building a stronger base for dealing with the wider community.

DRUG TESTING - RANDOM & REASONABLE CAUSE: As a tool to provide additional safety in the house a random breathalyzer or urine test may be requested from time to time. If a house manager or house member suspects that you have been drinking or using drugs, you will be requested to take a supervised breathalyzer or urinalysis on the premises. Positive testing or your refusal to comply with a requested breathalyzer or urine test will result in your immediate eviction. House members being tested will be responsible for the cost of the test.

EMPLOYMENT: If you are not already employed you must seek employment as soon as possible following admission to Wakefield House. Your efforts must be continuous until employment is obtained. You have two weeks to obtain employment. Unsuccessful efforts in obtaining employment in the time period allowed may result in eviction. If you do not have or need a full-time job you must spend about 40 hours each week engaged in some outside, community, AA, volunteer type activity and or be looking for a job.

ENTRANCE FEE: A non-refundable entry fee of \$200 and the first weeks rent is required upon signing of this contract. Rent is \$125 per week payable in advance on a weekly basis. Appropriate collection action will be taken to collect unpaid fees due. Failure to pay rent on time will result in eviction. **Individuals who are evicted or removed will not be entitled to the return of their entry fee or their prepaid rent.**

LEGAL CONCERNS: If we become aware of any illegal behavior it could result in your eviction. If you are on parole or probation you are expected to meet all requirements of your parole and probation officer. If you are legally served or the owners are notified of prior outstanding warrants, we will not violate your confidentiality rights; however, we will strongly urge you to cooperate with law enforcement agents. If you do not cooperate, you will be evicted. If you commit a crime on our property or against other house members or owners, you will be immediately evicted, your confidentiality rights will no longer be protected and prosecution may result.

LOG BOOK: A log book will be provided for members to "personally" sign in and out upon entering and leaving the house. This information could be used to locate you in the event of an emergency.

VISITORS: Female visitors are allowed in the house if they are accompanied by a house member. Male visitors are only allowed on the first floor and must be invited by a house member and must be acceptable to all house members. Children who visit must be accompanied by a house member and must be acceptable to all house members.

VACATIONS AND OVERNIGHTS: House members will communicate to the house manager if an overnight or longer stay away from the house is planned. Specific details will help us locate you in the event of an emergency. House members on vacation must stay in contact with the house manager or another house member on a daily basis while away. Upon returning to the house after overnights or vacations a urine test may be required. A check list and log book are provided at the house to keep track of meetings attended, rent paid, chores done etc. A house member will not be permitted to leave for vacation or overnight unless or until meetings, chores and the other requirements of the guidelines are met.

PERSONAL PROPERTY: The owners of Wakefield House are not responsible for the security of any personal property during your stay or after your leave. Personal property is to be kept in your bedroom or an agreed upon shared space in the house. Your personal property is not covered under Wakefield House's insurance policy. Please consider obtaining renters insurance.

EVICTION: To maintain a positive home / family environment, acts of assault, violence, threats of violence toward other residents, owners or visitors; use or possession of alcohol and/or illegal drugs; unauthorized use or possession of prescription or OTC drugs; positive breathalyzer and/or urinalysis; refusal to take a breathalyzer or submit to a urinalysis will result in eviction. You will be requested to immediately vacate our property. Failure or refusal to vacate our property will be considered a violation of trespassing laws.

REMOVAL: If we determine that you are choosing not to constructively participate in all aspects of the agreement the consequences may include removal. You may be requested to immediately vacate our property. Failure or refusal to vacate our property after being requested will be considered a violation of trespassing laws.

INVOLVEMENT AFTER LEAVING: Individuals who decide to move on and who are sober and clean are encouraged to continue to be actively involved with Wakefield House. Individuals who are evicted or removed may not return to the property without making arrangement in advance with owners, house manager and house members.

RE-ADMISSION: Depending on votes of house members and approval by the owners you may be eligible for consideration of re-admission to our house three days following your date of leaving.

PRESCRIPTIONS & OVER THE COUNTER (OTC) MEDICATION: When you become a member of Wakefield house you will provide the house manager with a list of all medications you are using - either prescribed or purchased over the counter. The owners will also receive a copy of this information. We collect this information to assist members in keeping organized data for their protection as well as the well being of the other house members. We reserve the right, on a case by case basis, to contact a house member's doctor, obtain a list of a member's prescriptions meds, secure those meds in the house and provide them to a member on a scheduled basis. This will not be done without prior discussion and consent of the member.

SMOKING AND OTHER TOBACCO PRODUCTS: Our house is smoke and other tobacco products free. Smoking is permitted outside the house. Please use the cigarette butt cans provided. Do not use the ground. Smokers should be mindful of the rights of other house members and our neighbors. This includes noise.

TRESSPASSING POLICY: If you are evicted, failure or refusal to vacate our property immediately after being requested to do so by a house member will result in our requesting local police assistance in this violation of trespassing laws.

The owners reserve the right to admit or decline applicants and to ask members to leave if we feel they are a detriment to the stability of the group or to the property in any way. Owners also reserve the right to change any of these rules or conditions at any time in order to protect the safety and well being of the group or the property.

I AGREE TO THE ABOVE TERMS AND CONDITIONS TO BECOME A MEMBER OF WAKEFIELD HOUSE.

Name: _____

Social Security Number: _____

Drivers License Number and State: _____

Signature: _____

Date: _____

Owner: _____

Date: _____