

CONTRACT FOR MEMBERSHIP

Avenues 12 is a transitional facility for women who are recovering from alcohol and/or substance abuse. Members are subject to substance testing at any time while retaining their membership with Avenues 12. Violation of any policy or procedure outlined within this contract and any applicable subsequent amendments will result in disciplinary actions including, but not limited to, fines, fees, House restriction, and possible termination of membership. ***THE USE, AND/OR POSSESSION OF ILLEGAL / UNAUTHORIZED DRUGS AND/OR ALCOHOL IS GROUNDS FOR IMMEDIATE TERMINATION OF MEMBERSHIP.***

1. Upon Arrival

- 1.1. ***Member must be in possession of a government issued photo I.D. and Social Security Card.***
- 1.2. Member will commence a 30 day probation period.
- 1.3. Read and sign all forms for initial intake.
- 1.4. Member will be given a urine test.
- 1.5. Agrees to pay the following fees; calculated as follows:
 - 1.5.1. \$50.00 ***Non-refundable*** processing fee;
 - 1.5.2. \$100.00 Property Damage Deposit;
 - 1.5.3. \$240.00 in House Dues for the initial two weeks of membership;
 - 1.5.4. \$50.00 Grocery Fee for the initial two weeks of membership.

2. During Initial 30 Days of Membership

- 2.1. No visits with significant other, opposite sex or alternative sexual preference are permitted on or off the premises unless prior approval is received from House Management. Communication may be in the form of letters only.
- 2.2. The use of cellular phones is prohibited during Probation Period.
- 2.3. Member must be actively seeking employment or perform volunteer work from 9:00 a.m. to 3:00 p.m. Monday–Friday. Verification of activities is required.
- 2.4. Curfew is promptly 10:00 pm.
- 2.5. Member may not have any overnight stays off premises.
- 2.6. Member must sign in and out when leaving, or arriving at, the House, and may only leave the premises with permission from Management.
- 2.7. Member must select a Home Group.
- 2.8. Member must select a Sponsor
- 2.9. Member must schedule and attend a drug and alcohol evaluation.

- 2.10. A signature must be obtained for each AA/NA meeting attended daily.
 - 2.11. A black-out, in reference to significant other, opposite sex, and/or alternative sexual preference, will be in effect during Probation Period.
 - 2.12. Member will not receive a House key until all probation criteria has been met.
 - 2.13. At the completion of initial 30 days of Membership, a consultation with House Management will be required to determine the status of membership.
3. During initial 90 days of Membership
 - 3.1. Member must attend a minimum of one AA/NA meeting daily for the initial 90 days of Membership. After 90 days, a minimum of 5 meetings per week is required. Attendance will be reviewed at each weekly House meeting.
 - 3.2. No relationships for 90 days for all newcomers.
 - 3.3. The use of a cellular phone will be permitted after 30 days if member is current with all Dues and all criteria have been met.
4. Expense Responsibility
 - 4.1. Weekly Dues are **\$120.00** per week and must be paid to Management by 6:00 pm on Friday night. If Dues are not paid by deadline, a late fee will be applied, and immediate restriction will be in force.
 - 4.2. Member is required to spend a minimum of \$25.00 per week on groceries to meet basic nutritional needs.
 - 4.3. Groceries are not supplied by the House.
 - 4.4. Advanced payments can be made for Dues and/or other charges.
 - 4.5. The Director will establish a payment schedule should a Member fall behind in her Dues.
 - 4.6. Member will be allowed to keep \$30.00 per week until Dues are current. Member may face termination of membership if she fails to fulfill membership Dues.
 - 4.7. There will be a \$40.00 fee for all returned checks.
 - 4.8. Member agrees to present pay check stubs to management when paying weekly Dues.
5. Employment Obligations
 - 5.1. Member must be employed for a minimum of 32 hours per work, not to exceed 48 hours.
 - 5.2. Members who receive disability or retirement payments, agree to weekly volunteer opportunities for a minimum of 30 hours per week, or attend school or vocational rehabilitation.
 - 5.3. Members must volunteer for community service a minimum of 2 hours per week

5.4. Members are not permitted to seek employment in any establishment that serves alcohol.

6. Disruptive Behavior

6.1. Disruptive behavior is grounds for immediate termination of membership.

6.2. Disruptive behavior is defined as, but not limited to:

- 6.2.1. Threats of or the act of physical violence;
- 6.2.2. Abusive/loud verbal behavior;
- 6.2.3. Gambling;
- 6.2.4. Destruction of House property;
- 6.2.5. Loud music, television or radio;
- 6.2.6. Theft;
- 6.2.7. Breaking confidentiality;
- 6.2.8. Violation of House policy and procedure;
- 6.2.9. Possession and/or use of illegal/unauthorized drugs, alcohol and weapons.

6.3. Members are expected to maintain a respectful noise level at all times while on Avenues 12 property.

6.4. House Management will make any decisions regarding termination of membership and House policy and procedure changes.

7. Member Responsibilities

7.1. Members must respect the anonymity of all members. Member and House business is confidential and ***must not be discussed outside of the house.***

7.2. Member must take responsibility for the completion of all aftercare as required by the referring treatment center, counselor, or probation officer/drug court. Release of information (consent form) must be completed.

7.3. Personal areas are subject to inspection at any time by Avenues 12 Management. Rooms are to be kept neat and clean, and the bed is to be made within 30 minutes of waking.

7.4. Member will be responsible for completing assigned chores. Chores will be assigned by Manager or Chore Coordinator.

7.5. On Wednesday @ 6pm and Saturday @ 11am all GI house cleaning will be completed. House Manager will inspect each member's assigned chore and sign off on the chore check board. Each chore assigned must be maintained daily by individual members. Each member is expected to plan her time accordingly in order to complete her individual assigned chore.

7.6. Members must attend mandatory weekly House meeting.

7.7. Member agrees to maintain a healthy hygiene protocol.

- 7.8. If Member suspects another member of using alcohol and/or illegal/unauthorized drugs, it must be reported immediately to Management.
- 7.9. Member is to have no participation or involvement in any illegal activities. Immediate termination of membership will result. Avenues 12 will prosecute, or assist in the prosecution of, any member that is involved in illegal activities.

8. Medicine

- 8.1. Member may not be prescribed narcotic medication.
- 8.2. Prescription medications must be properly labeled with Member's name, current date, and stored in original container.
- 8.3. Member must self-administer medication as directed or prescribed by physician.
- 8.4. Member may not discontinue medication for any reason without a physician's order.
- 8.5. Medication must be stored out of plain view from other members.
- 8.6. Member is responsible for obtaining a lock box to store all medications and to provide a key or combination for Avenues 12 Management.

9. Curfew

- 9.1. Proceeding the Probation Period, House curfew is promptly:
 - 9.1.1. Sunday – Thursday 11:00 pm
 - 9.1.2. Friday and Saturday 11:00 pm
- 9.2. Exceptions will be made only for employment-related reasons (verification will be required).

10. Visitors

- 10.1. All visitors must be pre-approved by Avenues 12 Management.
- 10.2. Visitors must have a minimum of 30 days continuous sobriety.
- 10.3. Visitors are allowed in the community area only. No one is permitted to enter the bedrooms.

11. Telephone

- 11.1. Telephone hours for House phone and all cellular phones are from 7:00am –10:00pm.
- 11.2. Long distance calls can be made on the House telephone.
- 11.3. Calls are limited to 15 minutes.
- 11.4. Call waiting must be answered at all times.
- 11.5. Cellular telephones are *prohibited* for the first 30 days. Violation of this policy will result in offending Member being placed on extended restriction and loss of cellular phone privilege.

11.6. All dues must be current and all criteria must be met in order to possess a cellular phone.

11.7. Cellular phones will be confiscated if Member is placed on restriction for any reason. Cellular phone will be returned at the end of restriction.

11.8. Cellular phones are not to be used in personal areas such as bedrooms.

12. Smoking

12.1. Smoking is **prohibited** at any time inside Avenues 12.

12.2. Smoking is permitted outside, in designated areas **only**.

12.3. Violation of this policy will result in immediate termination of membership.

12.4. Member agrees to empty all ashtrays into specifically assigned containers.

13. Overnights

13.1. No overnight stays will be allowed for the first 30-day probationary period.

13.2. Membership Dues must be current and all criteria have been met to request an overnight stay.

13.3. Member must request an overnight stay a minimum of 24 hours in advance.

13.4. Management must give verbal or written approval before Member may take an overnight stay.

13.5. One overnight stay per week is allowed unless pre-approved by House Management.

13.6. Overnight stays are 24 hours.

13.7. Member must pay a \$15.00 drug/alcohol screen deposit before leaving for an overnight stay.

13.8. Member must complete and submit an Overnight Stay Request Form to Management before leaving the premises.

13.9. Drug Court Participants are not permitted to take an overnight stay.

14. Termination of Membership

14.1. A two-week notice is required prior to terminating membership with Avenues 12 in order to receive Property Damage Deposit refund.

14.2. Refund will be issued within 30 days of termination upon final inspection of Member's personal areas.

14.3. Personal areas must be thoroughly cleaned and undamaged.

14.4. If Membership is terminated for any violation of contract, policy or procedures;

14.4.1. Member agrees to vacate the premises immediately upon request.

14.4.2. Member will remove all personal belongings from Avenues 12 property.

14.5. Member must agree to return any property of Avenues 12 before Property Damage Deposit is refunded.

14.6. Prepaid monies and Property Damage Deposit refund ***will not*** be returned if Member is terminated. _____ (*initial to indicate understanding*).

14.7. Member will agree to pay any and all outstanding Dues owed to Avenues 12.

DO NOT COPY

This Contract and the policies and procedures are subject to change without prior notice, by Director at any time.

ACKNOWLEDGEMENT:

My signature below signifies that I have read, and understand, the terms and conditions set forth in this contract and I agree to abide by them.

Member's Name:

Date:

Witness:

Date:

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