



## CONTRACTUAL AGREEMENT

Avenues 12 Women's Recovery Houses are certified through the *Florida Association of Recovery Residences (FARR)*, which is an affiliate of the *National Alliance of Recovery Residences (NARR)*. FARR certifies compliance with NARR standards that define the quality and spectrum of recovery oriented housing and services for those recovering from alcohol and substance abuse. Avenues 12 offers four (4) levels of housing to meet the needs from beginners to long term sustainability at our Sober Living Apartments.

Members are subject to randomly administered 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 additional fees, house restriction, and possible termination. ***THE USE AND/OR POSSESSION OF ILLEGAL/UNAUTHORIZED DRUGS AND/OR ALCOHOL IS GROUNDS FOR IMMEDIATE TERMINATION OF MEMBERSHIP.***

### I. Upon Arrival

- A. **Member will provide personal identification in the form of a valid government issued photo I.D. and Social Security card.**
- B. Member will commence a 30-day Probation Period
- C. Member will read and sign all forms for initial intake
- D. Member will be given a drug/alcohol test
- E. Member will pay a ***non-refundable*** fee which will be applied to:
  - i. Intake processing fee
  - ii. House Dues (covers initial two weeks of membership)
  - iii. Grocery Fee (covers initial two weeks of membership)

***Please contact our office for information on initial costs for entry***

### II. During Initial 30 Days of Membership

- A. No visits with significant other (opposite or same sex) are permitted on or off the premises for initial thirty (30) days
- B. Member will be actively seeking employment or perform volunteer work from 9:00 a.m. to 3:00 p.m. Monday – Friday until employed
- C. Curfew is 10:00 pm
- D. Member may not have any overnight stays off premises
- E. Member will sign in and out when leaving or arriving at assigned house and may not leave the premises without approval from Management
- F. Member will select a Home Group
- G. Member will select a Sponsor
- H. Member will schedule and attend a drug/alcohol evaluation
- I. Member will attend a minimum of one (1) 12-step meeting daily for the initial 90 days of Membership

### III. After Initial 30 Days or Probationary Period

- A. Two (2) visits per week with significant other (opposite or same sex) is permitted with approval from House Management
- B. One (1) overnight stay, for initial 90 days, per week is allowed with approval by House Management
- C. Overnight stays may not exceed 24 hours (Please see overnight stay criteria, section XIII)
- D. Curfew is 11:00 pm

### IV. After Initial 90 Days of Membership

- A. Three (3) visits per week with significant other (opposite or same sex) is permitted with approval from House Management
- B. Member may have two (2) overnight stays per week with approval from Management
- C. Overnight stays may not exceed 48 hours (Please see overnight stay criteria, section XIII)
- D. After 90 days, a minimum of five (5) meetings per week is required
- E. Six (6) month member criteria will be discussed upon receiving Certificate of Completion

### V. Financial Responsibility

- A. Weekly expenses: *Please contact our office for information on weekly expenses*
- B. Dues are to be paid to Management by 6:00 pm each Friday night
- C. A \$15.00 late fee may be applied if member does not report to office by 6:00 pm on Friday night
- D. Advanced payments may be made for dues and/or other charges. These payments are **non-refundable**
- E. The Director will establish a payment schedule should the Member fall behind on their financial responsibilities
- F. In the event the Member falls behind, they will be allowed to keep \$30.00 per week until dues are current
- G. Member may face termination from Avenues 12 if they fail to fulfill their financial responsibility
- H. There will be a \$30.00 fee for all returned checks

### VI. Employment Obligations

- A. Member will be employed for a minimum of thirty-two (32) hours per week but will not exceed forty-eight (48) hours
- B. Members who receive disability (or retirement payments) agree to volunteer a minimum of 25 hours per week or spend a similar amount of time attending school/vocational rehabilitation
- C. Member agrees to volunteer for local community service, a minimum of two (2) hours per week

## VII. Disruptive Behavior

- A. Disruptive behavior is grounds for immediate termination
- B. Disruptive behavior is defined as, but not limited to:
  - i. Threats of or acts of physical violence
  - ii. Abusive/loud verbal behavior
  - iii. Gambling
  - iv. Destruction of house property
  - v. Theft
  - vi. Violation of policy and/or procedure
  - vii. Violation of Ethical Code of Conduct Policy
  - viii. Possession and/or use of illegal/unauthorized drugs & alcohol/weapons
  - ix. Lewd and lascivious behavior
- C. Members will be respectful in regard to noise level while on Avenues 12 property

## VIII. Member Responsibilities

- A. Members will respect the anonymity of other women residing at Avenues 12
- B. Member will take responsibility for the completion of all aftercare as required by the referring treatment center, counselor, or probation officer/drug court
- C. Release of information (consent form for Avenues 12) will be completed
- D. A six-month minimum commitment is required for Certificate of Completion from Avenues 12
- E. Personal areas are subject to inspection at any time by Avenues 12 Management
- F. Rooms are to be kept neat and clean
- G. Beds are to be made upon waking
- H. Member is responsible for completing assigned chores as assigned by Management
- I. Two (2) times weekly, a thorough house cleaning will be completed
- J. Management will inspect Member's assigned chore and sign off on upon completion
- K. Each chore assigned will be maintained daily by individual Members
- L. Each Member will plan their time accordingly in order to complete their individual assigned chore
- M. Attendance at the weekly house meeting is **mandatory** for all Members.
- N. Member agrees to maintain a healthy personal hygiene protocol
- O. If Member suspects another member of using alcohol and/or illegal/unauthorized drugs they are responsible to report it immediately to Management
- P. Member is to have no participation or involvement in any illegal activities
- Q. Immediate termination of membership will result and Avenues 12 will prosecute (or assist in the prosecution of) any Member that is involved in illegal activities

## IX. Medicine

- A. Member may not be prescribed narcotic medication
- B. Prescription medications will be properly labeled with Member name, current date, and stored in original container
- C. Member will self-administer medication as directed or prescribed by physician
- D. Member will not discontinue medication without a physician's order
- E. Medication will be stored out of plain view from other Members
- F. Member is responsible for supplying a lock box for storing medications and to provide a key or combination to Management

## X. Visitors

- A. All visitors will be pre-approved by Avenues 12 Management
- B. Visitors will have a minimum of thirty (30) days' continuous sobriety
- C. Visitors are allowed in the community area only
- D. Visitors are not permitted to enter any bedrooms
- E. Children will be supervised by Member throughout entire visitation

## XI. Telephone/Computer Use

- A. Hours for use of the house phone, computer, and personal cell phones are from 6:00 am – 11:00 pm
- B. Long distance calls may be made on the house telephone
- C. Call waiting is to be answered at all times
- D. Members **will not** use their cell phones to take/send provocative photos of themselves or others
- E. Members **will not** take photos of any kind (including selfies) on Avenues 12 properties in an effort to protect the anonymity of all Members
- F. Cell phones are to be turned **off** during 12-step and house meetings

## XII. Smoking

- A. Smoking is **prohibited** at all times inside all Avenues 12 properties
- B. Smoking is permitted outside in the designated areas **only**
- C. Violation of this policy will result in immediate termination
- D. Member agrees to empty all ashtrays into specifically assigned containers

## XIII. Overnight Stays

- A. No overnight stays will be approved during the initial thirty (30) days or Probationary Period
- B. Financial obligations must be up-to-date and all other criteria met for a Member to be granted permission for an overnight stay
- C. Member will request an overnight stay a minimum of twenty-four (24) hours in advance
- D. Management will give verbal or written approval before Member may take an overnight stay

- E. Member will pay a \$20.00 drug/alcohol screen deposit before leaving for an overnight stay
- F. Member will complete and submit an Overnight Stay Request Form to Management before leaving the premises
- G. Drug Court participants are not permitted to take an overnight stay unless approved by Drug Court and Avenues 12 Management

XIV. Termination of Membership

- A. ***If Membership is terminated for a violation of contract or policy & procedure***
  - i. ***Member agrees to vacate the premises immediately upon Management’s request***
  - ii. ***Member will remove all personal belongings from Avenues 12 property within three (3) days of termination***
- B. Member agrees to return any property belonging to Avenues 12
- C. Prepaid monies ***WILL NOT*** be returned if Membership is terminated (by either Management or the Member)  
 \_\_\_\_\_ ***(Initial to indicate understanding of non-refundable prepaid monies)***
- D. Member agrees to pay any and all outstanding Dues owed to Avenues 12
- E. Member’s personal areas will be thoroughly cleaned and be undamaged

***This Contract and the Policies & Procedures are subject to change by the Executive Director at any time and without prior notice.***

**ACKNOWLEDGEMENT:**

*My signature below signifies that I have read and understand the terms and conditions set forth in this contract. Furthermore, I agree to abide by the terms set forth or face disciplinary action and/or termination of membership.*

\_\_\_\_\_  
Member’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Staff Signature

\_\_\_\_\_  
Date