

## Procedures, Rules, and Lodger Agreement for Angelita's Room and Board

Address: \_\_\_\_\_

\$\_\_\_\_\_ monthly includes: Cable/Utilities/3 Meals/washer dryer.

(We also have a daily rate @ \$30 per day for emergency housing)

Contact: Angelita Rivera  
(916) 821-3131  
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Our residents will be adults who are motivated to continue their new life, committed to staying sober, and agree to remain active in their new life program.

### Section 1 – Prospective Residents

1.1 Qualifications – To be considered for admittance, prospective residents shall possess the following: a desire to stay sober, ability to get along with others, agree to abide by all house rules, a willingness to work their program, and the ability to meet financial requirements.

1.2 Screening – All prospective residents shall pass an interview with at least one transitional living coordinator. Photo identification must be available. Verification of financial responsibility may be required.

1.3 Application Form – A copy of the new resident application form must be completed in its entirety. Angelita's Room and Board reserves the right to contact and/or verify any reference provided on the application form. A copy of the completed and signed application form, signed lodger agreement and a copy of the resident's photo identification shall be placed in the resident's file.

### Section 2 – Residency Requirements

2.1 – Agree to not drink alcohol or use any illicit drugs while living at Angelita's Room and Board. Also agree not to have any alcohol, illegal drugs, or drug paraphernalia on the property at any time.

2.2 – Respect the rights, views and property of other residents. Get along with others.

2.3 – Agree to contribute to the cleanliness of the house by doing their chore and picking up after themselves.

2.4 – Agree to abide by all the house rules.

2.5 – Ability and agreement to pay lodger fees.

2.6 – Agree to take prescription medications as prescribed and be in good medical health, free of communicable diseases that put others at risk of contraction through casual contact..

### Section 3 – House Rules

Note: Management reserves the right to change or make additions to the house rules at any time. Management also has the right to interpret and apply the rules at their own discretion and may do so differently from case to case. These rules have been adopted and modified by the house captains and residents over the course of many months. Individual houses may adopt rules that are specific to their house using the democratic process. These rules must be approved by the directors and transitional living coordinators.

3.1 Prescription Drug Policy – All prescription and over-the-counter medications being taken must be disclosed to management. It is the residents' responsibility to notify management when there is a change to their medications. If a resident is prescribed psycho tropic medications, the resident must continue taking them to stay in the house. Prescription medications must be taken in the dosage and frequency as prescribed. Abuse of medication can be considered a relapse. Taking or possessing prescription drugs that are prescribed to someone else is prohibited.

3.2 Violence – Violence or threats of violence can result in eviction. Arguments between residents are also prohibited. Yelling, cursing, and disruptive behavior is prohibited.

3.3 No curfew.

3.4 Overnight Passes - Overnight passes don't need to be approved, but the house captains must be informed.

(Chores must be covered, all lodger fees must be current, resident must be in overall good standing)

3.5 Personal TVs are allowed in bedrooms, must fit on top of a dresser and may only be played with the permission of the other room residents that are present.

3.6 Stereos – Personal stereos are permitted in the house and may be played only with the use of headphones.

3.7 House Meetings – Participation in the monthly house meeting(s) is mandatory. Additional meetings may be called when a situation warrants. Acceptable reasons for excused absences are being hospitalized or having to work.

3.8 Cleaning – A list of chores will be posted weekly. Residents are expected to complete assigned chores in a timely fashion. Chores should be completed by 11am or prior to leaving the house, or the night before. The completion of chores are verified by the house captains.

Residents are expected to pick up after themselves and clean appliances after use. Dishes, cups, utensils are to be washed or loaded in the dishwasher immediately after use. Personal belongings and trash shall not be left out in the house.

3.9 Bedrooms – Residents are expected to keep their bedrooms clean and neat at all times. Beds must be made each morning. On Monday through Friday residents are encouraged to be up and out of bed by 10am. Only those residing in a given room and management may enter that room. Management has the right to enter any room at any time. Food is not to be stored or consumed in bedrooms.

3.10 Behavior – Residents are expected to act like ladies and gentlemen. No pornography or sexual activity on premises, no cussing, no fighting, no stealing, no lying, and no behavior that is not conducive to others. Intimate relations between residents are not condoned.

The living room, library, dining room, kitchen, and yard are common areas. Rules of common courtesy, respect, cleanliness, and cooperation are in order. Residents are expected to be good neighbors, not just “non-disturbing” neighbors.

3.11 Visitation Policy – Guests are allowed in the house between the hours of 9:00 am and 10:00 pm. Guests must abide by all house rules and are expected to be clean, courteous, and sober at all times. Guests may not stay overnight. Guests must be escorted by the host resident, who is responsible for the guest while in the house. Guests are not allowed in any bedroom. Guests will be required to vacate the property for any violation of house rules or procedures.

3.12 Smoking Policy – Smoking is not allowed inside the house at any time. Smoking is allowed outside provided that the ashes and butts are disposed of in the proper containers.

3.13 Eviction – Lodgers can be asked to vacate premises without notice at anytime. Lodging fees are paid in advance and are nonrefundable.

#### Section 4 – Policy/Guidelines/Procedures

4.1 Chain-of-Command – All resident questions, concerns and comments are to be directed to the house captains first, then to the Room and Board Coordinator, before being brought to the attention of the directors.

4.2 Exceptions to Curfew – Overnight/weekend passes may be granted at the discretion of management if the following criteria are met:

- The resident is current with fees.
- The resident has made arrangements to have his chore covered while away.

It is the resident’s responsibility to inform management if their work schedule does not allow for compliance with curfew.

4.3 Moving – Residents may move to a different bed within their assigned room, when a bed opens up, based on seniority. The owners or room and board coordinators in the office must approve moves between rooms and between homes. Moves are based on the discretion of the owners and room and board coordinators. There is a \$100 transfer fee for any resident moving from one house to another.

Personal belongings abandoned by residents become the property of Angelita's Room and Board for donation or distribution to residents. Abandoned personal belongings may be held up to seven days. Arrangements should be made with the transitional living coordinators in the office to pick up personal belongings.

4.4 Valuables – Management is not responsible for residents' personal property. Bringing valuables into the house are at the residents' own risk. Abandoned property will be kept for up to 7 days. Residents are required to arrange for the claiming of this property during this time, or all property will be donated back to the house or charity.

4.5 Emergencies – The police should be called only in the case of real emergencies. Call 911 for medical emergencies. If possible, the house captains and transitional living coordinators should be informed first.

4.6 Mail Etiquette – Mail shall be given to the house captains for distribution. Opening mail addressed to another person is a federal offense and a violation of house rules.

4.7 Computer Etiquette – Rules of common courtesy apply. No resident shall monopolize the computer. The computer shall not be used for pornography or any illegal activities.

4.8 Phone Etiquette – Calls from the house phone are \$0.25 for 15 minutes of local call. \$0.75 for 3 minutes of long distance calls. Rules of common courtesy apply. No resident shall monopolize the house phone. The house phone shall not be used for any inappropriate or illegal activities.

4.9 Events – Periodic events may be sponsored by management. These can include barbecues, holiday dinners, etc. Resident sponsored events are allowed with prior authorization from the office.

4.10 Lodger Fees – Lodger fees are to be paid in advance and are non-refundable. Lodger fees are due on the first of each month unless other arrangements are made in advance. A late fee may be assessed and/or the resident may be asked to move out. It is the residents' responsibility to contact the appropriate person in the office to make payment or to make arrangements for payment. The director has final authority regarding payment plans.

4.11 Key Deposit – After 30 days of residency in good standing, the resident may secure a key with a deposit that is refundable upon return of the key.

4.12 Confidentiality – Angelita's Room and Board is not bound by any rules of confidentiality (unless otherwise stated in lodger agreement) with regard to client information and will fully cooperate with and share information with law enforcement personnel, including parole and probation officers.