

### **HALFWAY HOUSE RULES**

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As part of the agreement to live in this half way house, I agree to:

1. **Give respect to others who reside in the house.**
2. Curfew is **9:30 p.m.** Sunday – Thursday and **10:30 p.m.** Friday and Saturday. The doors will be locked at the above times and anyone missing the curfew will receive an automatic write-up and possible eviction.
3. **Quiet time** is 11:00 p.m. (NO Radios, TV, Video Games, or Loud interactions)
4. Do not give out any information about the house or other clients.
5. Do not refer to last names of fellow clients.
6. First 30 days all clients are on the “Buddy System”
7. **No visitors allowed in/at house.** This includes family and friends. The house phone number should **only** be given to your **sponsor and employer.**
8. Monday through Friday you must report to Phoenix House Office. If clients are **not** working they are to report to the office between 9:00 am and 9:30 am Monday through Friday to participate in office activities. If working, clients are expected check in by phone. A schedule will be designed to accommodate the clients’ work schedule.
9. Employment searches are required after 30 days and **3 applications are to be filled out, copied** and submitted to the office. **Only** exceptions are disability clients.
10. The first 90 days you will attend meetings every day. NA or AA; either one are acceptable. **NO EXCEPTIONS TO THIS RULE.** After the 90 days 4 meetings are required weekly.
11. Keep all appointments made. Notify the office regarding times and transportation. You must schedule transportation in a timely manner. **Transportation is not guaranteed.** No client is to arrange transportation without consent from the office.
12. Your chores must be completed every day.
13. Your room should be kept clean at all times. **Beds are to be made Daily.**
14. No food or drink in the bedrooms.
15. **NO Smoking in HOMES!!!!!!!**
16. **Appropriate** clothes must be worn at all times
17. **No** cell phones for a minimum of 30 days. **Cell Phones** can only be available after employment/income is secured with program services being paid. (remember cell phones are not a necessity)
18. **No** Portable devices such as all hand held gaming devices, and MP3 Players for the first 30 days or until approved by the director.
19. In case of illness or other emergency contact Phoenix House’s Hot Line number 252-637-7000.
20. All persons should have their own source of income and are expected to pay for their program services. The expectation is \$80.00 each week or 40% of income up to \$80.00 per week.



21. **All money** is required to be disclosed. Copies of income are to be submitted.
22. **All persons are to get permission before leaving the home and in first 30 days need to be accompanied by a senior client of the home.** After 30 days leaves slips are to be filled out and submitted by Wednesday prior to leave. Fill out the Sign Out log at homes giving destination, time of departure and contact number (if applicable) and expected time of return. Upon return you need to sign in again.
23. All Medications will be handled through the Main Office. All prescription medicine need to be listed in the office and monitored by the office.
24. A release of information form is expected so that the office will have on file a copy of each client's assessment and expected treatment plan.
25. If you leave, or are evicted you will have **2 days to remove your belongings** after the 2nd day Phoenix House will no longer be responsible for them.
- 26.** Drug testing will be required at random. Refusal may cause eviction.
27. Client must sign Release of Information Consent Forms to enable Phoenix House to share information directly concerning your care with your providers.
28. A house and room search may be conducted should the Director feel it's necessary. NO locks are allowed.
29. There will be **NO** weapons, unauthorized drugs, or alcohol in the home or on your person.
30. Clients are not allowed visits with their families or friends in the first 30 days. After the 30 days, visits will be scheduled. Visiting resource will be required to meet with the director prior to visit. Maximum of 2 weekends a month. A leave slip **must** be submitted 2 days prior to the visit for approval by the Director.
31. No personal cars will be allowed in the first 30 days, after the 30 days permission must be granted by the director.
- 32. 30 minutes each week one on one time to talk with the Director.**

I understand that I will give a **2-week** notice before leaving the program. Violation of the above rules may result in my eviction from the program. This program is for persons with addiction issues as their primary issue.

I am not wanted for any criminal actions and I am not involved with courts in any state. If any criminal charges or misdemeanor occur I will notify the Phoenix House, immediately.

\_\_\_\_\_  
Signature of Client and Date

\_\_\_\_\_  
Signature of Director and Date

Date entering halfway house \_\_\_\_\_ Date leaving halfway house \_\_\_\_\_



United Way  
of Coastal Carolina