



## House Rules

You are choosing to live in a mutually supportive Clean and Sober Recovery Home. Your success and continuance in this home are dependent upon your consistent positive behavior and cooperation. Disruptive and/or discourteous behavior will not be tolerated. Honesty and integrity are expected at all times.

This home is designed to provide more than just a place to stay – it is a space for restoration, accountability, support and mutual respect. Program participants are expected to support one another's recovery, respect shared spaces, and adhere to a standard that protects the well-being of everyone living here. Every rule outlined in this agreement exists to ensure that you and your housemates have the opportunity to heal, grow, and succeed in a safe, structured, and sober environment.

- Our highest values are sanctuary, cooperation, and a feeling of personal safety.
- Threats of violence will not be tolerated and are cause for termination.
- Obstructing the authorities and/or Department of Corrections (DOC) is cause for termination.
- Discussion about other program participants' backgrounds and/or warrants is prohibited.
- These rules are consistent with Community Placement practices.
- Participants not on Community Placement are still expected to comply.
- Please review all rules carefully; you will be expected to follow them.

LANDLORD-TENANT RULES DO NOT APPLY TO TEMPORARY HOUSING.

NO DRUG OR ALCOHOL USE – INCLUDING CBD & THC MARIJUANA

Per RCW 59.18.550 – Drug and alcohol-free housing must be part of a program of recovery. The terms of this agreement are governed by that statute.

Any contact with illicit drugs and/or alcohol or violation of any rule may result in dismissal. By initialing and signing below, you confirm your understanding and agreement to comply. If you need clarification, please ask.

A comprehensive list of local recovery support resources can be found on our website, under the “Resources” tab. Please visit [sanctuaryfirstfoundation.org](http://sanctuaryfirstfoundation.org).

Your House Leads are your first point of contact for any conflict or concern.

The Sanctuary First Foundation works with multiple agencies that provide therapy, healthcare, and medication support. If you are enrolled in any such program, you are expected to follow all its rules.

As Sanctuary First also operates as a safe house for women who've experienced various forms of violence and/or abuse, we do have a few additional rules that other sober homes do not. These additional rules must be followed and taken seriously for the safety of all in the home.

Please initial ALL items below to reflect your full understanding of our House Rules and policies.

## 1. Safety & Security

\_\_\_\_\_ Breaching house safety or termination of services leads to deletion of my door code.

\_\_\_\_\_ The Department of Corrections has automatic access via their own door code.

\_\_\_\_\_ I agree to keep the home address confidential even after I leave SFF, no matter the circumstances.

\_\_\_\_\_ Knives, guns, tasers, brass knuckles, or any weapons are strictly prohibited.

\_\_\_\_\_ House Leadership may inspect my rooms and property at any time for safety.

\_\_\_\_\_ I will sign in and out when leaving and returning.

\_\_\_\_\_ I will not leave personal property in the common areas. SFF is not responsible for lost or stolen property.

\_\_\_\_\_ If I borrow from and/or lend to others, it is at my own risk.

\_\_\_\_\_ I will NOT share my passwords, pin numbers, or door codes with anyone. I understand that anyone with access to my email can access my/our LOCATION and even change my passwords.

## 2. Substance Use Policy

\_\_\_\_\_ Possession or use of alcohol, illegal drugs, or unprescribed medication is strictly prohibited.

\_\_\_\_\_ Use of marijuana (THC or CBD), cough syrup (unless prescribed), or others' prescriptions are not allowed.

\_\_\_\_\_ I will not use, possess, or share alcohol, illegal drugs, controlled substances, or prescription drugs without a medical prescription, either on or off the premise

\_\_\_\_\_ On at least a quarterly basis I will provide written verification (drug testing results) from my program of recovery (DOC, Drug Court, or IOP provider) proving I have not used alcohol or illegal drugs.

\_\_\_\_\_ Baseline urinalysis is required at entry; random tests will also be required.

\_\_\_\_\_ Cheating, no-showing, or refusing tests is treated as a positive result.

\_\_\_\_\_ Drug/alcohol use on or off-site = dismissal.

\_\_\_\_\_ Giving or selling drugs to others = dismissal and 45-day retrieval window for belongings.

\_\_\_\_\_ Fentanyl possession is cause for termination and hazmat fee.

\_\_\_\_\_ I understand that if I possess, or share alcohol, illegal drugs, controlled substances, or prescription drugs without a medical prescription, SFF will issue a written notice terminating our relationship for cause as provided by state law. The notice will specify the acts constituting the drug or alcohol violation and will

state the specified date and time of termination. I understand that I must immediately return to detox or treatment to substantiate a change of conduct. and cure the violation or vacate.

### 3. Respect & Common Courtesy

Stealing, demeaning, bullying, or disruptive behavior will NOT be tolerated

Taking someone else's food, medication, or belongings is considered theft. Theft is grounds for dismissal.

Bringing stolen goods into the house or onto the property will result in immediate dismissal.

I will be respectful to all housemates and staff. No dating, employment, or sponsorship between residents.

Outside of a family member helping me move in or out, I will comply with the SFF no-visitor policy.

If I am dismissed for active use, and it's decided I cannot return to SFF, I acknowledge my possessions will be packed up for me and readied for pickup which I will coordinate with Sherry.

All house members must be fully clothed in common areas, including the clothing bank area.

SFF is built on structure, accountability, and community. Isolating in your room for extended periods can lead to depression, disengagement from recovery, and missed opportunities for connection, support, and growth. Recovery thrives in shared spaces where mutual encouragement, activity, and communication take place. This rule helps maintain a healthy, supportive environment for everyone in the home.

As isolation can signal the beginning of a downward spiral for many, program participants are not permitted to spend more than 2 waking hours per day in their bedroom unless ill, previously approved by staff or engaging in required rest due to medical or mental health reasons.

Naps on the couch are allowed unless and until they interfere with others' use of the living area.

Quiet Time / Lights Out: 11:00 pm to 4:30 am.

Quiet Time / Lights Out: If I wake first or go to bed last, I will always be respectful of others who are sleeping.

Quiet Time / Lights Out: I will turn off all lights directly behind me as I move through the house.

Quiet Time / Lights Out: I will NOT make loud noises, run the vacuum, dishwasher, washer or dryer between 10pm-6am.

Quiet Time / Lights Out: I will QUIETLY close doors and cabinets.

Quiet Time / Lights Out: I will not leave kitchen lights on if I'm not in the kitchen.

Quiet Time / Lights Out: TV volume will be dictated by house members sleeping in the purple room.

\_\_\_\_\_ Quiet Time / Lights Out: I will always respect my roommate's ability to sleep by not using my phone, a tablet, or laptop inside my room if they are sleeping.

#### **4. Privacy & Confidentiality**

\_\_\_\_\_ No social media posts of the house or your fellow house members are allowed.

\_\_\_\_\_ For the safety of all, I will not confirm or deny who lives in the house.

\_\_\_\_\_ DOC and designated personnel have access to information when requested.

\_\_\_\_\_ I will not enter other house members' rooms without permission and accompaniment.

\_\_\_\_\_ All rooms are shared. Putting a lock on any door is cause for dismissal.

\_\_\_\_\_ Only female family members and/or agency personnel may pick me up at the house. All others I will need to meet at the bus stop. I will NOT ever point out the house itself.

\_\_\_\_\_ As some house members are on Community Placement, the Department of Corrections will have full access to the premises. I will be polite to DOC staff who enter the home with a request for information.

#### **5. Meetings, Curfew & Accountability**

\_\_\_\_\_ Weekly house meetings (Sundays 5-6 pm) are mandatory.

\_\_\_\_\_ I will attend a minimum of 3 weekly 12-step meetings. This does not include our weekly house meeting, but can include church or bible study. I will maintain and show up each week to our House Meeting with my completed meeting log.

\_\_\_\_\_ My Kickstart period includes a curfew of: 9:30 pm for first 10 days.

\_\_\_\_\_ After my Kickstart period, my curfew will be: 10:00 pm (Sun-Thurs), 12:00 am (Fri-Sat).

\_\_\_\_\_ I will confirm and adhere to more strict curfews when required (i.e., Parole, Probation, etc.).

\_\_\_\_\_ Work schedules will be provided to Sherry when issued. If my work shift puts me out past curfew, I will communicate this to the house leadership team.

\_\_\_\_\_ Overnight passes: Allowed once 10-day kickstart ends and evidence of DOC approval is provided to Sherry.

\_\_\_\_\_ Overnight passes: Up to 4 nights per month, but no more than 2 nights can be taken consecutively.

\_\_\_\_\_ Overnight passes: ALL nights out must be written on the house calendar no later than the day of.

\_\_\_\_\_ Overnight passes: require no write-ups within the last 10 days & a clean UA upon return.

\_\_\_\_\_ 48-hour no call/no show = bed forfeiture unless prior approval.

\_\_\_\_\_ All house members will maintain a working relationship with their case worker/social worker, or navigator.

\_\_\_\_\_ I will search out and find a sponsor within my first 30-days.

\_\_\_\_\_ Having another house member sign any legal document for me is prohibited.

\_\_\_\_\_ SFF does enforce House Rules with the use of Write-ups.

\_\_\_\_\_ First Write-up = No overnights for 10 days

\_\_\_\_\_ Second Write-up = No overnights for 20 days

\_\_\_\_\_ Third Write-up = Dismissal

## **6. Employment, Education & Participation**

\_\_\_\_\_ All house members must work, go to school, or volunteer, once their kick-start period is over.

\_\_\_\_\_ Proof of employment, school or volunteering is required.

\_\_\_\_\_ Overnight shifts allowed are not allowed without prior approval.

\_\_\_\_\_ I will engage in meaningful daily activities (physical exercise, creative expression, nature therapy, mindfulness, volunteer work, social activities, education/learning and self-care practice) when not employed or in school.

\_\_\_\_\_ I agree to work with SFF to define your recovery goals, relapse prevention & personal backup plan.

## **7. Chores & Cleanliness**

\_\_\_\_\_ Daily chores are required, assigned per the SFF Chore Chart posted in the kitchen hall.

\_\_\_\_\_ All chores will be completed by noon each day. Cleaning Instructions are available via QR Code on the dining room shelf.

\_\_\_\_\_ Weekly deep cleaning chores are mandatory and will be completed on or before Friday by noon.

\_\_\_\_\_ I will text a video of my clean bedroom with my bed made to Sherry's cell @ 661-699-0669 each day by

\_\_\_\_\_ noon.

\_\_\_\_\_ I will have my House Lead confirm my household chore as complete each day.

\_\_\_\_\_ One missed chore = Write-up

\_\_\_\_\_ Three missed chores = Possible Dismissal.

\_\_\_\_\_ I will clean up all common areas after each use: bathroom, kitchen, living room, home gym, etc.

\_\_\_\_\_ I will use the squeegee on tub/shower glass prior to exiting after each use.

\_\_\_\_\_ I will not leave any hair or bodily fluids for someone else to clean up.

\_\_\_\_\_ NO food or drink (except water in closed containers) is allowed in bedrooms.

\_\_\_\_\_ Kitchen, bedroom and bathroom trash bins will be emptied when full, or if odorous.

\_\_\_\_\_ Bedrooms must remain tidy, floors picked up, beds made daily.

\_\_\_\_\_ If/when there is an open bed in my room, I am responsible for maintaining the bed. I will not use the spare bed, or closet space.

\_\_\_\_\_ There will be NO switching beds/rooms without written approval from Sherry.

\_\_\_\_\_ I will ONLY apply hair dye/color in the bathroom. I will cover/protect/clean all surfaces throughout the process. I will NOT leave the bathroom WITH the processing dye/color WITHOUT a shower cap on my head. I will use the large black towels (living room shelf) for such surface protection.

\_\_\_\_\_ I will ONLY apply nail polish/treatments at the nook or dining room table, NOT on a couch or the ottoman. I WILL protect said table throughout said nail polish/treatment.

## **8. Food & Property Storage**

\_\_\_\_\_ I will bring my own food; Delivery from local food banks is available for those willing to volunteer.

\_\_\_\_\_ I will use SNAP if needed – a link to apply is available on the SFF Resources page.

\_\_\_\_\_ I will store food properly per "Kitchen Rules" posted in kitchen hall.

\_\_\_\_\_ To avoid accusations, I will NOT get into a refrigerator I am not assigned to.

\_\_\_\_\_ I will label my food and respect storage spaces.

\_\_\_\_\_ There is no storage outside closets or under-bed bins.

\_\_\_\_\_ Abandoned property >45 days = donated/discarded. I will have someone collect my items if I cannot do so.

\_\_\_\_\_ There is no personal storage in the garage.

\_\_\_\_\_ Upon leaving SFF I will not take house supplies, furniture, or anything that does not belong to me. I understand SFF will follow up immediately if something is missing.

\_\_\_\_\_ Any merchandise I bring into the house that has a value greater than \$50 will be reported to my House Lead via my Personal Inventory List. SFF is NOT responsible for merchandise of value.

## **9. Medical & Medications**

\_\_\_\_\_ Prescription drugs must be stored in provided personal safe.

\_\_\_\_\_ All medications must be disclosed to house leadership.

\_\_\_\_\_ Overuse, misuse, or concealed meds = dismissal.

\_\_\_\_\_ All OTC or controlled meds must be reported to Sherry.

## **10. Utilities & House Maintenance**

\_\_\_\_\_ Energy conservation is everyone's responsibility. I will turn off lights, TV's, fans, water, and fireplace when not in use, or if I am the last to exit a room.

\_\_\_\_\_ Thermostat is controlled by SFF only. House Leads will communicate any temp discomforts to Sherry.

\_\_\_\_\_ I will not leave windows or doors open, as I understand the heat or AC is always on.

\_\_\_\_\_ I will use the bathroom exhaust fan each time I shower/bathtub.

\_\_\_\_\_ City garbage bins are to be taken out every Monday night as assigned per the Chore Chart. That same person is responsible for bringing them back in by Tuesday night.

\_\_\_\_\_ Smoking/vaping is ONLY allowed in designated outdoor areas. I will NOT smoke/vape inside the house, the garage or within 10ft of the back doors.

\_\_\_\_\_ House members who smoke must clean up all smoking materials daily.

\_\_\_\_\_ All furniture, appliances, equipment, computers, printer & associated supplies, are to remain in their locations.

\_\_\_\_\_ No outside furniture, appliances, or TV's are allowed.

\_\_\_\_\_ I will NOT put any holes in the walls, not even tack holes.

\_\_\_\_\_ I understand sleeping on top of my comforter/duvet is not allowed

\_\_\_\_\_ No food is allowed in the bedrooms. Any resulting pests or property damage will be my financial responsibility.

### **11. Transportation & Valuables**

\_\_\_\_\_ Vehicle owners must provide proof of license, registration, and insurance.

\_\_\_\_\_ Vehicles must be operational & in good repair (no smoking engines or loud mufflers); no project cars allowed. Any leaking vehicles must be parked on the street only.

\_\_\_\_\_ Parking is first-come, first-serve.

\_\_\_\_\_ All cars are subject to random searches. Any contraband within my vehicle is grounds for dismissal.

\_\_\_\_\_ SFF is not responsible for loss, theft, or damage.

\_\_\_\_\_ If I damage someone's car, it is my responsibility. SFF will not get involved.

### **12. Health, Wellness & Emergencies**

\_\_\_\_\_ I will practice good hygiene and handwashing.

\_\_\_\_\_ I will respect others' health and communicate any possible illnesses I may have to all in the home.

\_\_\_\_\_ When sick I will take precautions such as extra cleaning of surfaces, limit interaction with other house members, & contact a physician if needed, or in the event of a fever.

\_\_\_\_\_ I will follow my treatment plan with my healthcare team and recovery commitments.

\_\_\_\_\_ Animals are not allowed due to allergy concerns, flea infestations, sanitary issues, and the general safety of others. Service animals may be accepted ONLY with legitimate documentation, however, if any of the above listed concerns prevail, a request for a service animal can/will be denied.

### **13. Grievance Policy**

\_\_\_\_\_ I will contact Sherry by phone or email with any issues.

\_\_\_\_\_ All grievances will be addressed within 72 hours.

\_\_\_\_\_ No retaliation will occur for submitting a grievance.

\_\_\_\_\_ For urgent issues: Sherry Nichols (661-699-0669) or WAQRR (253-293-5208).



**14. Involuntary Termination of Residency: ALL items below WILL result in Involuntary Termination of your relationship with Sanctuary First Foundation: Your initial under each one confirms your acknowledgment of this fact.**

\_\_\_\_\_ Possession/use of drugs, alcohol, paraphernalia, weapons.

\_\_\_\_\_ Selling drugs on or off property.

\_\_\_\_\_ Abuse of over the counter or prescription medications.

\_\_\_\_\_ Theft or possession of stolen goods.

\_\_\_\_\_ Threats or violence of any kind.

\_\_\_\_\_ Violating curfews or house rules consistently.

\_\_\_\_\_ Breaking the SFF no-visitor policy.

\_\_\_\_\_ Causing any intentional damage to the home or its contents. I will be responsible for the cost of such repairs.

\_\_\_\_\_ Refusing to follow treatment or safety guidelines.

**15. Terms & Conditions Acknowledgement**

\_\_\_\_\_ I agree to comply with all house rules expectations.

\_\_\_\_\_ I will treat all house members, staff, DOC and other agency personnel respectfully.

\_\_\_\_\_ I support the values of structure, accountability, and kindness.

\_\_\_\_\_ I will work with house leadership to resolve conflicts as needed.

Program Participant: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

House Manager/Staff Member \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_