



# DESIGNED FUTURE

## Designed Future Client House Rules and Expectations

The following expectations are binding and final and apply to your stay at Designed Future. Any violation of the house rules and expectations could result in discharge from the program.

### **Zero Tolerance** (*We do not allow any mind altering substances, supplements or medications, i.e. Kratom*)

1. All clients are expected to remain alcohol and drug-free for the entire duration of their stay.
  - a. Any staff person or the House Manager can ask any client for a urine screen or other test at any time. Refusal to comply will be considered a positive test. Expect to be alcohol and drug tested at a minimum of every 3-4 days.
  - b. Clients are not to use any prescribed medication that is not his/hers, nor abuse any medication or sell any prescribed medications.
  - c. All prescribed controlled medications are to be locked up in main office at all times. Staff will distribute weekly dosages or as needed
  - d. Medical release forms must be signed giving Designed Future permission to consult with physician prescribing medications.
  - e. No scheduled/controlled drugs are allowed on the premises. Clients are expected to create a plan under a doctor's direction to discontinue any medications used to treat anxiety/depression/drug cravings/recovery maintenance within 6 months of move-in date.
  - f. Should a resident test positive for drugs and/or alcohol, the house manager, executive director, and resident counsel shall meet to discuss consequences that could include termination of the program, curfew modifications, and agreeing to additional support services.

### **Behavior**

2. All clients are expected to treat staff and peers with respect at all times. Clients may not question the authority of the house manager. Racially and sexually based derogatory statements of any kind are not allowed. Arguing, threats, intimidating, put downs, fighting, and other inappropriate behavior will not be tolerated. Clients who violate this rule WILL be discharged from Designed Future immediately and authorities will be called when necessary.
3. Clients are expected to be up and out of bed by 8:30am.
4. Weapons of any type are not allowed on Designed Future's property.
5. All clients are expected to respect other persons' property (no stealing or borrowing without permission). Any client found rifling through another client's belongings without his/her expressed permission will be discharged from the program.
6. Bath towels must be hung on hooks after showering.
7. Eating is only allowed in the kitchen or dining room. **Only water is allowed in bedrooms.**
8. No sleeping / lying on furniture outside of bedroom is allowed.
9. All curtains/drapes are to remain open during daylight hours.
10. All bedroom doors are to remain open during the day, including weekends.
11. Lights Out in common areas at 11pm. Lights out in bedrooms/sleeping areas by 11:30pm.
12. Any room, personal belongings, or person can be searched at any time for any reason. Locks or lock boxes must be pre-approved. Designed Future may cut any lock off in order to perform an inspection.
13. There is no smoking or chewing tobacco inside of the building. Smoking is allowed only in the designated area outside. Cigarette butts and chewing tobacco must be discarded in the receptacles.
14. An "accountability meeting" will be considered for residents who consistently violate Designed Future's rules, do not meet expectations, or fail a drug screen/breathalyzer. This is an opportunity for the client to take responsibility for his/her actions. Accountability meetings are done in group format. Re-admission or discharge from the program will be considered at this time.
15. If a client is aware of another resident violating Designed Future's rules, and does not bring it to the immediate attention of Designed Future's management or staff, the enabling client will be considered for discharge from the program.
16. Absolutely no modifications or alterations to the house of any kind are permitted.
17. It is understood that any resident written up 3 times in the same calendar year,

### **Chores**

Chore Masters are leaders at Designed Future. Any issues with chore masters should be escalated to DF staff.

18. The house and driveway area are to be clean at all times. (Guest ready.)
  - a. All clients must make their bed each morning and keep their personal sleep areas neat and tidy at all times. Bedside tables must be free of clutter.

19. All clients will be assigned work duty. Failure to properly complete work duties in a timely and routine basis could result in discharge. The chore master is to verify that each chore has been completed and up to the cleanliness standards of Designed Future.

### **Employment**

20. All physically and mentally able-bodied clients must have or be looking for a job. If on disability, 10 hours each week of volunteer work is required. Your limitations will be considered in determining what is expected.

### **Romantic Relationships**

21. Our facility is co-ed. Any sexual/romantic interaction between residents is strictly forbidden and is grounds for immediate expulsion from the program.
22. Persons of the opposite sex are not allowed in bedrooms. Men may not enter the women's bedrooms and vice versa.
23. Following the guidelines of A.A., romantic relationships are strictly prohibited. Breaking this rule is grounds for termination from the program. Married clients are the exception.

### **Curfew**

- a. For employed residents: 11pm on Sunday-Thursday; 12 pm on Friday-Saturday
- b. Curfew for unemployed residents is 10:00pm every night.
- c. Residents who do not return by curfew and/or do not call will be considered in violation and can be terminated from program. Emergency situations will be considered.

### **Personal Hygiene**

- a. Personal Hygiene must be maintained.
- b. Clients must shower a minimum of every other day.
- c. Clients must wash hands upon entering the house.
- d. Wearing shoes in the house is not permitted.
- e. Clients must be fully dressed when outside of bedroom or bathroom.
- f. No bare feet or stocking feet are allowed outside of the building. Shoes are to be worn outdoors.

### **Weekend Passes**

24. After living at Designed Future for a month, you may be eligible for a weekend pass. You must request an overnight pass from the executive director or house manager. Permission will only be given if:
  - a. All chores have been completed
  - b. All classes have been attended and assignments have been completed
  - c. You have attended all required weekly AA meetings
  - d. You have used the meditation room 4x/week
  - e. No corrective measures have been issued

### **Recovery Work**

25. All clients are expected to attend a minimum of four recovery meetings each week, in addition to attending the mandatory house meeting on Sundays at 6:30pm and Mondays at 6pm. Failure to do so could result in termination of the program.

### **Computer/Phone/TV Usage:**

26. All clients are expected to use Designed Future computers in an appropriate manner (e.g., no sexually explicit or obscene content). Computers are to be used for job searches, program projects, assignments, and emailing. If you don't know if the site is permitted, you must ask.
27. Residents are not to abuse cell phone privileges. Any excessive use of phones is grounds for a residents phone to be taken away. Cell phones may not be used after 11:30pm.
28. Phones/tablets may not be put on speaker. Ear buds or headphones must be used instead.
29. TV Privileges: Residents can watch movies Monday-Friday from 6pm-10pm; weekends from 8 am-10pm.

### **Program Fees**

- Program fees are to be in advance and are due at the first of the month. A \$50 late fee will be applied to rent paid after the 5<sup>th</sup> day of due date.
- All personal belongings **MUST** be removed from the property within 24 hours of moving out or being discharged from the program. In the event such personal property remains unclaimed after 24 hours it shall be deemed abandoned. All abandoned property will be considered donated to Designed Future. Designed Future is not a Bailee, and has no duty to store any of a resident's personal property.

### **Landlord/Tenant Laws Do Not Apply to Recovery Houses:**

You understand that you may be asked to leave at any time if any house rules are broken. Your departure is to take place within 24hours.

### **Consequences for Broken House Rules:**

- Loss of parking privileges
- Loss of laundry room privileges for 1-2 weeks
- \$10 fine assessment

**Designed Future Fee Structure**

- Program Fee for Single Room is \$700/month. Program Fee for Shared Room is \$600.00/month. If program fees are paid in advance, a 1-week written notice of intent to move out is appreciated. Any pre-paid rent will be prorated and refunded to you.
- Fee can be paid in weekly, bi-monthly or monthly installments

**Program cost includes:**

- Designed Future Program (12 classes)
- One-on-One monthly life coaching meetings
- Spiritual directorship through the Dominican Center at Marywood.
- Daily group dinners are available for an addition \$10/week or \$40/month.
- Toilet paper, laundry detergent, dryer sheets, dish soap, hand soap, garbage bags, and all cleaning supplies are provided.
- Two laundry rooms on site, free of charge to use.
- Freezer food that includes meat, pork, and poultry
- All utilities (gas, electric, water, cable, trash)
- Wi-Fi is available for computers, smart phones and other devices

I understand that any violations of Designed Future’s rules and expectations might result in loss of privileges or immediate discharge from the program. \_\_\_\_\_ (Initials)

Printed Name: \_\_\_\_\_

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

Witness: \_\_\_\_\_ Date: \_\_\_\_\_