

The Recovery House of Ocala, Inc.  
243 NW 4<sup>th</sup> Terrace  
Ocala, Florida 34475

# The Recovery House Handbook

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## Mission

The primary mission of The Recovery House is to provide a safe and realistic environment for the recovering alcohol or chemically dependent adult male.

Our objectives are:

1. To maintain an alcohol and drug free environment
2. To offer reasonable physical and emotional comfort
3. To offer safety for the individual and group
4. To maintain an environment suitable for learning to integrate back into society
5. To treat each resident with dignity, respect and confidentiality
6. To maintain the condition of our structure to meet the basic needs of each resident.
7. To comply with all city, county and state laws and building codes.

## Who We Are?

The Recovery House is a nonprofit 501 (C) (3), corporation. Though not affiliated with AA, it strongly endorses the principles embodied by the 12 step and 12 traditions practiced by AA.

## Staff Expectations of The Residents

1. Maintain their own sobriety and support our fellow resident's sobriety
2. Actively work the 12-step program as presented by AA under the guidance of a sponsor
3. Attend 5 12 step meetings per week
4. Conduct their behavior in accordance with our cardinal rules and in a manner conducive to an orderly and harmonious relationship with other residents and staff
5. Perform all weekly assigned tasks/chores in a timely and thorough manner
6. Follow all other rules and any verbal requests made by management

Please note that admission will be denied if the applicant has a violent or sexual criminal charge both current or past.

Each new resident will be on a probationary period of 30 days. During this period, you will be required to attend a big book study here at the house each Tuesday at 7pm. In addition, during this 30-day period, your curfew will be 10 pm and overnight weekend passes will be prohibited. After this period, curfew is extended to 12am and overnight weekend passes are permitted.

The Recovery House cooperates with all branches of law enforcement and courts. If inquiries are made by law enforcement, The Recovery House will offer full disclosure of any resident's activity.

CARDINAL RULES

Please note that any violation of a cardinal rule will result in immediate expulsion from The Recovery House.

1. Possession or use of alcohol, drugs or any mind-altering chemicals
2. Failure to obtain approval prior to bringing any kind of prescription medication on property
3. Failure to report anyone in possession or influence of alcohol, drugs or mind-altering chemicals.
4. Any violence or the threat of any violence towards a resident or staff member
5. Theft of any resident's food or possessions
6. Possession of any kind of weapon
7. Refusal to maintain personal hygiene
8. Any racial or sexual comments directed to anyone in the house
9. Refusal to perform assigned chores
10. Sexual activity of any type on the property to include, residents, staff or guests
11. Smoking or burning incense in the building
12. Refusal to follow directions of the staff
13. Refusal or failure to pay house dues on time (5-7pm each Friday). No resident may incur more than \$150.00 in past due house dues. After the \$150 limit has been reached, the resident must pay all future house dues on time and in addition plus 20% of the past due amount until the debt is paid. No resident may incur any future debt once the balance is paid. The house dues structure is as follows:

1-6 months.....\$90.00 week

6-9 months.....\$115.00 week

9-12 months.....\$140.00 week

### HOUSE RULES

Failure to follow house rules may result in a disciplinary warning and or expulsion

1. Persistent use of profanity
2. Failure to follow dress code. Residents must be fully clothed while in public areas of the house.
3. Failure to maintain cleanliness in your bedroom
4. Failure to attend 5 12 step meetings per week (you must submit proof of attendance via a meeting slip provided) You may ask the manager or assistant manager for these slips.
5. Abuse of other's possessions
6. Failure to have a sponsor in 30 days
7. Failure to follow curfew
8. TV is to be off by 12 am weekdays and 2 am on the weekends
9. Sunday night house meeting at 7 pm. This is mandatory
10. Big Book study on Tuesdays at 7pm (all residents under 30 days). The meeting will be held at The Recovery House.
11. Your meeting slips are due with your house dues each Friday

12. You must maintain a full-time job. If you have means of support (disability, etc.) that do not require you to work to pay house dues, you must volunteer at least 30 hours per week and provide proof of same to the House Manager.
13. The house is off limits between the hours of 9am – 3pm during the week unless you are working 2<sup>nd</sup> or 3<sup>rd</sup> shift.
14. No food or drink (with the exception of water) allowed in the bedrooms. Only in the kitchen and dining room areas.
15. All chores must be completed by 10pm each night except Sunday. On Sundays, the chores must be completed by 6pm and at 3pm if the board is meeting that Sunday
16. No cell phone use in the house
17. No music to played in the house other than through the use of headphones
18. No clothes to be left in washer or dryer. All laundry must be complete by 10pm.

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### WEEKEND PASS

One 24-hour weekend pass can be issued and will be approved by the House Manager. Multiple days must be approved by the board. Pass criteria is as follows:

1. Requests are available after the 30-day probationary period
2. Must have completed all chores from the previous week
3. All house dues must be current
4. Drug tests will be required upon return



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I have read and fully understand The Recovery House Handbook.

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Print Name

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Signature

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Date

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Manager's Checklist

1. Application \_\_\_\_\_
2. Drug Test \_\_\_\_\_
3. Chore Description and Sign Off Sheet \_\_\_\_\_
4. Board phone numbers \_\_\_\_\_
5. Kitchen and pantry assignment \_\_\_\_\_
6. House Bikes \_\_\_\_\_
7. Introduction to other residents \_\_\_\_\_
8. Property Tour \_\_\_\_\_
9. Bedroom assignment \_\_\_\_\_
10. Meeting Slips \_\_\_\_\_
11. Thoroughly explain rules and procedures \_\_\_\_\_
12. Make resident file (copy of id) \_\_\_\_\_
13. Enter name and house dues on board report \_\_\_\_\_