

GATEHOUSE

TRANSITIONAL LIVING

Guidelines

Residents will remain drug and alcohol free, and will submit to drug and alcohol screening as requested. If a resident admits to drug/alcohol use or if a resident is discovered using drugs or alcohol, s/he will be immediately discharged from GTL, and offered a referral by the GTL Coordinator.

If there is reason for suspicion, residents will be asked by House Manager or GTL Coordinator to submit a urine sample for urinalysis. Residents will be given a one hour period to produce a urine sample, during this one hour time frame the resident will need to remain in the presence of the house manager or the GTL Coordinator. If a resident does not produce a urine sample in a one hour period or refuses to give a sample, s/he will be discharged from GTL.

Visiting establishments where alcohol or other drugs are being used or sold is not permitted (Going to bars is not permitted). Employment at a restaurant or establishment that serves alcohol will not be permitted.

No violence, threats of violence, or intimidating behavior will be tolerated at GTL. If these behaviors are displayed a review of residency will be established, which can lead to the immediate discharge from GTL.

Residents are expected to act as law-abiding citizens. Illegal behavior will not be tolerated and will result in the immediate discharge of GTL. Stealing from other residents in the house will not be tolerated, and will be considered to be illegal behavior, which may result in significant consequences, including discharge.

Having a vehicle is an earned privilege, and subject to approval by House Manager and GTL Coordinator. Any misuse of parking passes/spaces will not be tolerated. Residents who would be interested in utilizing their vehicles will need to submit copies of their driver's license, insurance, and registration, prior to consideration. Residents are not permitted to acquire rental cars.

Residents will not be permitted to engage in any romantic relationships with any of their house mates, or other residents from other GTL residencies. Any romantic relationship of this nature will result in consequences including discharge from GTL.

Visits: Guest are not allowed in any GTL property. Special accommodation for visitors will need to be established by the GTL Coordinator.

- Residents who have children, will not be allowed to bring their children to reside with them in the Recovery House, however, residents may receive accommodations to visit with their children by discussing
- Visits from residents of The Gate House are permitted only with pass approval from The Gate House.

Privileges

- Curfew is 11:00 p.m. on weeknights, and 12:00 a.m. Friday and Saturday nights.
- In case there is an emergency that would interfere with the curfew, you must notify the House Manager immediately.
- Residents must complete a request form (given by house manager) for any passes that they may be interested in by Wednesday at 6:00p.m. during the same week that you wish to take the pass. These request forms are to be submitted to the house manager for consideration.
- No more than **two** overnight visits per month will be allowed, or **one** 2-night pass, until a resident has been in good standing for 3 months.
- After 3 months, you will be permitted **four** overnight visits or **two** 2-night passes if you are in good standing.
- Residents will not be eligible for overnight visits until after the first thirty days of residency.

All supplements are prohibited from GTL including, but not limited to, whey protein, herbal extracts, Kratom, and weight/muscle gaining substances.

Gambling by residents is prohibited. This includes lottery tickets and visiting casinos.

No pets are permitted at the residence.

Recovery activities:

- Residents are required to attend a minimum of **five** 12-step meetings per week. You will be required to turn in a meeting attendance form weekly to the house manager by the end of the week (Friday) for your first 30 days of residency.
- If you are attending an Intensive Outpatient Program or Partial Hospitalization Program you are required to attend **three** 12-step meeting per week.
- Residents are required to be in aftercare/outpatient counseling at The Gate House or with another service provider for at least 16 weeks, or 4 months.
- Weekly attendance is required. Resident must sign consent for outpatient provider to allow GTL Coordinator to verify a resident is attending all scheduled outpatient counseling sessions.
- Non-compliance with outpatient recommendations can result in a termination of residency.

Case Management:

- Each resident will be required to meet with the GTL Coordinator for case management services. The GTL Coordinator will schedule these sessions accordingly and you will need to ensure your attendance.
- Case management services will include planning of short and long term goals.
- Goals will be met in collaboration with community resources.

Medical issues:

- Residents on prescribed medications must take them as directed unless otherwise noted by a doctor. Prescribed medications will need to be reviewed and discussed with the GTL Coordinator.
- If a resident needs to go to the emergency room or has an emergency doctor appointment, s/he must notify the doctor that she is unable to take narcotics.
- Residents must bring a visit summary from every doctor/hospital visit to house manager/REI Coordinator showing prescriptions that were given at that visit.
- The following OTC medications are prohibited: Nyquil, PM medications, Sudafed, Delsym, Any other the counter medications that include DXM (dextromethorphan), Imodium, and Benadryl.

Residents must be gainfully employed (full time) in order to be eligible for admission and to stay in the home. Residents who come to GTL without employment will have 2 weeks to obtain employment. No exceptions.

Job search for residents is as follows:

- Monday-Friday 8:30am-4:30pm-A resident may come back to the house for a 30 minute period to eat lunch.
- Residents are not allowed to quit their job unless they have another job in place. If a resident is fired from their job, they must call GTL Coordinator directly at 717-471-0627, or the Recovery Specialist at 717-598-6468 (males). Resident will then have two weeks to obtain employment.

All rent fees must be paid on the basis established upon entry (pay periods). **A resident who falls more than 2 weeks behind in their rent may be subject to loss of privileges and/or discharge from GTL.** A two week notice will need to be given when a resident is planning on leaving GTL.

GTL will not be responsible for any resident belongings. Residents will be given a two week time frame to pick up any personal items that may have been left in the home following discharge. All items left behind following the two week time frame will be discarded.

In order to maintain a clean environment, the following rules are in place:

- Residents are assigned household cleaning responsibilities both inside and out, and will be required to keep that area clean, as well as their own living spaces.
- No food or drinks are permitted outside of the kitchen/dining room area.
- Any new or used clothing items/bedding/towels/etc must go through the dryer on high heat.
- No new or used furniture is to be brought into the house.
- Residents must exhibit appropriate hygiene habits.
- Resident must wash their bedding once per week.
- Damage to the facility or its furnishings is unacceptable and will result in dismissal from the facility.
- Under no circumstances are residents permitted in other bedrooms.

Smoking is not permitted in the house, and only in groups of 3-4 people at a time on the front porch. *The use of electronic nicotine delivery systems (also known as e-cigarettes, e-cigars, e-hookahs, and e-pipes) is prohibited anywhere that smoking is prohibited. No vaping is permitted within the house.*

The fire escapes are for emergency purposes only, and not to be used as entry to the home.

Excessive noise or profanity will not be tolerated. Be respectful of each other and to your neighbors.

The House Manager is in charge of the residence. S/he will conduct weekly house meetings, which are mandatory, for the purpose of addressing any problems in the peer community, resolving disputes between residents, and chore coordination.

Residents are required to appropriately record their status using the sign in/out binder each time they leave and return to the residence.

Residents are asked to use their house manager as an initial point of contact for all house issues.

Significant infractions of the rule will result in a \$10-\$20 “fine,” which will be added to that week’s rent fee. Infractions include but are not limited to: Not making bed, not performing chore, coming home after curfew, unkempt room or any other infraction of the rules house manager/GTL Coordinator deems unfit.

Failure to comply with any rule may result in immediate discharge from the residence.

By signing this, I agree to these terms and conditions:

Resident

Date

Witness

Date