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- Residents may give out the house phone number to anyone.
- Phone time limit is 15 min.
- Take all incoming calls and take a message (if the phone rings, answer it).
- No incoming or outgoing calls after 11pm. Phone calls may begin at 7 A.M.
- Cordless phones must be returned to the charging station after each use. Do not leave the phone in your room.

**☐ Contacting Staff and House Manager** - You are expected to have the Program Coordinator and your house managers' number with you at all times. You should contact the House Manager in the event that you will be late for curfew, and for general house issues (needing house supplies, maintenance issues, etc.). All other issues should go to the Program Coordinator.

- House Manager: \_\_\_\_\_
- Program Coordinator: (717) \_\_\_\_\_
- ☐ : ( ) -
- ☐

**☐ Visitors –** Absolutely **NO** visitors are permitted at GTL.

**☐ Vehicles** - Residents may have the privilege of a vehicle, providing that rent is current and resident is otherwise compliant with GateHouse rules. Vehicles must have current insurance and registration. Drivers must have a valid driver's license. Copies of registration, insurance and license must be provided before a vehicle is permitted at the house. Vehicles are a privilege and that privilege can be revoked if not compliant with house rules. Residents must maintain compliance or they will have privilege revoked.

**☐ Probation/Parole –** GateHouse staff regularly communicates with probation/parole officers. The communication will consist of your status and activities at the GateHouse. Residents must sign a release of information.

**☐ Community Service** - The GateHouse believes that part of recovery is learning to give back to a community that supports us. We have chosen to participate in Lancaster's Adopt-A-Block program. Each recovery house resident is required to participate in their house's efforts to help keep our neighborhoods clean. The 2<sup>nd</sup> Saturday of every month from 10:00am-11:00am, all residents will participate in this effort. If you are unable to participate because of work, an alternate form of community service will be discussed with you by the Program Coordinator.

## 27. House and Property-

- Absolutely nothing can be hung on the walls, removed from the walls, damaged, changed or defaced in the residence. Damage to the residence, property, or its furnishings is unacceptable and can result in dismissal from the residence.
- Absolutely NO messaging (flags, banners, signs, posters, pictures, writing, decorations, etc.) of any kind can be posted, hung, or displayed on the outside of the residences or seen from a window of the residence without prior authorization.

## 28. Discharge-

- Successful – All goals on your recovery plan will be completed, all supplies will be washed and returned, room will be completely cleaned, all assigned chores completed, current and arrears rent paid, and at least a two-week notice must be given in writing to the Program Coordinator. Security deposits will be returned when prior conditions are met. **\*\*Will receive deposit back.**
- Unsuccessful – If you are evicted, you will have 7 days to remove your belongings. The Program Coordinator will notify probation/parole if this occurs. A GateHouse Staff or House Manager MUST be present with the resident when belongings are picked up. This must be pre-arranged and at the convenience of the staff person. Property not picked up within seven days will be donated.
- If you are incarcerated you will have 30 days to make written arrangements to have your belongings picked up by someone who can show identification of who they are and you have notified The GateHouse who will be coming, after 30 days your belongings will be donated.

**\*\*Read Resident Handbook and Review this page  
BEFORE signing Residential Agreement.\*\***

**\*\*\*Any deviation from these policies will result in the resident being fined, put on restriction, and/or evicted from GTL.**

- #1- Your initial warning is this Handbook.
- #2- Fines will be paid by the next rent collection.
- #3- Restriction- Resident will be “grounded”. When on Restriction, resident is only allowed to attend work, recovery meetings, outpatient treatment, church and doctor appointments; and must be cleared with Program Coordinator. A “behavioral contract” will be signed by Program Coordinator and Resident.
- Subsequent behavior issues can result in eviction from GTL.

**\*\*The GateHouse reserves the right to amend any of the policies above. Any amendments will be posted in the house and reviewed at first House meeting after the change is made.\*\***

The above policies and guidelines are set up to assist you in becoming successful in your recovery and to protect you, the other residents, and the GateHouse. Remember that whatever you obtain in recovery can be lost in relapse.

By signing the **GateHouse Transitional Living- RESIDENCY AGREEMENT**, I understand and agree to follow the Policies and Procedures outlined in this handbook.