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# Client Contract and Lodging Agreement

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## Definitions:

1. Exodus Community Services, Inc.: 501(c) (3) Non-Profit organization. Entering into this agreement with an individual for the purpose of providing them with drug and alcohol-free housing, and 12-step program support. Exodus Community Services, Inc. may hereafter be referred to as "Exodus" within the context of this contract and / or the Client Application.
2. Client Application: Binding document by which the lodging agreement between Exodus and an individual may be entered. This application shall contain an individual's personal information, as well as background information, as deemed necessary by Exodus. Any information provided by the individual on this document will be used to assess the individual's current status, mentally, physically, and emotionally, as well as determine the individual's compatibility with our program (defined below). This document may hereafter be referred to simply as "application", or individually appropriate as, "his application", "her application", or "their application" within the context of this contract and / or the Client Application.
3. Client: Individual(s) entering into a lodging agreement with Exodus, for the purpose of obtaining drug and alcohol-free housing, and / or 12-step program support. A client may hereafter be referred to as a "resident" within the context of this contract and / or the Client Application.
4. Meeting: A 12-step or spiritually-specific event, typically in a group setting, an individual will attend to learn about themselves and addiction, or to progress with their spirituality. A "meeting" may include: bible study, church service, sponsor appointment, 12 step meeting, or house meeting.
5. Program: A 12-step oriented process by which clients learn about addiction, obtain tools to cope with their problems, and learn proper ways of living. A program is inherently specific to a client, and therefore may be referred to as "their program" or "his or her program" as well as "a program" within the context of this contract, and / or the Client Application. "The program" or "our program" within the context of this contract and / or Client Application refers to general expectations of the client, as outlined within the aforementioned documents. An Exodus specific program outline can be found within the document titled "Program Format" for phases 1, 2, and 3 respectively.
6. Phase: Specific progression of a client's program within Exodus. Each "phase" will have different requirements and participation expectations. Participation expectations can be found within the document titled "Program Format" for each phase, 1, 2, and 3. Requirements for each phase are outlined within this contract.

## General Statements:

THIS AGREEMENT, entered between Exodus and the resident, regarding clean living residency at one of Exodus' recovery homes, includes the following conditions:

The resident, as named on his or her application, understands and acknowledges that the program is an alcohol and drug-free shared housing property managed by Exodus. The resident resides in the capacity of a lodger, sharing a housing unit, and not as a tenant with rights or possession of space exclusively. The resident

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agrees to pay all program fees of \$120.00 per week or \$480.00 per month, as agreed upon by both the client and Exodus during the intake process. Weekly program fees are due every Friday by 5:00pm. Monthly program fees are due by 5:00 on the first Friday of the month. Refunds are given on a prorated bases.

The resident agrees to participate, and abide by the policies and rules. The resident agrees to vacate the shared accommodation when the rules are violated. The following house policies are to be observed by all residents. These policies have been set forth to maintain a clean, safe, and healthy living environment for those in recovery. Our goals are to help each resident attain their goals of self-sufficiency by staying clean and sober, and finding and maintaining employment.

#### **Client Rights, Privacy:**

1. The addresses of our men's homes are published, and publicly accessible. Clients are allowed to receive mail at our homes during their stay with us. Upon leaving our residence, you must submit a change of address with the Postal Service as soon as possible. Exodus is not responsible for any of your mail after you leave.
2. Residents are not allowed to enter another resident's room without their permission, and the resident must be present. Manager's rooms are completely off-limits unless the manager is present.
3. A client's billing agreements will not be discussed with other residents.
4. A client's housing concerns will not be discussed with other residents, unless deemed appropriate by a manager.

#### **Client Rights, Environment:**

1. Every client has a right to a quiet, peaceful environment in which to pursue a 12-step program. Any action preventing this must be addressed by management.
2. Threats, intimidation, or violence is absolutely **not** tolerated. Any of these will result in an **immediate** dismissal from the program and notification to any appropriate supervising agencies.
3. Each client may practice cultural, religious, or spiritual customs of his or her choosing. Do not impose your beliefs on others, or try to recruit anyone for your religion. Actions involving smoke or fire are **not** to be performed in any of our homes.

#### **Client Rights, Suggestions or Complaints:**

1. Each client should bring suggestions or complaints to his or her house manager.
2. Complaints regarding a house manager are to be brought to the Program Facilitator.



### **Resident Responsibilities:**

1. **Curfew:** You are to return to the house before curfew, as defined within each Phase (see below). Failure to do so may result in a dismissal from our program.
2. **Noise Levels:** We ask that you respect your fellow residents and play radios and televisions at a reasonable volume level.
  - a. Headphones are not allowed in community areas, to prevent isolation.
3. **Smoking:** Absolutely **NO** smoking in our houses, due to insurance liabilities.
4. **Pets:** Residents are not allowed to keep pets on property. Visitors may bring them, but only at the discretion of your house manager.
5. **Visitors:** Visitors are to remain only in community areas. Under no circumstances are visitors allowed in bedrooms. Visitors are allowed to stay for one hour.
6. **Sanitation:** Program participants have the right to live in a clean and welcoming environment. Resident will keep the premises clean at all times, and upon discharge will leave the premises in as good condition as when this agreement was entered.
  - a. Each resident is required to eat food in common areas, and wash their own dishes immediately after eating.
  - b. Residents are responsible for cleaning of all community living areas, such as, kitchen, bathroom, living room, den, patios, backyard & grounds, and laundry room.
  - c. All residents are assigned a house chore, and / or kitchen night.
7. **Sexual Activity:** No sexual activity in the house or on the grounds at any time.
8. **Drug or Alcohol Use:** Occupancy is made available on the strict understanding that the house is to be, at all times, drug and alcohol free. Alcohol and illegal drugs are not allowed on program premises nor is K- 2, Spice, and the many synthetic marijuana products. Medical marijuana patients will not be allowed entry into the program. Methadone and Suboxone patient entries are to be approved by the Program Director (see below).
  - a. Guests of a resident who are under the influence of any type of mind-altering substances are not permitted, at any time on the grounds.
  - b. Buying or selling drugs or alcohol on property is grounds for immediate dismissal, and possible exemption from future program entry.
  - c. Residents found to have knowledge of other residents using or drinking, and not coming forward with the information are equally guilty, and will be asked to leave.
9. **Medication:** The program does not dispense medication, but you are required to submit a medication log to the house manager and secure medication in locker provided by Exodus. Non-prescription medications or supplements are not required to be secured, but still need to be treated with care. Our policy prohibits abusing medications.
  - a. Sharing or selling medications to other residents is grounds for immediate dismissal, and possible exemption from future program entry.



10. **Methadone / Suboxone:** Any incoming resident undergoing maintenance treatment on these medications must be specifically approved by the Director. Residents must provide all related documentation to their treatment.
11. **Dress Code:** All residents must be properly attired in the common areas. No "bare chests" are allowed, and residents are required to have sandals or shoes in community areas at all times.
12. **Pornography:** No pornography is allowed in the house at any time.
13. **Alterations to Property:** Residents may not make any alterations to the property due to Exodus' lease agreement with the property owners. This includes installation or changing of paneling, flooring, built in decorations, partitions or railings, shades, blinds, window guards, in or outside of the premises, or drilling or attaching anything to the floors, walls or ceiling.
  - a. Residents may not bring in any dish washing or clothes washing equipment, water filled furniture, or a coffee pot into the bedroom.
14. **Vehicles:** To operate and/or park a motor vehicle while residing at the facility, a valid driver's license, proof of insurance and registration are required.
  - a. Non-running vehicles are NOT allowed to be parked at any of the residential facilities, and WILL be towed at your expense.
15. **Weapons:** No weapons of any kind are allowed on premises.
16. **Probation / Parole:** If you are on probation/parole or supervision of any kind, you must be honest about this on your application. You must provide your parole or probation officer's name and phone number. You are also required to inform your house manager of any changes.
17. **Service Fees:** Weekly service fees are due on Friday, and monthly service fees are due on the first Friday of every month. If an emergency or hardship occurs, please inform your house manager so you can agree on options for repayment of the service fees that are past due. **Refund of prepaid fees are subject to management approval and is calculated by unused weeks.**
18. **Payment Plans:** Payment plans will be written for residents that are \$300.00 or more behind in service fees. They will be written by the house manager and the client together. Once resident agrees to the Payment Plan the document will be signed and enforced.

#### **Additional Requirements / Information:**

1. **Activity / Work Plan:** We require all residents to participate in service work around the house. You will be given a house chore and / or kitchen night, and there will also be weekly duties as deemed necessary by your house manager. The idea is to give back to our community
2. **Community Service:** Residents can participate in community service at each property if approved by parole/probation officer. House manager will supervise and sign off on all work.
3. **Curfew Extensions and Passes:**
  - a. A curfew extension will not be granted until you have been residing with us for 4 weeks.
  - b. You must provide written request, 3 days in advance.
  - c. An overnight pass requires a written request, 7 days in advance.
  - d. One overnight pass must be completed before a 48-hour pass will be given.
  - e. A 48-hour pass also requires a written request, 7 days in advance
4. **Sleeping:** Residents are required to sleep in their bed, not in the living room. Sleeping during the day



is discouraged, especially if you are unemployed and should be seeking work.

5. **House Activities:** All residents are asked to participate in all house activities including weekly house meetings, group sessions, Exodus events, and weekly housekeeping duties.
6. **Curfews:** Resident curfews are as follows: **Phase 1 – 5:30 pm, every day. Phase 2 – 8:00pm, Sunday thru Thursday; and 10:00pm, Friday and Saturday. Phase 3 – no curfew.**
7. **Meetings:** Meeting attendance requirements are as follows: **Phase 1 and Phase 2, 5 (five) 12-step oriented meetings per week. Phase 3, 1 (one) house meeting per week. Program graduates not in a Phase 3 house are required 3 (three) 12-step oriented meetings per week.** Residents with meeting attendance slips will turn them in to the house manager at weekly house meetings.
8. **Sponsors:** Residents are required to obtain a 12-step sponsor, and begin step work. For clarification on sponsorship or step work, please see your house manager.
9. **House Liability:** Exodus is not liable for any personal property during or after a resident's discharge from a house. Please limit what you bring. There are no locks on the interior doors.
  - a. Exodus provides wall mounted safes with a digital combination.
  - b. Exodus will dispose or donate your personal property 10 days from discharge date, if not picked up by resident or authorized party. A written notice by resident must be submitted to the house manager upon departure for anyone else to pick up personal property.

#### **Phase 1 Program Requirements:**

1. You are a self-described addict or alcoholic.
2. You have not been convicted of arson.
3. You have not been convicted of a sex crime.
4. You have discussed your current situation with a house manager and Intake Coordinator and has filled out an application.
5. Most importantly, you want help.

#### **Phase 2 Program Requirements:**

1. You have shown a willingness to change and learn a 12-step program
2. You have obtained sustainable employment.
3. You have been attending your required meetings, and attending in house functions.
4. You have obtained a sponsor, and begun your step work.
5. You have discussed moving on to this Phase with the Intake Coordinator.

#### **Phase 3 Program Requirements:**

1. You are a graduate of our program (See below for requirements).
2. You have discussed moving on to this Phase with the Program Director.
3. Provides mentorship for new residents.



**Graduation: Guidelines for graduating our 6-month program are as follows:**

1. You have 180 consecutive days in our program without relapse.
2. You have gone above and beyond your house work and meeting requirements.
3. You have maintained a relationship with a sponsor.
4. You have progressed with your step work.
5. You have learned to see yourself in others, and have begun to share your knowledge and experience in an effort to help.
6. You have honored your financial obligations with child support, court fines, restitution, creditors and Exodus.