

# **WELCOME HOME!**

*Upon acceptance into the Oxford House \_\_\_\_\_, you will be required to read the following information and sign off on the Oxford House \_\_\_\_\_ Rules and House Expectations. You will need to sign off on these documents under the guidance of the Coordinator, and turn this in, along with your plan of recovery to the Secretary of the House. You will have 48 hours from your move-in date to sign off and turn in this information. The rules and house expectations will help you fully understand the rules required during your stay here at the Oxford House \_\_\_\_\_.*

*Your New Address:*

\_\_\_\_\_  
\_\_\_\_\_

*Phone Number:*

(\_\_\_\_) \_\_\_\_-\_\_\_\_

*Make Your Money Order Payable to:*

*“Oxford House \_\_\_\_\_”*

This list consists of common sense, everyday guidelines that help all of us be aware of the need to respect each other. These guidelines are always subject to revisions as different circumstances arise, with a majority vote at regular or emergency house meetings.

1. *One clock has been established to base all return times (determining if one is late or not). We use the cable box in the living room upstairs.*
2. *There are to be no in house relationships of a sexual nature.*
3. *Noise level is kept to a minimum after 11pm. This includes phone calls (excluding emergency calls or calls from your sponsor)*
4. *Take turns and share with others when using the common appliances and common areas such as the computer, television, kitchen stove, microwave, etc.*
5. *NO ONE PERSON here is in charge. We have no bosses in this Oxford House. We share the responsibility of this house for our benefit and personal growth. House decisions are discussed and voted on by the entire house. Every voice may be heard if you choose to use it.*
6. *The house is run in a loving and caring manner. Treat each housemate as you would like to be treated.*
7. *We do not lie or steal in this house.*
8. *ABSOLUTELY no personal information from applications or any housemate is to be given out to anyone outside the Halsey House.*
9. *Lock the front door whenever you enter or exit.*
10. *If you are gone for an extended period of time, check in with the house so we don't worry.*
11. *When/if you notice house supplies are getting low, please let the Coordinator, President or the housemate in charge of trash/garage know.*
12. *NO ONE is allowed to enter another person's room without being invited in. If the roommate is not home, you must have an emergency or valid reason to enter. An Officer or another roommate must accompany you if you enter someone's bedroom without permission.*
13. *If you quit your job you have a week to find another one. (It is recommended that you give two weeks notice so that you aren't strapped for time to find another job.) If you are fired, you have two weeks to find a job.*

14. *If for any reason, you get a prescription it must be brought to the attention of the house. No self-medicating, this is the same as using. Medicines are to be kept in your living area out of view of other members of the house and locked up if necessary. There are no controlled substances (ie benzos, amphetamines, pain-pills) allowed in the house at any time. If you have any questions ask before filling a prescription.*
15. *Get a sponsor and USE HER.*
16. *Respect your housemate's personal boundaries by treating them, as you would like to be treated.*
17. *Do not use anyone's personal items without permission. This includes items in your shared refrigerators, in the bathrooms, and all other places that house members belongings are allowed outside of their living quarters.*
18. *Mark all of your food items with your initials. Taking someone else's food without permission constitutes theft, and will be grounds for eviction.*
19. *Bedroom areas are private and should be respected. Bedrooms should be kept clean and orderly.*
20. *If you make a mess, clean it up! DO NOT LEAVE DISHES IN THE SINK!*
  - a. *In the bathroom wipe down the tub, sink, and mirror.*
  - b. *In the kitchen clean up crumbs, spills, microwaves, dishes, stove top, et cetera.*
  - c. *Living rooms take dirty dishes to the dishwasher; don't leave your cigarettes, socks, shoes, etc.*
21. *Be respectful of shower times, other people like hot water too.*
22. *Remove laundry as soon as possible.*
23. *Keep telephone conversations under 15 minutes; and be respectful about answering any incoming calls; take messages and write time on the board in the kitchen.*
24. *You are responsible for your guests. Do not leave them unattended in the house. NO ACTIVE USERS IN THE HOUSE AT ANY TIME.*
25. *If a conflict arises try to resolve it by going to that person directly involved and coming to a mutual agreement. Do not let it affect the entire house. If there is no way to resolve the conflict on your own go to the house president. If the three people together cannot come to an agreement only then will the entire house need to be involved in order to come to an agreement.*
26. *If anything gets broken – fix it, replace it or if it needs the house attention, notify the house coordinator.*

27. *Lights, TV's, and radio's etc. Should be turned off when not in use.*
28. *Thermostat should be left alone! If there is a problem with the temperature in the house bring it up at the next house meeting.*
29. *Be courteous when other housemates have already started cooking. Be patient and wait your turn.*
30. *Interaction with each other is encouraged. Take time to share feelings, hobbies, hopes, and dreams with other housemates.*
31. ***GROW OR GO!!!*** *If you don't want to be here let someone move in who does.*
32. *Disruptive behavior will constitute a house decision to place an individual on a contract. Physical violence will be dealt with as a relapse. The parties involved will be expelled from this house. All members must be called together to vote on these situations.*
33. *No firearms or ammunition allowed in the house*
34. ***HONOR THE INDIVIDUAL'S BOUNDARY GUIDELINES***

# Oxford House Rules

## **First Month**

- Curfew is \_\_\_\_.
- No overnight guests (including family and husband ~ kids are the only exception)
- You are required to read the Oxford House Manual and the Halsey house Guidelines and sign off with the Guidelines Coordinator and the President.
- \_\_\_~12 Step Meetings a week. This includes AA, CA, NA, Aftercare, Outpatient, etc.
- It is “strongly suggested” that you spend as much time in the common areas with your housemates to get acquainted with us as opposed to isolating in your room or staying gone until you are required to be home.
- A full time job is required within the first two weeks. The house considers 32 hours per week full-time.
- Part time job are accepted if you are a full time student.
- Fixed income residents are allowed and may be asked to do service work for the house (scheduling repair appointments, letting workmen in, making phone calls for the house, etc.)
- You must attend every house meeting \_\_\_\_\_ at \_\_\_\_\_, \_\_\_\_\_when interviews are scheduled.
- Your attendance at the first chapter meeting, after that one every 90 days. The chapter meetings are held the \_\_\_\_\_ of the month at \_\_\_\_\_.
- Attend a new member orientation at Friends of Recovery

## **Deposit & Rent**

- \$\_\_\_ non refundable deposit
- \$\_\_\_\_\_ per week
  - Rent includes utilities, cable, long distance, Internet services, and any household supplies (laundry soap, bathroom tissue, dish detergent, cleaning supplies, coffee, creamer, etc.) You are responsible for your personal hygiene items, bedding, toiletries, and food.
  - You are required to pay by money order or cashier’s check. **NO CASH OR PERSONAL CHECKS!**
  - Rent is due every Saturday by 9pm. If you are late paying rent there is a \$\_\_\_ late fee per day. Late fees may be avoided by discussing your situation at the house meeting.
  - You are allowed to be place on “rent commitment” once you have been here for at least six months. Commitments are requested during the Comptroller’s report of the weekly house meeting. Rent must be paid as stated in the approved commitment. Only one commitment every 90 days is allowed.
  - Failure to pay rent is a house issue and will be brought before the house for discussion.

## **Children**

- *Children are to be respected as housemates.*
- *The parent is responsible for the child's behavior at all times. This includes early mornings.*
- *Do not discipline anyone else's children. Go to the parent if there is a behavior to be corrected.*
- *No corporal punishment, yelling, or swearing at children.*
- *Children must respect other rooms and boundaries.*
- *If a parent cannot contain their child within ten minutes, the parent will take the child to their room or a quiet part of the house until the child calms down.*

## **Eviction**

- *Automatic eviction for using drugs or drinking.*
- *Automatic eviction for three events of disruptive behavior.*
- *Automatic Eviction for non-payment of rent*
- *For breaking the anonymity of anyone living in the house unless you have asked for permission and consent has been given.*

## **House Meetings**

- *Weekly house meetings are MANDATORY! Excuses for pre-arranged absences and emergencies are allowed if brought up at the previous house meeting. Remember the house will vote on house issues in your absence.*
- *\$\_\_\_ fine for walking into the house meeting after the Serenity Prayer, or a \$\_\_\_ fine for missing the house meeting without prior notification either given at the previous house meeting or calling and saying you will be late. ALWAYS CALL if you are going to be late! Due to last minute emergency situations call the house.*
- *Weekly house meetings. \_\_\_\_\_ if interviews are scheduled.*
- *To be excused for the house meeting, you must bring before the house the exact nature of your absence ahead of time (when possible)*
- *You are required to read the minutes of any house meeting missed.*
- *NO phone calls are accepted during the house meeting.*
- *For an emergency meeting, the majority of the house must be present. An attempt must be made to contact all house members. (Emergency meetings occur if there is as serious issue such as questionable relapse, repetitive disruptive behavior, etc.)*

## **Chores**

- *Do assigned chores completely and in a timely fashion on \_\_\_\_\_ and \_\_\_\_\_ by \_\_\_\_\_ and sign off indicating your chore has been completed.*
- *You have the option to do your chore the night before but you must let either the coordinator or another member of the house that you have completed it.*
- *The coordinator is responsible for checking chores; however if she is not available the coordinator will assign someone else to check your chore.*
- *The grading system when you sign off: Chore duties that are...*

- *Satisfactory: You receive a “1” when your chore was done properly according to the chore description. Chore has been signed off by 10 pm and everything checks out.*
- *Unsatisfactory: (something was neglected to be done and it needs to be corrected) receives a 2 and you have 24 hours to correct and redo your chore and sign off again.*
- *Incomplete: (when your chore was wither not completed at all or **you didn’t sign off**, or when your corrections for a “2” have not been made) receives a 3 and you have 24 hours from the time you are notified to complete it.*
  - *1<sup>st</sup> time is a warning*
  - *2<sup>nd</sup> time is a consequence(fine)*
  - *3<sup>rd</sup> time you are responsible for doing EVERY chore in the house AND you are put on contract which if broken may lead to eviction.*
- *Three “3” within 60 days is grounds for eviction.*

### **Nights Out**

- *Nights out begin on \_\_\_\_\_ and go thru \_\_\_\_\_*
- *House members may have three nights out, two consecutive is an option but not three consecutive nights out. A night out consists of spending the night out outside the house, having on overnight guest, or coming home after curfew (\_\_\_\_\_).*
- *When spending the night out you should sign out on the sheet in the kitchen include your name, where you will be, the night of the week you will be out, and a phone number you can be reached at in case of an emergency.*
- *If you are planning to be gone for several/consecutive overnights, due to a vacation or otherwise please bring this up at a house meeting for approval. Please make sure you make arrangements for chores, rent payments, et cetera. This must be brought up in a house meeting.*
- *If you neglect to sign out, either being out after \_\_\_\_\_ or if you stay the night elsewhere, the following are suggestions for your actions. However, the 1<sup>st</sup> offense could result in your eviction! It is decided on a case by case basis.*
  - 1<sup>st</sup> time you forget to sign out ~ Warning*
  - 2<sup>nd</sup> time you forget to sign out ~ Consequence*
  - 3<sup>rd</sup> time you forget to sign out ~ Contract*
  - 4<sup>th</sup> time you forget to sign out ~ Eviction*
- *No nights out until off of your 30 day curfew.*
- *Extra nights out are voted on during the house meetings.*

### **Family and Guests**

- *Must be supervised*
- *You must write the name of any male visitor on the board.*
- *You are responsible for cleaning up after your guests.*
- *During curfew, family and guests are to leave by \_\_\_\_\_ (Except Children)*

### **Phones**

- *The house does not supply personal telephones. You must bring your own.*
- *Because multiple people use each line, a 15-minute limit is set and should be adhered to. Calls from your sponsor, emergency phone calls and long distance phone calls are the exceptions to this rule.*
- *ALWAYS answer the call waiting when you are on the phone. If necessary, take a message and post it on the board in the kitchen. Girls from treatment might be calling about vacancies.*
- *Directory assistance (1411) costs additional fees. Please use the phone book or [www.whitepages.com](http://www.whitepages.com) to look up phone numbers.*

### **Mail**

- *If you look thru the mail, please sort it accordingly. If you don't know who someone is either ask another housemate or put it in the President's box.*
- *Mail is held for two weeks if a resident moves out on good terms. We do not hold mail if someone is evicted.*
- *House bills go into the treasurer's slot.*

### **Parking**

- *All cars parked in the driveway for any length of time must be legal!*
- *We have \_\_\_\_ driveway spots reserved for the housemates with the most seniority.*
- *Do not park behind any neighbor's driveway.*

### **Kitchen**

- *The house supplies salt, pepper, coffee, sugar, creamer, dishwasher detergent, dishes, cups, glasses, silverware and pots and pans.*
- *You are responsible for buying your own food.*
- *Shelf and refrigerator space is assigned according to availability.*
- *Rinse dishes and glasses before placing them in the dishwasher.*
- *When the dishwasher is clean, unload it. Do not take one or two pieces out for your own use, without unloading the rest of the clean dishes.*
- *When the dishwasher is full, run it.*

Oxford House

*My Plan for Recovery*

Name: \_\_\_\_\_ Date: \_\_\_\_\_

*My Plans for Follow up With a Counselor:*

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*If enrolled in an Aftercare Program, my plans for After Care Attendance:*

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*I do \_\_\_ do not \_\_\_ have a sponsor at this time.*

*If you do not, how soon can you obtain a sponsor? \_\_\_\_\_*

*I plan to attend \_\_\_\_\_ AA/NA meetings per week (fill in number)*

*I am using \_\_\_\_\_ Book for my Daily Meditation*

*Other:*

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*I understand that if I drink or use in or out of this House, I will be expelled immediately.*

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

Acknowledgement of *Oxford House* Rules, Expectations, and Guidelines

I, \_\_\_\_\_ have read or have had read to me all the existing rules and by-laws of Oxford House \_\_\_\_\_, and fully understand that I must abide by these rules as outlined. I understand that it is my responsibility to stay abreast of any changes, addendums, deletions, or special restrictions brought about as a resolution from a majority vote of the house membership. I am aware that I am expected to read and familiarize myself with the “Oxford House Manual” within 48 hours of residing at Oxford House \_\_\_\_\_. I understand and agree that it is my sole responsibility to let the house members know of any rules or text that I do not understand, so that they may explain or read these items to me.

I UNDERSTAND AND AGREE THAT FAILURE TO COMPLY AND ABIDE BY ALL RULES COULD RESULT IN A MAJORITY VOTE FOR EVICTION DUE TO DISRUPTIVE BEHAVIOR.

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Guidelines Coordinator)

\_\_\_\_\_  
(Date)

THIS DOCUMENT TO BE ATTACHED WITH APPLICATION AND FILED IN HOUSE RECORDS.