

# WELCOME HOME!

*Upon acceptance into 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. If you have children living in the house an Emergency Contract will need to be filled out before the children can move in. You have one week to read the Oxford House Manual. The rules and house expectations will help you fully understand the rules required during your stay here at Oxford House \_\_\_\_\_.*

*Your New Address:*

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

*Phone Number:*

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

*Make Your Money Order Payable to:* “Oxford House \_\_\_\_\_”

# Oxford House General Expectations

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.*
2. *There are to be no relationships of a sexual nature in the house at anytime.*
3. *Quiet time begins at 10pm. 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 Heritage House.*
9. *Lock the front door whenever you enter or exit.*
10. *If you have house permission to be gone for more than two consecutive days, check in with the house so we don't worry.*
11. *When/if you notice house supplies are getting low, please add the supplies to the house shopping list on the Refrigerator.*
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 personal area out of view of other members of the house and locked up. There are no controlled substances (ie benzos, amphetamines, pain-pills) allowed in the house at any time. There is no methadone, suboxen, or pseudoephedrine allowed. Any medication not taken as directed is considered a relapse. All meds are subject to a pill count. 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 within 30 minutes of being finished.*
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. *Swearing will be fined as \$.25 per occurrence - Money will go to the "Swear Jar".*
35. **HONOR THE INDIVIDUAL'S BOUNDARY GUIDELINES**

## **RULES & GUIDELINES FOR WOMEN WITH CHILDREN HOUSES**

1. CHILDREN SHOULD BE RESPECTED AS HOUSEMATES
2. PARENT IS RESPONSIBLE FOR CHILD'S BEHAVIOR AT ALL TIMES
3. PARENT IS RESPONSIBLE FOR CLEANING UP ANY MESSSES MADE BY CHILDREN IN A TIMELY MANNER (30 MINUTES)
4. PARENT SHOULD NOT NAP OR SLEEP WHILE CHILD IS AWAKE (THIS INCLUDES EARLY MORNINGS)
5. YOUNG CHILDREN SHOULD NOT BE ALLOWED TO ANSWER THE PHONE OR USE HOUSE COMPUTER
6. CHILDREN MUST ALWAYS EAT AT THE DINNING ROOM TABLE
7. REPECT HOUSE QUIET TIME (CHILDREN SHOULD BE IN PARENTS ROOM AND QUIET IF THEY ARE AWAKE AFTER QUIET TIME)
8. NO DISCIPLINARY ACTIONS FROM OTHER HOUSEMATES (UNLESS THE CHILD IS IN DANGER OF HURTING THEMSELVES)
9. GO TO PARENT IF CHILD IS ACTING INAPPROPRIATELY
10. IT IS THE PARENTS REPONSIBILITY TO DISCIPLINE CHILD IN *AN APPROPRIATE MANNER*.
11. NO CORPORAL PUNISHMENT, HITTING, YELLING, SWEARING OR CALLING CHILD INAPPROPRIATE NAMES (THIS IS A PROGRAM OF CHANGE!)
12. CHILDREN MUST RESPECT OTHERS ROOMS AND BOUNDARIES (INCLUDING COMMON AREAS)
13. COMMON AREAS NEED TO BE RESPECTED BY PARENT AND CHILD (SUCH AS TOO MUCH NOISE TO HAVE A TELEPHONE CONVERSATION OR TO HEAR THE TELEVISION)
14. IF A PARENT CAN NOT CONTAIN A DISRUPTIVE CHILD WITHIN 10 MINUTES, THE PARENT MUST TAKE THE CHILD TO THEIR ROOM OR AWAY FROM THE COMMON AREAS UNTIL THE CHILD HAS CALMED DOWN
15. PARENT SHOULD BE ENROLLED IN A PARENTING CLASS WITHIN 20 DAYS OF MOVING IN OR HAVE COMPLETED ONE SINCE BEING IN RECOVERY
16. IF THERE IS MORE THAN ONE CHILD THE PARENT MUST BE ABLE TO CONTROL THEIR CHILDREN AT ALL TIMES
17. **FOR VISITING CHILDREN:** IF PARENT CAN NOT CONTROL MULTIPLE CHILDREN IN THE HOUSE AT ONE TIME AND IT BECOMES DISRUPTIVE TO THE HOUSE, THE PARENT WILL BE ASKED TO MAKE OTHER ARRANGEMENTS (SUCH AS HAVING CHILDREN VISIT ONE AT A TIME, OR MAKE PLANS TO TAKE CHILDREN OUT OF THE HOUSE FOR OUTSIDE ACTIVITIES)
18. **NO MALE OVERNIGHT GUESTS OVER THE AGE OF 8- NO SIGNIFIGANT OTHERS- NO SEX IN THE HOUSE OR ANYWHERE ON THE PROPERTY**

IT IS A PRIVILEIGE TO HAVE OUR CHILDREN BACK IN OUR LIVES AND IS STRONGLY ENCOURAGED, AS LONG AS WE AS PARENTS ARE GROWING ALONG WITH OUT CHILDREN. YOU MUST KEEP IN MIND, THIS IS A HOUSE WITH MANY MEMEBERS AND WE NEED TO RESPECT THE PEACE AND SERENITY OF OUR HOUSEMATES (ESPECIALLY THOSE WITH OUT CHILDREN) THESE RULES AND GUIDELINES ARE BEING PUT IN PLACE OUT OF MUTUAL RESPECT FOR OURSELVES, OUR CHILDREN AND OUR HOUSEMATES. THEY ARE COMMON SENSE COURTESY AND RESPECT.

# Oxford House Rules

## **First Month**

- Curfew is \_\_\_\_\_. Understand that quiet time is \_\_\_\_\_.
- No overnight guests (including family and husband ~ kids are the only exception)
- You are required to read the Heritage house Rules and Guidelines and sign off with the Coordinator within 48 hours of move-in. You have one week to read the Oxford House Manual.
- \_\_\_~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 of work, 20 hours of community service or 12 hours of school full-time. Any combination of work, school, or community service is acceptable.
- 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.) to count towards community service.
- You must attend every house meeting \_\_\_\_\_ at \_\_\_\_\_, \_\_\_\_\_ when interviews are scheduled.
- Your attendance at the first chapter meeting, after that one every following 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
- Children are an additional \$\_\_\_\_\_ per week
- \$\_\_\_\_\_ 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 \_\_\_\_\_. 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.
  - More than one week behind in rent will result on contract. More than two weeks behind could result in eviction.
  - 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 or around 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.
- Possible eviction for three events of disruptive behavior.

- Possible Eviction for non-payment of rent

## 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!
- Weekly meetings. \_\_\_\_\_ if interviews are scheduled.
- You are required to read the minutes of any house meeting missed.
- **NO** phone calls or texting during the house meeting. Turn ringer off on cell phones.
- For an emergency meeting all house members are contacted and the majority of the house must be present. Housing services will also be called. (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 the coordinator know and sign off 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: Chore has been signed off by 9 pm and everything checks out.
  - ☹ Unsatisfactory: (something was neglected to be done and it needs to be corrected) 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.
    - Not doing your chore satisfactorily - \$\_\_\_ fine
    - Not signing off - \$\_\_\_ fine
    - Repeated behavior will be put on contract which could lead to possible 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 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.
- If you neglect to sign out, either being out after 2am 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.
  - Not signing out - \$\_\_\_ fine
  - Repeated behavior will be put on contract which could lead to possible eviction.

- *No nights out until off of your 30 day curfew.*
- *Extra nights out are voted on during the house meetings.*
- *Call before 10 pm if you are going to be gone overnight.*

### **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 10 pm (Except Children)*

### **Phones**

- *ALWAYS answer 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.*
- *Additional parking in front of the house on the street ~ Do not park behind any neighbors driveways!!!*

### **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.*

### **Fines**

- *Items left out - \$\_\_\_ fine*
- *Chore not signed off - \$\_\_\_*
- *Chore not done or done satisfactorily - \$\_\_\_\_\_*
- *Leaving house unsecured - \$\_\_\_\_\_*
- *Leaving baby gates open, latches unsecured, cleaners left out - \$\_\_\_\_\_*
- *Late rent - \$\_\_\_/day*

Oxford House

*My Plan for Recovery*

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

*My Plans for Follow up With a Counselor:*

---

---

---

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

---

---

---

*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:*

---

---

---

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

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



I, \_\_\_\_\_ have read or have had read to me all the existing rules and by-laws of the 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 sign off on the house rules and expectations within 48 hours and read and familiarize myself with the “Oxford House Manual” within one week 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.

I UNDERSTAND THAT AS A HERITAGE HOUSE MEMBER I WILL DO WHATEVER I CAN TO KEEP CHILDREN IN THE HOUSE SAFE AT ALL TIMES. IF A MOTHER WITH A CHILD IS EVICTED FOR USE I UNDERSTAND THAT I NEED TO DO EVERYTHING IN MY POWER TO KEEP THAT CHILD SAFE, INCLUDING NOTIFYING A KVC CASEWORKER OR EMERGENCY CONTACT. I UNDERSTAND THAT I MIGHT HAVE TO WATCH THE CHILD IN THE INTERIM.

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

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

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

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

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