



THE BEACON HOUSE CLIENT AGREEMENT

Client: _____

Date: _____

I currently have a minimum of ____ days free of drugs and/or alcohol.

I understand a security and damage deposit of \$119.00 is due at admittance and boarding fee is \$119.00 per week, due every Friday unless altered by prior arrangement. Boarding fee is paid for the following week. I will pay a \$5.00 late fee each week and every week I am behind. One week written notice must be given before moving out of The Beacon House or my boarding fee deposit will be forfeited. **No deposit or boarding fee refunds will be given for stays less than 7 days.**

CLIENT AGREEMENT

I will:

1. Remain alcohol and drug free. I will not gamble while at The Beacon House.
2. Participate in all required education classes, house meetings or assigned IOP
 - a. Monday 6:00pm – AA/Addiction Big Book Study (**mandatory**)
 - b. Wednesday 6:00pm – House Meeting Closed AA meeting for clients and alumni ONLY. (**mandatory 1st 30 days**)
 - c. Friday 6:00pm – House Meeting (boarding fee collected, house duties assigned, meeting sheets checked) (**mandatory 1st 30 days**)
After 30 days you must attend a Wednesday or Friday meeting each week.
 - d. Sunday 10:00pm-Community meeting (**mandatory**).
3. Attend recommended Intensive Out Patient (IOP) classes and treatment outside the Beacon House upon initial arrival.
4. Attend **14 meetings in 14 days upon arrival**, then a minimum of Five (5) 12 Step Meetings each week with at least 3 outside the building (AA, NA, CA, etc.).
5. Must be out of bed and bed made by 8:00 AM, Monday through Friday, and attend morning meditation Monday – Friday, 8:30 – 9:00 am (if not actively working before 9:00 am).
6. Perform job tasks/house duties as assigned.
7. Respect self, others, individual confidentiality, and our neighbors. Keep all noise to an acceptable level that will not disturb others. House quiet hours are 10:00pm to 8:30am.
8. **Observe a property restriction for the first 14 days after admission**, leaving only with a client who has 30 days or more of residency at BH and check in and out with a resident manager.
9. Observe a curfew of 11:00 pm for the first 30 days. (Including weekends)
10. After 30 days, observe a curfew of 11pm Sunday – Thursday and 1:00 am on Friday and Saturday. After 30 days you will earn two weekend passes per month on Friday & Saturday nights. Pass request must be submitted no later than 11:00 PM Wednesday of the pass week.
11. Before taking any medication I will get approval from the Resident Manager so that we can verify that is alright for you to take. Be aware of what you are taking and why. Failure to comply with this could be grounds for immediate discharge from the Beacon House. All medicines are to be kept in the medication room. Before you take ANY over the counter medication, first ask the pharmacist what would be safe for you to take. Tell them that you are a recovering alcoholic or drug addict and cannot take anything that might test positive on a random drug screen. No mouthwash with alcohol is allowed in the House.

Exceptions to the above may include court or medical appointments or other extenuating circumstances with approval by the Resident Manager prior to the appointment. Written documentation may be required.

ABSENCE FROM THE ABOVE REQUIREMENTS:

1. Any court or medical appointment with approval by the Resident Manager prior to the appointment. Written documentation may be required.
2. Other extenuating circumstances must be discussed and approved prior to the absence.

PERSONAL RESPONSIBILITIES

1. I will be responsible. I will attend, participate in, and be on time for all scheduled activities including housekeeping tasks.
2. I will abide by The Beacon House visitation policies, phone policy, and public computer policy. Visitors are required to log in at the front reception area, no visitors are allowed in client rooms, and no pets are allowed on the property. I will not enter another client's room without the client being present.
3. ***I will not have in my possession any alcohol or drugs while I am at The Beacon House, or associate with anyone under the influence or dealing. If I am aware of or suspect any other client of using or in possession of alcohol or drugs I will notify staff immediately. We reserve the right to discharge any resident whom we suspect of using a non-testable substance. Determination will be made after due diligence by staff in consultation with the CEO. I understand that violation of any part of this responsibility may mean discharge from The Beacon House, and my boarding fee deposit will be forfeited.***

4. Random Drug screening is part of The Beacon House policy for residency requirements. The staff reserves the right to request a urine drug screen or breathalyzer test at any time. If during a conversation with a staff member you are suspected of drug and/or alcohol use you may be requested to take a urine drug screen or alcohol breathalyzer test. If you refuse, you will be required to leave and your boarding fee deposit will be forfeited. If you voluntarily agree to go to Detox you may be readmitted after 3-5 days.
 - a) **Re-admittance is not automatic. The decision to readmit is the sole discretion of the CEO after consultation with the Beacon House staff.**
 - b) **If re-admitted, you must be assessed by a qualified drug and alcohol treatment program and enroll in Intensive Out Patient treatment.**
 - c) **The day you return it will be considered your first day at the Beacon House. No credit will be given for days at the Beacon House prior to your return from Detox.**

If you are required to take a test, and it is positive, you will be required to pay \$30.00 to cover the cost of that test. If the test is negative the Beacon House will pay the cost of the test. By agreeing to go to Detox and returning to Beacon House you will be charged **\$20.00** when you return. This is to cover the cost of preparing room, paperwork, and clearing clothes for possible bed bugs.

5. As a client of the Beacon House, I agree to have my personal property as well as living space inspected randomly by staff and law enforcement. I agree not to have any non-authorized substances or material in my personal living space or on the property. This includes weapons, guns or ammunition of any kind either real or fake, knives, drugs, alcohol, pornography or stored urine. Pocket knives shall not be longer than four (4) inches. Work related knives are to be put away on my return to the property. If I know of any illegal substance on property, I will notify staff immediately. I understand violation of any of these may be grounds for dismissal from residency.
6. I will not engage in abusive or threatening behavior, sexually explicit behavior, racial discrimination, or do any physical harm to anyone at The Beacon House. Sexually explicit material of any kind is not permitted on the premises. Violation of any of these is grounds for dismissal from residency.
7. I will respect other people's property including that of The Beacon House. If I damage any property, I will notify the appropriate staff immediately. Rooms are to be locked at all times. The Beacon House is not responsible for lost or stolen items.
8. I understand that The Beacon House is not responsible for storage of my belongings should I leave with or without notice. Personal property left at The Beacon House will be held for forty-eight (48) hours at which time it is considered a donation to The Beacon House. After that it will be disposed of or given away.
 - a. **A \$15 charge will be assessed for each day your belongings are left in the room after departure from the Beacon House.**
 - b. **A \$25 room cleaning fee will be charged if vacated room is not cleaned.**
 - c. **A \$25 packing fee will be charged for belongings left in the room after departure.**
9. The Beacon House is not responsible for damage to a client's personal property in the event of water leaks, overflowing toilets, theft, or other uncontrollable circumstances. Clients are encouraged to purchase renter's insurance.
10. I will smoke, vape and chew tobacco only in outside gazebo. I will not tamper with any smoke detectors or alarms. Smoking in other areas is a violation of the Fire Codes and grounds for dismissal from residency.
11. I will do assigned cleaning assignments while living on The Beacon House properties. This includes keeping room clean and performing all assigned chores. I will remove all my laundry from the machines when finished and clean up after myself.
12. I understand that all food and drinks, including vending machine snacks, are to be cooked in the kitchen. I will not take food or drink, other than water, to my room or cook in my room. Individuals are responsible for cleaning up after themselves. I will furnish all my own food.
13. I will confront other clients if they violate any of these guidelines, make staff aware of any violations of these guidelines, and/or address my concerns in the community.
14. I understand that my records are confidential.
15. I have read this agreement and these guidelines. I agree to follow them. I understand that any violation of this agreement may include discharge from the program at which time my deposit is forfeited. I understand that The Beacon House will not be liable should I not comply with these guidelines and responsibilities. I understand any injury or other consequences suffered by me, another client, or a third person as a result of any violation of these guidelines will be deemed my direct responsibility. I also understand that The Beacon House can seek indemnification (damages) from me should I be found liable.

Client Signature: _____ Date: _____

Staff Witness: _____ Date: _____