

## **KVFH Resident Operating Procedures**

1. The use of alcohol and illegal drugs will not be tolerated. Random urine testing and breathalyzers will be used on a continuing basis. Positive results are grounds for immediate dismissal – **NO EXCEPTIONS**.
2. Meetings: For the first 30 days residents will attend 7 meetings of AA or NA per week. After 30 days residents will attend 5 meetings per week. The House and speaker meetings held at the house are **MANDATORY**.
3. Counseling: Attendance and participation in “Recovery Dynamics” and group counseling held once a week is mandatory.
4. Chores: Residents will be assigned chores and CQ duty. These will be completed to the satisfaction of the House Manager.
5. Wake-Up: Residents will be out of bed, dressed and ready for the day by 8:00 AM Monday through Friday. Some work schedules or illness may cause this to fluctuate.
6. Curfew: 10 PM Sunday through Thursday, 11 PM Friday and Saturday. Any resident out after curfew will be dismissed.
7. Work: All residents are to be regularly employed. **NO EXCEPTIONS**. A new resident’s main focus, other than sobriety, will be to find a job. Proper effort to find a job, even if it is only temporary, should not take more than two weeks.
8. Pass: After 30 days a resident may receive a pass for two nights out after obtaining permission from the House Manager. One **PASS PER MONTH**.
9. Rent: \$90 per week is room and board for this house. Rent starts after two weeks residency.
10. Meals: Dinner is served at 5:30 PM Monday through Thursday. Attendance at dinner is required. Residents can prepare their own breakfast and lunch. Food is provided for all meals. A Sunday “pot luck” dinner is also available at 3:30 PM.
11. Dishes: All dirty dishes are to be washed, dried and put away in their proper storage place. **DO NOT** leave dirty dishes in or around the sink. All residents will help with dinner dishes.

12. Bedrooms and bathrooms: Residents are responsible for keeping their bedrooms and bathrooms clean and tidy on a daily basis. Beds are to be made after getting up in the morning. Linens must be washed every two weeks.
13. Tobacco: This is a tobacco free products home. All tobacco usage will take place outside the walls. The smoking area on the porch will be kept free of butts and ashes.
14. Relationships: A resident shall not instigate any new relationships while they are at the home. The resident's main focus should be on recovery. This can lead to dismissal.
15. Residents review: The resident will have regular reviews with the House Manager. If the resident is not applying himself, disrupting the home, and in general not conducting himself in a manner conducive to recovery and returning to main stream society or having a negative effect on other residents he will be asked to leave. However, he will be given ample opportunity and instructions to correct the problem or alter his behavior. On the third offense he will be asked to leave.
16. Dismissed: If a resident who is current with his fees is dismissed from the home his belongings will be kept for 10 days. After that, they will be disposed of at the discretion of the House. Residents must call and set a time to pick up their belongings.
17. Rooms: No nails, thumb-tacks or tape will be placed on the walls. Nothing will be placed on the furniture that will damage it.
18. Visitation: On Saturday and Sunday only from 12:00 PM to 6:00 PM guests are welcome in the common areas. They are: living room, dining room and kitchen only. Any violation of this rule will lead to dismissal.
19. Special Medical Needs: It shall be the responsibility of each resident to make the House Manager and Director aware of any prescription medications that a resident is taking. The same holds true for any allergies or special medical needs that a resident may have.
20. Parking: ONLY across the street in Presby's lot. Violators will be towed. All resident's vehicles must be registered with a current licensure – the

residents must also have a current and valid driver's license and have proof of insurance.

21. Application from and Interview: All residents will provide personal background information (Soc. Sec. #, family, education, drug history, etc.). One or two interviews will be conducted with a potential resident before a decision is made.
22. Sponsorship: All residents will have an AA/NA sponsor and will meet with them at least once a week. It is expected that the resident maintain ongoing dialogue with their sponsor.
23. Stealing, fighting and profanity will not be tolerated and is grounds for dismissal.
24. Included in rent: Cable TV, laundry facilities and phone (304) 342-7070 – 15 minute limit on all calls. **NO** long distance or information (411) calls. We also provide computer access for job inquiries.
25. Duty: Residents are to immediately report ANY AND ALL activities or incidents that are harmful or contrary to the progress of a resident's recovery or the operating procedures and mission of the home.
26. Resident's shall not use any mouthwash that contains alcohol.
27. Firearms, knives or any other assault type weapons will not be allowed.
28. Clothing: Residents will not wear any alcohol or drug use related clothing.

By signing below I acknowledge and agree to abide by the above rules and regulations.

Resident's signature \_\_\_\_\_

Date \_\_\_\_\_

Manger signature: \_\_\_\_\_

Date \_\_\_\_\_

# **Kanawha Valley Fellowship Home**

## **General Rules of Conduct**

- **No sleeping in the common area. No feet on furniture or cushions.**
- **Appropriately dressed in common areas, porch and residents area. Have to have shirt, shoes, pants or shorts.**
- **No eating in resident's rooms. No horse playing or wrestling.**
- **No loud radios, video games or TV.**
- **Thermostats are to be kept at 70 degrees.**
- **Turn off TV and lights when not in use.**
- **No storage in empty or not used bedrooms or bathrooms.**
- **All resident's will sit together at the dinner table unless ill or excused by the House Manager.**
- **The fire doors going into the resident's area will close automatically when the fire alarm sounds, but they DO NOT LOCK.**
- **The resident's phone will be answered in a polite manner.**