

**Stepping Stones
Recovery House Contract**

1. Profanity, vulgarity, off-colored jokes or malicious gossip will not be tolerated.
2. No smoking is permitted in any building, (house or store) or any vehicle owned or operated by SSM. Also, no smoking is permitted on or near the church grounds.
3. All meetings scheduled at SSM are mandatory.
4. All residents will be subjected to random alcohol and drug testing.
5. Alcoholic beverages, illegal drugs, unreported medication, pornographic literature, firearms or any kind of weapons are strictly prohibited.
6. The drinking of alcoholic beverages, the use of illegal drugs or medications other than prescribed by a doctor will not be tolerated. Your violation of this rule will automatically terminate your residency.
7. SSM property and vehicles must be treated with care at all times and never abused.
8. SSM will not assume the cost of medical care for any resident.
9. No type of conning or soliciting will be tolerated. Borrowing or loaning of money will not be permitted.
10. Residents are encouraged to participate in weekly church activities, as well as NA/AA meetings.
11. When a resident has a concern it should be brought to the resident manager.
12. Residents are responsible for securing all personal property. SSM will not be responsible for any losses. SSM reserves the right to conduct random health and welfare inspections. This includes all areas.
13. Unemployed residents coming into the program will be given community service assignments in the ministry thrift store.
14. Any resident who decides to leave the program early should discuss it with the resident manager first. Walking away or trying to influence another resident to leave will result in reevaluation of your participation in the program.
15. Physical altercation will not be tolerated. In-house dispute and or disagreements should be resolved between the parties, if not, they must be reported immediately.
16. Any resident who leaves early and against staff advice will not be able to return to the program without formal evaluation by the program director.
17. Any resident who leaves SSM early against staff advice and does not take their belongings with them, the property they leave will become SSM's after a twenty four-hour absence. No one but residents and staff will be permitted access to living areas.
18. Insubordination, disrespect, outbursts of anger, verbal abuse to a staff member will not be permitted. Any resident who feels he has been treated unjustly should take the matter to the director.

19. Please be as quiet as possible in the living areas at all times. Quiet hours are from 10:00 PM to 6:00 AM. Respect your fellow residents.
20. Residents will assist in maintenance of common areas as assigned (i.e. bathrooms, kitchens, outside area, lawn clean up, etc.)
21. Residents will maintain a clean and neat living area (i.e. beds made, floor clean and swept, furniture dusted, etc.).
22. No visitors will be permitted.
23. All residents in the Stepping Stones Transitional Housing Program will be required to participate in a savings program. This savings program is designed to assist residents when they move out of SSM Transitional Housing. This money will be held by Stepping Stones Ministries, Inc., and returned to residents only when they leave SSM Transitional Housing.
24. Program fees are due on a weekly basis in the amount of \$12.00 per day. All fees are due no later than 7:00 PM every Friday evening.
25. A \$50.00 non-refundable security deposit is required by each resident accepted in the program.
26. Residents are required to stay on the premises for the first two weeks except for their work schedule, attending church, NA or AA meeting. Thereafter, curfew will be according to program guidelines.
27. All residents are required to be on the premises of SSM Transitional Housing no later than 10:00 PM unless authorized by the on-site manager or director.
28. All vehicle and foot traffic entering or leaving the premises is limited to Elmwood Ave and Bull St.
29. Sexual relationships of residents with other residents, volunteers, or employees of Stepping Stones Ministries and associated programs are strictly forbidden. Violation of this rule is cause for immediate dismissal.
30. No dating and no new relationships are permitted during the 90- day program or up to the first year that residents remain in the program.
31. Residents are permitted to have a cell phone; however, they are not to be used during normal work scheduled hours.

By signing this contract, the applicant is accepted into the Stepping Stones Ministry Recovery House program, and agrees to abide by the above rules. This form will be kept as part of your file.

Date

Applicant's Signature

Date

Interviewer's Signature