**Monarch Home Rules and Guidelines:**

Recovery requires a high level of structure, support and accountability. These factors are pivotal for not just the individual but the well being of a sober community. The rules and guidelines are established to offer these critical components. A guiding principle of the Monarch home is that the well being of the community comes before any one individual. Following the rules and guidelines not only helps to strengthen your personal recovery but helps to strengthen the sober community you live in!

1. I understand that no use of any mood and mind altering substances is permitted both in the home and while you are resident of the home. This includes the use of alcohol and narcotic prescription medication. Monarch Home maintains a zero tolerance policy in terms of substance use. I understand that use of mood or mind altering substances and/or confirmation of use through drug/alcohol testing will result in immediate discharge from Monarch Home. Use of Marijuana, Kratom, Kava, CBD is not permitted in Monarch Home.
2. I understand that I am required to submit to random drug testing and/or alcohol breathalyzer testing upon request of any staff member of Monarch Home. Testing must be submitted immediately upon request. Refusal for testing will be considered a relapse and will result in immediate discharge from Monarch Home.
3. I understand that I am required to remain actively engaged in a 12 step based recovery program while a resident of Monarch Home. Accountability for my involvement in a 12 step program will be maintained in weekly check ins during the house meeting and weekly submission of meeting attendance sheets to staff. Requirements include:

* All residents are required to attend daily 12 step meetings for the first 90 days of residing at Monarch Home. Meeting attendance must occur at in-person meetings for a minimum of 6 of 7 meetings per week. For residents who are involved in an IOP program upon entering Monarch Home, a minimum of 4x 12 step meetings per week is required. Meeting attendance must occur at in person meetings for a minimum of 3 out of 4 meetings per week.
* Secure a 12 step, same gender, sponsor within your first week residing at Monarch Home. Report the name of your sponsor to staff and be willing to sign a release of information for your sponsor upon request of staff.
* Actively engage in the step work process with your sponsor. This should be a primary focus and priority during your time at the Monarch Home.
* Secure and maintain a 12 step Home Group that you attend on a weekly basis and that you become involved with through securing a commitment.
* Support the recovery efforts of other members in the home i.e. engaging in positive recovery discussions, ride sharing to meetings when appropriate, assisting other members with introductions to potential sponsors and support network.

1. I understand that if I am involved in an Intensive Outpatient/Outpatient/Day Treatment program during my stay at Monarch Home, that I am required to follow all treatment program guidelines. An unsuccessful outcome in my treatment program (staff discharge, leaving against staff advice) could result in discharge from Monarch Home.
2. I understand that I am required to follow all guidelines for employment during my stay in Monarch Home. Employment requirements include the following:

* All employment must be appropriate for early recovery. This includes no employment in environments that involve active serving of alcohol, access to mind/mood altering substances or environments that are generally non supportive to recovery efforts. Examples of inappropriate employment include but are not limited to: Bartending, working in a nightclub, Marijuana/CBD/Kratom Dispensary, Positions that include overnight travel or night shifts.
* All employment must be approved by staff while you are a resident in Monarch Home.
* All residents must secure employment or alternative measures (see below) in their first two weeks in Monarch Home. While searching for work I understand that I am required to either be actively looking in the community or using a predetermined workstation for job search.
* All residents must submit a weekly job search form, to be reviewed in each house meeting until employment is secured.
* All residents must maintain employment for a minimum of 25 hours weekly, not to exceed 40 hours per week unless given approval by management.
* Exceptions to employment include appropriate volunteer work for a minimum and consistent 25 hours per week. Other exceptions include enrollment with schooling that consists of a minimum 25 hours of school related activity. Current enrollment in a treatment program may take the place of employment in some cases. All exceptions to employment must be approved by staff.
* Work at home options are allowed for so long as you are utilizing a predetermined workstation (not working in your bedroom). Work from home positions must not interfere with the general operation of Monarch Home.

1. I understand that I am required to abide by curfew. In my first 30 days as a resident curfew is 10pm on weekdays and 11pm on weekends. Following my first 30 days, curfew is 11pm on weekdays and 12am on weekends. Any emergent situations in which you will not be on time for curfew require immediate contact with staff.
2. I understand that no visitors are allowed in or on the premises without prior consent of staff. Approved visitors are only permitted to congregate on the front/back porch and common areas (living room). No visitors are ever allowed in bedrooms under any circumstance. No female visitors will be permitted apart from immediate family.
3. I understand that I am not allowed to engage in any form of sexual relations on the premises of Monarch Home.
4. I understand that I am responsible for the care and administration of personal medications. Medications should be stored in a safe location in the residents room out of plain sight i.e. dresser drawer, closet. It is my responsibility to make sure I have my medications, the right medications and take any medications as prescribed. A critical component of recovery is caring for our mental and physical health. Please make sure to be diligent in making and keeping all appointments with health care providers. If you need assistance with this please ask for help from staff. All medications should be logged on your resident application and will be reviewed during the intake process.
5. I understand that I am required to follow the guidelines for personal and house chores throughout my stay at Monarch Home. Guidelines include the following:
   * Complete all personal chores on a daily basis. This includes making my bed each morning, straightening my room/closet area. Maintaining a clean and organized environment in my bathroom. Clean any dishes I use in the kitchen along with any mess left from use of the kitchen. Clean up after myself in any personal space of the home. No dishes to be left on countertops or sink overnight.
   * It is my responsibility to keep a clean living space for myself and other residents. This includes cleaning up after myself in all common areas, not storing personal belongings in common areas, and cleaning up after myself in bathroom areas.
   * No food should be eaten or stored in bedrooms. Food should be stored in my designated fridge and pantry area. Food should also not be consumed in bedrooms.
   * Complete House chores on a weekly basis. During the weekly house meeting I will be given a chore to be completed throughout the week for the betterment of Monarch Home. This chore will rotate weekly with other residents.
   * Be willing to address any house/cleanliness issues in a mature and responsible manner with other residents. You are advised to initially communicate with the other resident if there is a concern. If this does not resolve the issue you are advised to discuss with staff and bring up the concern in the weekly house meeting.
6. I understand that I am responsible for following the guidelines with all shared appliances/electronics in Monarch Home.
   * Loading and unloading the dishwasher is a shared responsibility of the home. All dishes and cooking utensils I use must be immediately cleaned and placed in the dishwasher or back into the cabinets. All residents shall work together in running the dishwasher when it is full and unloading the dishwasher when it is complete. One of the weekly chores will involve kitchen clean up. This individual will be overseeing the general cleanliness of the kitchen and making sure the dishwasher is started and empty, but the sole responsibility of loading and unloading dishes does not fall on this individual.
   * Community washer and dryer are available to all residents. Laundry may be done between 7am-12am. All personal laundry must be moved immediately upon completion from washer to dryer and must be removed from dryer on immediate completion. If another resident’s clothing is completed in the washer or dryer please inform them as opposed to moving the clothing yourself. No wash products with chlorine bleach should be used in the washer.
   * Power off the television and electronics in the common area when done using them. Turn off lights in the common area if you are the last one in the common area.
   * Residents should work together in maintaining an appropriate air condition temperature in the home. Staff will make final decisions on air condition settings if a common temperature cannot be established. Utilize fans in your room as needed.
7. I understand that no borrowing of property or money is permitted between residents. This limits the possibility of disagreements transpiring between residents. If you are in need, ask a staff member for help! Stealing in any form from other residents or belongings of the home is grounds for immediate discharge from Monarch Home.
8. I understand that under no circumstances am I allowed to give out the door code/keys to any other person. No duplication of keys is permitted. This guideline is vital for the safety and well being of yourself and other residents.
9. I understand that smoking and vaping is strictly prohibited in Monarch Home. Smoking areas will be designated and will have access to ashtrays.
10. I understand that any maintenance issues should be reported immediately to staff. This includes any accidental damage on my part. Please refrain from attempting to fix maintenance issues yourself.
11. I understand that I am responsible for financial retribution for any damages to the home or property that I am responsible for.
12. I understand that Monarch Home is not responsible for any damaged or lost personal goods. It is my responsibility for the security and safekeeping of my own belongings. It is recommended to keep any valuables in your personal room or elect to keep valuables with a family member or friend off property.
13. I understand that Monarch Home maintains a zero tolerance policy for violence, threats of violence, harassment and/or abuse of others.Such behaviors will result in immediate discharge from Monarch Home.
14. I understand that no weapons are permitted on the property or in my vehicle parked at Monarch Home.
15. I understand that my vehicle must be appropriately registered, insured and maintained. I must also hold a valid drivers license to have a vehicle on the property of Monarch Home. 1 vehicle limit per resident.
16. I understand and consent to live video surveillance maintained on the exterior of the property and in the common kitchen/fridge area of the home. Video surveillance is maintained for the safety of the home. The video may be utilized to resolve disputes between residents.
17. I understand that the following items are prohibited on the property of Monarch Home: Firearms, Illicit Drugs, Alcohol, Drug/Alcohol Paraphernalia, Fireworks.