



Rules and Regulations



A safe, secure and supported environment open to 18+ Year Old Sober Women

Intakes are available on weekdays by appointment only.

Contact Information:
spokanewomenssoberliving@gmail.com

www.spokanewomenssoberliving.com



Rules and Regulations

All policy violations will be documented. Policy violations in direct contravention of DOC guidelines will be reported to the appropriate administration.

1. *I understand:* ANY physical contact, fight and/or verbal intimidation or threat is subject to automatic eviction and appropriate legal recourse subject to the discretion of Spokane Women's Sober Living.
2. *I understand:* ANY theft or possession of another person's property or theft of Spokane Women's Sober Living property may result in immediate eviction.
3. *I understand:* a history of and/or convictions for arson, sex offenses, assault are immediately disqualifying.
4. *I understand:* There is a 30 day period with no overnights outside of the house when I first move in. **This does not apply to DOC - there are no overnights permitted ever for DOC.**
5. *I understand:* I will respect my housemates' personal boundaries by treating them as I wish to be treated.

6. *I understand:* All house residents are required to pay a \$300.00 NON-REFUNDABLE Administration Fee in lieu of deposit. This fee will be used to help fund the cost of drug testing, paperwork and move-in/move-out expenses. This fee is required to be paid prior to move-in. For self-pay residents, the first month will be prorated and due within the first 5 days of occupancy. **This Administration Fee is waived for DOC.**
7. *I understand:* \$700 Rent is due by the 5th of each month. Failure to pay rent by this date may result in immediate eviction. Single/double rooms are rented month to month, no refunds or prorate if the resident is evicted or moves out before the end of the month. A \$50.00 late fee will be assessed if rent is received after the 5th of each month. Late payments are considered a policy violation and will be documented. I understand any late payments beyond the first may result in termination from my participation in the program and eviction from the premises. For self-pay residents, the first month will be prorated and due within the first 5 days of occupancy, a \$50.00 late fee will be assessed if rent is received after the 5th day of occupancy. **This does not apply to DOC - DOC is due on release date and late after 30 days.**
8. *I understand:* Do not eat or drink another individual's food. All personal food (ie, items not considered part of the community pantry) must be initiated by the purchaser of that item.
9. *I understand:* No one is allowed in another person's room unless you've been invited AND the other person is present in the room.
10. *I understand:* Smoking is only allowed outside. Any smoking (cigarette, vape, etc) inside the home or your room may result in immediate eviction. Cigarette butts must be disposed of in the proper receptacle. Be courteous with smoke and be aware of open windows, neighbors, etc.
11. *I understand:* Always keep both front and back doors locked when exiting the premises. All entries must be kept locked after dark. All keys, entry codes, passwords, and other security media are the sole property of Spokane Women's Sober Living and are not to be shared, loaned, disclosed, or transferred without the written consent of Spokane Women's Sober Living staff.

12. *I understand:* Good personal hygiene is expected while living in this house. Rooms are expected to be kept clean and tidy.
13. *I understand:* Residents are not allowed to install a locking door knob. A copy of any non-prescription storage keys must be provided to Spokane Women's Sober Living. Spokane Women's Sober Living has the right to cut, grind, or use any method to remove locks as deemed necessary by management.
14. *I understand:* Food and/or dishes are not allowed in your room. Rooms are to be kept clean and organized. All bedding must be washed weekly. All dirty or soiled laundry must be stored in an appropriate receptacle in the resident's room.
15. *I understand:* If I make a mess, I WILL CLEAN IT UP! This includes cleaning out the tub or shower after use, wiping bathroom sinks and counters free from hair, toothpaste, or makeup. In the kitchen: wiping up crumbs, spills, splatters and rinsing dishes before putting them in the dishwasher.
16. *I understand:* The resident must participate in all house cleaning projects, procedures, tasks, and routines. This includes maintaining the cleanliness and safety of all common rooms including but not limited to: living areas, bathrooms, garages and/or storage areas, house exteriors including driveways, walkways and yards, kitchen, and hallways.
17. *I understand:* Dishes, silverware, and cooking implements must be washed and put away immediately after use. The resident is responsible for cleaning and sanitizing all food preparation services, before and after cooking. This includes, but is not limited to: cutting boards, countertops, stoves, microwaves, and any food storage areas such as refrigerators, cabinets, and freezers.
18. *I understand:* The resident is required to store food in clean, hygienic, sealable, pest-resistant (i.e. mice) containers.

19. *I understand:* Guests are NOT permitted to stay the night. **If the resident is funded by the Department of Corrections(D.O.C) or on probation, guests of any type are NOT permitted.** No more than one guest is allowed unless consent is given by Spokane Women's Sober Living management. Guests must leave the premises by 10PM.
20. *I understand:* UNSUPERVISED GUESTS ARE NOT ALLOWED ON PREMISES AT ANY TIME. If you are not present at the house with your Guest, then your guest must vacate the premises immediately. Guests under the age of 18 are not allowed at the house at any time unless consent is given by Spokane Women's Sober Living management.
21. *I understand:* Guests are required to be clean and sober. If they are suspected to be under the influence, a random drug test can be requested for the resident's guest at any time. If the guest is found to be under the influence of any substance, he/she will be asked to leave the premises and will not be permitted to return. **If the resident is funded by the Department of Corrections(D.O.C) or on probation, guests of any type are NOT permitted.**
22. *I understand:* If a resident's guest is found to be under the influence of any substance, the resident must submit to an immediate drug test and may be subject to eviction.
23. *I understand:* No more than ONE Guest is allowed during any visit. All Guests must be approved by Spokane Women's Sober Living staff. Spokane Women's Sober Living is not responsible for the loss or damage of any Guest property. The resident will be responsible for the loss or damage of any property caused by the Guest. **If the resident is funded by the Department of Corrections(D.O.C) or on probation, guests of any type are NOT permitted.**
24. *I understand.* Visits are to be no longer than twelve consecutive hours (example, 6am - 6pm). Community spaces (defined as any space within a Spokane Women's Sober Living property other than the resident's private room or bathroom) may NOT be used by the Guest unless the resident is present.
25. *I understand:* ANY refusal of a drug test may result in immediate eviction.

26. *I understand:* ANY positive drug test may result in immediate eviction. The resident is required to provide a urine sample to Spokane Women's Sober Living staff within 1 hour from the time of the request. I am giving my permission to be tested at any time Spokane Women's Sober Living management deems necessary or routine.
27. *I understand:* I am not guaranteed re-admittance after a relapse. Relapses are considered on a case by case basis. Minimum requirements to re-apply include: signed letter from sponsor, ability to pass a UA and breathalyzer, personal testimony about changes you will make to your recovery plan, etc. DOC residents may have different considerations defined by their DOC officer/probation.
28. *I understand:* If the resident is required to report address information to the Department of Correction(DOC), Spokane Women's Sober Living is obligated to inform DOC and all relevant agencies when the member leaves the Sober Living - including failure to follow Spokane Women's Sober Living substance abuse policies.
29. *I understand:* Personal items are not allowed in community spaces unless the resident is present.
30. *I understand:* If the resident is going to be absent from the house for more than two (2) consecutive days, they must notify the director or house manager 24 hours before leaving. Failure to notify Spokane Women's Sober Living staff of extended absence may result in eviction. **No overnights permitted for DOC.**
31. *I understand:* Any medically prescribed medications must be reported to the director and house manager. All personal medications will be kept in a locked receptacle which the resident must provide. Sharing or distributing personal medication is PROHIBITED and may result in eviction.
32. *I understand:* Any unlawful activity may result in immediate eviction. Unlawful activity will be reported to probation/DOC/law enforcement.

33. *I understand:* Any disruptive behavior inside Spokane Women's Sober Living may result in immediate eviction. This includes all Spokane Women's Sober Living properties, all vehicles, and any property upon which a Spokane Women's Sober Living event occurs.
34. *I understand:* Absolutely NO sleeping on couches.
35. *I understand:* Residents will NOT USE the following products: marijuana (with or without a prescription), spice, Kratom, alcohol-based Nyquil or Dayquil, or ANY over-the-counter mind altering substance.
36. *I understand:* In the event of a resident being evicted, residents will be highly encouraged to take all of their belongings with them. Residents will be given thirty(30) minutes to gather all belongings after being evicted. The resident will be supervised by Spokane Women's Sober Living staff. All items removed from Spokane Women's Sober Living property will be examined by staff to protect the property rights of other clients, Spokane Women's Sober Living, and the evicted program resident. Any remaining items will be stored for sixty (60) days. After sixty (60) days, all unclaimed belongings will be donated to the Arc of Spokane or another thrift store. We do not store furniture. Furniture not removed the day of eviction will be donated immediately.
37. *I understand:* Spokane Women's Sober Living is not responsible for the acceptance, storage, transmission, redirection, or destruction of digital or physical mail. The resident is encouraged to update personal address information as necessary.
38. *I understand:* NO WEAPONS of any type are allowed on Spokane Women's Sober Living property. Tools, implements, or any other item that could be used or defined as a weapon is NOT permitted. Spokane Women's Sober Living staff have final approval on all such items. Example: Camping or sporting tools that could be used as a weapon are NOT permitted on the property.

39. *I understand:* The resident is required to participate in recovery programs weekly. A 'recovery program' is defined as IOP, AA/NA/etc meetings, therapy, etc. This time is used to facilitate, encourage, and strengthen the resident's personal recovery and the strength of the recovery community.
40. *I understand:* I am encouraged to do at least one of the following: work, go to school or volunteer outside of the residence. I am encouraged to participate in social, physical or creative activities. I am encouraged to participate in daily or weekly community activities.
41. *I understand:* The resident will be subject to a 30-day progress review. This review is a continuum of observations and metrics to record the resident's progress and participation in their own recovery. Non-compliance or failure to meet or exceed the criteria of the 30-day progress review may result in eviction.
42. *I understand:* NO PETS allowed on Spokane Women's Sober Living property without prior written consent from Spokane Women's Sober Living authority. This includes, but is not limited to: dogs, cats, fish, lizards, birds, and emus. **DOC only allows previously approved service dogs.**
43. *I understand:* I AM PERSONALLY RESPONSIBLE FOR ALL DEBTS INCURRED DURING MY STAY AT Spokane Women's Sober Living REGARDLESS OF FUNDING. IF THERE IS A DELAY, CANCELLATION, SUSPENSION, OR ALTERATION IN THE AMOUNT FUNDED, I REMAIN SOLELY FINANCIALLY RESPONSIBLE FOR RENTAL PAYMENTS. NON-PAYMENT OF RENT IS A VIOLATION OF Spokane Women's Sober Living RULES AND REGULATIONS AND WILL RESULT IN TERMINATION OF PARTICIPATION IN THIS PROGRAM AND LOSS OF HOUSING.
44. *I understand:* My personal property, including but not limited to, my room, my vehicle, and all other material may be searched at any time by Spokane Women's Sober Living staff. Prohibited items include: weapons, illicit drugs, alcohol and prescription medications not prescribed to you. Spokane Women's Sober Living reserves the right to update this list at any time.

45. *I understand:* I may not switch rooms without express (direct) permission from Spokane Women's Sober Living management. Rooms are assigned by Management and residents may only change rooms with management approval.
46. *I understand:* All furniture assigned to a room will stay in the room unless otherwise specified by Spokane Women's Sober Living management. We strongly encourage residents NOT to bring additional furniture into their living space. In the event the resident's participation in the program is terminated, personal furniture will NOT be packed out or stored. Furthermore, Spokane Women's Sober Living is not responsible for damage to any furniture left on Spokane Women's Sober Living property should the resident leave the program. Spokane Women's Sober Living is not responsible for moving, transporting, or otherwise arranging furniture. Spokane Women's Sober Living is not responsible for any injury occurring as a result of a resident opting to move furniture and as such, is indemnified by any such cause of injury.
47. *I understand:* All personal vehicles on Spokane Women's Sober Living property must be running, without fluid leaks or other damage that would contaminate or otherwise disturb the property. Inoperable vehicles must be moved off the property within seven (7) days or the vehicle will be towed at owner's expense. Permission to work on a vehicle on the aforementioned properties must be obtained by the Spokane Women's Sober Living management. When parking, be courteous of neighbors and other residents. There is no garage or driveway parking, only street parking. Residents are expected to follow city parking laws.
48. *I understand:* I am expected to be a "good neighbor". I will be respectful and not use lewd or offensive language outside within earshot of neighbors. I will be kind and courteous in my interactions with any neighbors. If a neighbor asks for information or has comments/concerns, I will provide them with the operator's contact information. I will help to maintain the condition of the exterior of the home, yard, sidewalks, etc so the home presents well in the neighborhood. I will not loiter or allow my guests to loiter in the front yard.
49. *I understand:* I am required to attend and participate in the weekly house meeting(work schedule, treatment schedule, DOC commitments, etc permitting). Time/date is posted on the white board in the dining room.

50. *I understand:* Curfew is 11PM for all residents. This excludes any schedules required for work. **DOC may define their own curfew for their probationers.**

51. *I understand:* Spokane Women's Sober Living does not provide any transportation.

52. *I understand:* There are no children (under 18 years old) allowed on the property.

53. *I understand:* Emergency numbers, emergency procedures and evacuation plans are posted by the front door and I will review them during my orientation.

54. *I have watched the attached Narcan training video.*

<https://www.youtube.com/watch?v=LmxZkNW7VKM>



55. *I have watched the attached fire extinguisher training.*

<https://www.youtube.com/watch?v=POV7iINDaqY>



56. *Resident Confidentiality Agreement:* Spokane Women's Sober Living and its staff will respect the privacy of residents. Any information concerning residents, potential residents, and visitors will be treated with the utmost respect. Staff will regularly review confidentiality requirements to comply with both state and federal confidentiality laws.

All data collected on residents that will be shared with governing agencies will protect individual identities. This data will only be used to improve the quality of services.

Spokane Women's Sober Living will ensure the safety of resident records. Personal information will be protected by reasonable security safeguards against loss or theft, as well as unauthorized access, disclosure, copying, use or alteration.

Confidentiality on patient-identifying records may be broken without resident consent only in extenuating circumstances, such as when resident or staff safety is at risk, child or elderly abuse is suspected, or if a court order is received.

Outside of these circumstances, patient-identifying information will never be sold, lent, or given to third parties without resident consent.

Spokane Women's Sober Living will obtain informed voluntary consent from residents before any information is released to agencies or family members.

Spokane Women's Sober Living staff and residents also have a responsibility for keeping the confidentiality of others in the program. This includes not confirming or denying another client's participation to outside agencies or persons via telephone, in-person, on social media, or in written requests.

As a resident of Spokane Women's Sober Living, you consent and agree to the terms marked above. You will be informed of any changes to this agreement at least a week before they come into effect.

57. *Rules and Regulations are subject to change without notice.*

Foundational Community Support (FCS)

Recovery can be a challenging journey with many paths. Legal complications, seeking employment, housing support, and parenting plans - all of these obligations can quickly become overwhelming. Fortunately, a free service called FOUNDATIONAL COMMUNITY SUPPORT can provide you with the guidance and resources necessary to navigate these obstacles.

- What is Foundational Community Support?
 - Foundation Community Support, or FCS, is a service provided by a number of organizations whose mission is to support you in your recovery and assist you in achieving your goals. Whether you need help finding a job or creating a resume, have questions concerning D.O.C. or other legal obligations, or maybe you just need someone to be "in your corner", a FCS can answer your questions and empower you to create solutions.
- Do I have to pay for an FCS?
 - In almost all cases, Foundational Community Support is billed to your insurance. FCS organizations typically accept both private and state insurance.
- Who do I contact to enroll in FCS?
 - Revive Counseling 901 NORTH MONROE ST. - SUITE #200 509.413.2950
 - COMPASS 5709 WEST SUNSET HWY. - SUITE #100 509.822.4878

Substance Use Disorder (S.U.D.) Resources

Abstemious Outpatient Clinic 509.927.7814

ADEPT Treatment & Assessment Center 509.327.2120

Axiom Recovery Services 509.474.1148

Gateway Counseling 509.532.8855

The Native Project 509-325-5502

New Horizon - Sun Ray Court 509-456.5465

Pioneer Center East 509-325.2355

Riverside Recovery Center 509-328.5234

Spokane Addiction Recovery Center (SPARC) 509.241.3130

Spokane Treatment and Recovery Services (STARS) 509.570.7250

YFA Connections 509.532.2000 Ext. 12

Substance Abuse and Mental Health Services Administration (SAMSHA)

- SAMHSA's National Helpline is a free, confidential, 24/7, 365-day-a-year treatment referral and information service (in English and Spanish) for individuals and families facing mental and/or substance use disorders.

National Suicide Helpline

- The National Suicide Prevention Lifeline is a United States-based suicide prevention network of over 160 crisis center that provides 24/6 service via a toll-free hotline. It is available to anyone in suicidal crisis or emotional distress.

Energy, Rent and Housing Resources

Catholic Charities 509.325.5005

Emergency Financial Assistance 509.358.4963

Family Promise of Spokane 509.747.5487

Goodwill Industries 509.838.4246

SNAP Energy Assistance 509.456.SNAP

Spokane Housing Authoring 509.328.2953

Live Stories 855.582.3973

* For additional resources, please contact a Foundational Community Support *

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