

SUNLIGHT OF THE SPIRIT RULES AND REGULATIONS

These may result in immediate discharge

Please read all 4 pages

The following is prohibited at SOTS and you will be asked to leave:

1. Being under the influence of drugs or alcohol. Drug & Alcohol tests will be administered at random. Failure to submit a test is treated as a positive result and you will be asked to leave.
2. Possession of weapons of any kind are not allowed.
3. Threats of violence, either verbal or physical or fighting of any kind.
4. Property destruction or altering the physical construction of premises or surrounding neighborhood.
5. Stealing or any other criminal activity.

Not obeying the following Rules are grounds for dismissal:

1. Unaccountable or discrepancies in time off premises.
2. Lies, either found on paperwork or otherwise.
3. Failure to comply with rules or directions given by management.
4. You are required to make 12 Step Meetings in accordance with your phase in the "house phase system". Have your meeting sheet signed by a group member and should not be signed by another resident of SOTS.
5. House meeting attendance is mandatory. Other mandatory meetings may be required but it is our responsibility to give you proper notification

in advance to any changes in time or date of mandatory meetings. The meetings are posted in a common area.

6. For the Orientation period you are to remain on the premises unless you are out looking for work or attending outpatient services. Proof of your job hunting is also required. During time spent in the house you are expected to be working on your steps or your personal recovery plan. You must arrange 12 step meeting attendance with a house member who is not on orientation phase.

7. Parking at SOTS is decided by the number of available spaces and the seniority of those in the house. Parking at SOTS is not guaranteed upon arrival to all residence.

8. There are no overnight visitors allowed at the house and visitations must be preapproved.

9. You are required to sign out when leaving the premises and sign back in when you return. All departures when in orientation phase and phase one must be approved by a house manager (senior resident). Any inconsistencies in time off premises will prolong your orientation phase or put you on restriction if not currently on orientation phase.

10. You must see the house manager at least one time per week to discuss your recovery program.

11. You must obtain a home group and a sponsor then provide their contact info to management within the first two weeks of residency. This will be verified. You will not be phased up until you do.

12. You must have the first three steps completed with your sponsor within your first month. You will have to discuss your experience with this to the house during the mandatory house meeting.

13. You are required to have full time employment and you are not permitted to quit a job without first discussing it with the house management. We do understand that you may not have a job immediately; you are expected to

steadily search for employment until a full time job is acquired. Therefore we have a job search sheet that must be filled out each day with a minimum of 5 jobs applications daily during the work week.

14. There are certain jobs that are not permitted while a resident at SOTS house, speak with one of the house managers with any questions about this.

15. Your room must be kept neat & clean, with your bed made at all times, rug vacuumed, kitchen area cleaned, which means nothing left in the sink at any time. Any trash needs to be disposed of in a timely manner. Any cooking must be cleaned up immediately afterwards.

16. You will be assigned a daily chore and a weekend chore (these are mandatory as part of your stay. When a chore is completed you must let management know by checking off the appropriate box on the chore check sheet so that they are able to verify your chore is complete (failure to mark it on the chore sheet mean the chore is NOT complete).

17. All vehicles must have current tags and registration. Also, there will be no storage of non-working vehicles on premises.

18. No females are allowed inside the house or hanging around outside the house. If family comes to see the house you must have supervision by a senior resident prior to their arrival.

19. You cannot associate with any former resident of S.O.T.S who has been discharged on a disciplinary basis except if at an 12 Step meeting.

20. If on probation you must work to fulfill all requirements that are asked of you.

21. Bikes and other forms of transportation must be stored in appropriate locations; Security for these items will be at you own cost.

22. There are no visitors allowed on premises without prior approval from the house manager.

23. No congregating in front of the house.

24. No loud music, TV, etc. When coming home past 9:00pm. You must be respectful of tile neighbors and house members. Noise is expected to be minimal at later tours.

25. There is no smoking allowed inside the house. Smoking must be done in the designated areas. All butts must be put in a can and emptied when the can is full.

26. No resident is allowed in another resident's room without prior approval from the senior resident.

27. Any resident that is aware of a rule infraction and does not report it to tile house manager right away, depending on the circumstance may be subject to discharge.

28. All rooms are subject to inspections at any time; searches are also permitted at any point. These can be done with or without reason.

29. Any delegation of the house coordinator will become a rule.

30. All medications will be locked up and only the person who is prescribe that medication will have the key with exception of the house coordinator will have access to all lockers for medication disposal.

31. House shut down will occur if chores are not being done, the grounds and building not being cared for, or general attitudes are not in line with the house standards. This is done by discretion of tile house coordinator with assistance from the senior resident.

32. All rules and regulations are subject to additions and changes at the house coordinator discretion, house manager will have input on these issues.