

Skelley House

A Sober Living Community

Skelley House is a non-profit 501 c(3) organization dedicated to providing a safe, structured and stable environment for women in recovery to live within a community committed to maintaining long-term sobriety and the eventual reintegration into society.

The undersigned understands and acknowledges Skelley House is a drug and alcohol free facility owned and managed by Skelley House, Inc. The undersigned acknowledges she resides as a lodger and not as a tenant and does not have rights of possession or exclusive use of space.

The undersigned agrees to abide by the community rules and policies of Skelley House and understands violations may be cause for vacating the premises within 24 hours. *A resident can be ejected from the community on a moment's notice for major violations (see below) without the due process of eviction procedures.*

The rules are to be followed by all residents of Skelley House. These rules are in place to ensure a safe and healthy environment conducive for a life of sobriety.

To become a resident of Skelley House, we require the applicant:

- Remain clean and sober through participation in a sobriety program (e.g. 12-step, Smart Recovery). Residents are expected to find and work with a sponsor and attend a minimum of five (5) weekly sobriety meetings (e.g. 12-step, Smart Recovery, IOP classes, etc).
- Be willing to abide by the rules of Skelley House.
- Be willing to find and maintain employment for the duration of residency.
- Commit to minimum 90 days (3 months) residency.
- Have no history of sex crimes.

Each resident is required to be financially self supporting and purchase their own food.

If applicable, residents are expected to abide by their parole or probation conditions.

Skelley House does not discriminate on the basis of race, color, religion, sexual orientation, ethnicity, age, gender, or disability.

Residents of Skelley House are required to follow a strict set of community rules. *The most important community rule is zero tolerance for drugs and alcohol.* Minor infractions may result in writing an essay or assignment of extra duty chores. Major infractions may result in immediate ejection from the community. The property manager(s) and the Director have the authority to assess minor violations; property manager(s) will notify the Director in the event of major violation(s) for final dispensation.

Staff will not adopt the role of arbitrator of any disputes that may occur between residents. *Discharges may occur without investigation of the dispute and regardless of who was or was not at fault.*

Grounds for Immediate Discharge

note: the following is not listed in any particular order

- **Physical violence towards any resident, staff member, or contract worker**
- **Possession of weapons**
- **On Site Sexual Activity**
- **Introduction of Illicit Substances and Alcohol**
- **Smoking in the units, balconies, or the second story walkways.**
- **Theft on or off site, Gambling, or other Criminal Activity**
- **Intoxication**
- **Failure to submit to room inspection**
- **Failure to submit to drug screening (UA/Breathalyzer)**
- **Destruction or Altering of physical construction of Property (e.g. furniture, interior walls, etc.)**
- **Failure to account for times off site**
- **Chronic failure to pay fees on time**

The terms and conditions of residency are listed below:

General Conditions

Violence Free Environment: Maintaining a safe and secure environment is essential to promote a life of stability and recovery. As such, no emotional or physical violence towards other residents or staff will be tolerated. No weapons of any kind are permitted on the property.

Spiritual Beliefs and Worldviews: Skelley House recognizes the right of every resident to view the world according to her beliefs. Skelley House also recognizes the right of every resident not to have a particular belief or worldview forced upon her. Please do not recruit nor impose your religious, spiritual, or political beliefs on anyone.

Privacy: Residents are expected to respect each other's privacy and may not violate their personal space. Skelley House staff will not discuss resident information (e.g. personal, billing, recovery) with other residents. *Skelley House does reserve the right to inspect residential space at ANY time to ensure compliance with house rules.*

Complaints and grievances: Residents may file complaints or grievances with Skelley House Staff. Residents may file formal complaints with the property manager(s) or the Director. Complaints and/or grievances will not adversely affect residency. A detailed explanation of the grievance policy is listed separately.

Resident Specific

Drug and Alcohol Use: No alcohol or drugs are permitted on the grounds of Skelley House at any time. Residency is dependent on a clean and sober lifestyle. Intoxicated residents will be required to leave the community **immediately**, but may return after 7 consecutive days *at the discretion of the Director*.

A resident in this category is required to submit to a UA (TASC) at her expense on day six (6) and may resume her residency on day seven (7) providing clean results are established. The residency of residents who fail to follow through with the above mentioned UA shall be considered terminated.

Guests under the influence of drugs or alcohol are not permitted on the grounds at any time.

Curfew: New residents will have a 6:00 p.m. curfew seven (7) days a week until she provides proof of employment, school enrollment, or volunteer service. Residents with a residential fee balance in excess of \$120.00 will have a 6:00 p.m. curfew until the balance is paid under \$120.00. Exceptions can be made for residents whose work shifts carry past curfew.

Working residents are expected to return to Skelley House by 10pm Sunday through Thursday, 11pm on Friday and Saturday. Residents violating their respective curfew may be required to submit to a drug test with applicable fees paid by the resident. Residents shall have 72 hours to pay the applicable fee.

Smoking: There will be absolutely no smoking inside any of the units; this includes but not limited to cigarettes, e-cigarettes and tobacco pipes. Smoking is permitted in designated area (I.E. courtyard). Residents are expected and required to dispose of cigarette butts in the appropriate receptacle. Residents will not put out cigarettes on the side of the building. Residents will not burn candles or incense, nor use potpourri pots inside the units.

Pets: Residents will not keep pets.

Sanitation: Residents are expected to keep the premises clean at all times. This includes the common area(s) of the facility, common area(s) of the respective unit, and personal living space. Each resident is requested to eat in the dining area-no eating in the bedroom-and to immediately clean up after herself after eating. A daily walk-through by the Property Manager(s) or Director will ensure all apartments are kept neat and orderly. All residents are assigned weekly property chores.

Noise: All resident are asked to respect other residents and keep the volume of their radios and televisions at reasonable levels.

Sexual Activity: No sexual activity in the units or on the grounds at any time.

Pornography: No pornography, print or internet, is permitted in or around Skelley House at any time.

Theft: Theft on or off site will not be tolerated.

Medication: Skelley House does not dispense medication(s). All prescribed medication is to be noted in the resident's file, and is the responsibility of the resident. Residents will not share medications. Over

the counter, non-alcoholic medications (e.g. aspirin, cold remedies) are permitted but are the responsibility of the resident. *No narcotic or benzodiazepine medications are permitted on the property.*

Dress Code: Residents will be appropriately dressed in the common living area(s) of the units and the courtyard (e.g. no short shorts, mini-skirts, tube tops, spaghetti straps, garments depicting violence, drug or alcohol use, etc.) The on-site manager(s) may determine what is or not appropriate; final discretion is reserved for the Director.

Visitors: Residents may apply to have visitors on site after 30 calendar days of residency and are current on their residential fees (\$0.00 balance). Visitors shall be restricted to immediate family members (e.g. daughters, mothers, sisters) over 18 years of age. *No male visitors shall be allowed on the property; visits with male visitors may be done off-site.*

Visitors will need to sign in and out with on-site manager(s). Visitors may be entertained in the common area (I.E. courtyard) on Saturdays and Sundays between 8am and 6pm. Guests will not be left unattended. No overnight guests will be permitted. If guests cause a disturbance, that guest will be invited to leave.

Due to liability issues, no children under the age of 18 will be allowed on the property.

Residents may visit whomever they wish to offsite so long as they are back by their respective curfews.

Sobriety Meetings: Each resident is required to attend a minimum of five (5) sobriety meetings a week (Sunday to Saturday). Each resident will be given a sobriety meeting slip during the House Meeting (see below) and is to be turned in to the property manager or designee by 8:00 pm Saturday. Two (2) meetings per day will count toward the above mentioned five.

New residents starting residency within the week will be informed how many to attend for that week up to five.

Residents failing to attend the required sobriety meetings shall be required to attend one sobriety meeting per day for fourteen (14) days. Failure to complete the 14 in 14 will constitute grounds for residency termination.

House Meetings: Residents are required to attend one of two mandatory Community Meetings held on site every week. Time(s) are Friday, 6:00 p.m. or Saturday, 11:00 a.m. Allow 1-2 hours for the meeting. Residents must make arrangements with their employers to attend the meeting. No exceptions save for catastrophic events will be made.

Sign In/Sign Out: Each resident is expected to log in their times on and off the property and their purpose for doing so on the Sign In/Sign Out sheet located in front of the property manager's apartment (Unit 20). No exceptions will be made.

Facility

Residents will not alter the property in any fashion. This includes installation or removal of paneling, railing, partitions, shades, mini or vertical blinds, decorations inside or outside the facility. Residents

may not drill nor attach anything to the floor, walls, or ceilings. Bulletin boards are provided to hang pictures from.

Skelley House is a “silent” address to help provide for the safety of its residents. As such, the physical address will never be included in any documentation. Residents are not to give out the physical address of Skelley House for any reason (Exception: residents on parole or probation will notify their respective parole or probation officer). All correspondence should be addressed as follows:

Skelley House
Resident name and Room #
20235 N Cave Creek Rd. #104483
Phoenix, AZ 85024

Mail will be delivered to the appropriate residential unit or residents may pick up mail in property manager’s office.

No men save staff members or contract workers will be allowed around or on the property. To arrange for a pick-up or drop-off, you will have to walk to a common intersection.

Satellite services will not be permitted on the property; no satellite dishes on the roof, balconies, runs, or hanging from the windows.

Residents will not be permitted to have a refrigerator nor coffee pot in the bedroom; that’s what the kitchen is for. Food will not be stored in the bedroom. Residents will also not bring in space heaters or portable a/c units into any of the units. Small personal fans are permitted. No tampering of appliances or devices will be permitted.

In order to keep a vehicle on the premises, the resident must submit a copy of current registration and insurance, as well as a valid driver’s license to the house manager to be kept on file in the office. Non-running vehicles are not permitted and will be towed at owner’s expense.

Financial

Residents will be charged a residential fee (\$120.00 per week; subject to change) starting the day after their arrival (\$17.14 per day). Fees are due by 12 pm every Saturday. Cash or money order will be accepted. Personal checks will not be accepted. Debit or credit card transactions will not be accepted.

Residents have two (2) weeks from the day after their arrival at Skelley House to find employment and/or start paying on their residential fees. Residents who do not secure employment or start payment on their residential fee balance within two weeks (14 days) from the day after their arrival may be asked to leave Skelley House by noon on the 15th day after their arrival at Skelley House.

Our residents are required to work, actively seek employment, or be a student enrolled (minimum 9 credit hours) in an accredited academic or trade school. Those who are permanently disabled and on federal, state, or local assistance are required to become involved in service to the home or the community (minimum 32 hours/week).

Should the resident fall behind two weeks of fees (\$240.00), a payment plan will be drawn up and enforced. Residents with a residential fee balance in excess of \$360.00 will be required to make payments at a minimum of \$160.00 a week (and still be charged \$120.00 a week) until their respective residential fee balance is under \$120.00. Residents in this category who do not make their \$160.00 payment will be asked to vacate Skelley House by noon on the applicable Sunday. Residents whose fee balance reaches \$480.00 may be asked to vacate Skelley House immediately.

Monetary residential fee credit shall be refunded to the individual or agency the payment is received from.

General Expectations

Unemployed residents are required to leave the property to search for employment by 9am and may not return until 4 pm until employment has been verified; summer hours 7 a.m. to 2 p.m.

All residents are required to participate in five (5) 12 step/SMART programs every week. All residents are encouraged to find a sponsor immediately. Residents will submit contact information to either the Director or the property manager(s) to be forwarded to the Director for verification purposes.

Skelley House encourages residents to refrain from borrowing or lending between residents and will not mediate any disputes that may result from this. Skelley House staff will not lend to nor borrow from residents.

Skelley House is not responsible for the personal property of any resident during or after residency. Residents are encouraged to keep their personal property to a minimum. Property left after resident vacancy shall be considered abandoned, inventoried, and stored for a period of 7 calendar days, upon which the property will be donated to a charity of the Director's choosing (e.g. Goodwill). Written authorization must be provided by the resident upon vacancy for anyone other than the owner to pick up personal property.

The above is not a complete list of all the possible rules and/or policy violations that may happen. Use common sense when presented with a choice that may affect your and others continued safety and security for a healthy addiction recovery. If you think something might get you in trouble, it probably will.

This agreement is entered in between _____ and Skelley House, Inc. on this day:_____.