



At The Aspired House we have established rules of conduct that all guests are expected to adhere to. The following pages outline rules and expectations regarding safety, respect for self and others, honesty to self and others, guest fees, medication management, living space maintenance, transportation, employment/community service, relationships, meeting attendance, drug testing, probation/parole/court orders, and general household rules.

Safety:

- *I agree that I will not bring illicit drugs or alcohol in any form on to the property of The Aspired House. *I will not bring prescription medications that have not been prescribed to me onto the property of The Aspired House.
- *I agree that I will not engage in the use of alcohol or illicit/illegal drugs, or the abuse of prescription medications (including those prescribed to me) while a guest of The Aspired House. I understand that if use or abuse is suspected, I will be given a UA, PBT (breathalyzer), or ETG (lab test for alcohol). I understand that if the test is positive, it is grounds for my immediate expulsion from The Aspired House.
- *I agree that I will not light a cigarette, use a lighter, smoke, or use chewing tobacco inside of The Aspired House. I agree that I will only use tobacco products in designated smoking areas. The designated smoking areas are on the patio or in the garage if raining, snowing, etc. I will not throw cigarette butts or cigarette package wrappers on the property. I will not leave my lit cigarette unattended.
- *I agree that I will not bring explosive items (firecrackers, etc.) or weapons of any kind onto the grounds of The Aspired House. I will not use any form of accelerant on an open flame on the grounds of The Aspired House.
- * I agree that I am ultimately responsible for the actions of my visiting friends or family members. I will not leave children unattended, ever! I will not allow visitors inside The Aspired House without prior approval from staff. I will not allow visitors to enter personal living spaces (bedrooms).
- *I agree that if I witness or have knowledge of an unsafe situation concerning myself, the property or another guest, I will report it to staff.

If I fail to comply with any of the rules listed above a disciplinary write-up will occur. Three (3) write-ups in 60 days will result of termination of stay at the Aspired House.

_____ I have read, understand, and agree to follow the rules listed above.

Respect for self and others:

- *I will show respect for others including guests, visitors, staff, and volunteers. Disrespectful behavior includes swearing, yelling, verbal abuse, physical threats, and aggressiveness. Note: The consequence for violence or threat of violence towards another guest, staff, meeting participant, or volunteer staff, is immediate expulsion from Aspired House.
- * I will respect my housemate’s right to privacy and anonymity and understand the disclosure of ANY information about other guests will NOT be tolerated. This means I will NOT share names or personal information about another house guest to someone who is not a staff member or volunteer.
- *I will be courteous regarding noise levels of conversations with others, telephone calls, TV noise and music levels. I will use head phones or ear buds when listening to music, if I wish to listen at a louder volume than reasonable.
- *I will respect all property of all The Aspired House guests, staff, and volunteers. This means I will not enter other guest rooms without permission.



*I agree that I will not flush tampons, paper, grease or cigarette butts down the toilets. I will not pour grease, paints, or dyes down the drains. I will not dye my hair or tie dye fabric at The Aspired House. If I break or damage an item that is not my own, I will report it and pay any damages as determined by staff.

*I will maintain personal hygiene and comply with all of my doctor's recommendations regarding physical and mental health care medications. If my doctor prescribes medication that is not allowed at The Aspired House, I will consult with my doctor to decide if another allowed medication can be substituted, or I will make arrangements to terminate my stay at Aspired. I will not covertly use "not allowed" medications while a guest. I will attend all scheduled physical health and mental health care appointments and follow through with AODA treatment.

*I will respect the boundaries of staff, others, their living areas, and property. I will not alter or damage curtains, bedding, carpets or furniture in any way. I will not hang pictures or other items on walls or ceilings without permission from staff. I will not enter another guest's bedroom without permission. I will not sit or lay on another guest's bed. If bedding, beds, carpet, furniture, etc. is damaged, I will be responsible to fix or replace it.

*I agree that I will not sleep in any other area of the house, other than in my own bedroom in my own bed. I will not sleep in any other guest's room or in any other guest's bed. The Living Room furniture is completely off limits for sleeping!

*I agree that I will set and share weekly goals at our house meeting and work towards completing said goals.

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_____ I have read, understand, and agree to follow the rules listed above.

Honesty to self and others

I understand that I have certain responsibilities concerning myself and other guests with one of the most important being that we support each other in remaining sober, honest, and accountable to self and others. I understand that violation of "absolute honesty" will initially result in a disciplinary write-up and repeated dishonesty or unwillingness to take responsibility for my actions will result in accelerated discharge from The Aspired House.

*Borrowing money, cigarettes, and other valuable items to each other is not allowed.

*I will be required to purchase my own food. I understand that food purchased by individual guests and labeled with their name, is not to be used by other guests without permission. I understand that it is against the law to sell Food Share benefits. For example, I will not sell or trade my benefits in order to get money to purchase cigarettes or other items.

*I agree that if I have knowledge of an incident involving another guest that compromises the safety or sobriety of others, I will report it to staff immediately.

*I agree that if I have knowledge that an incident of theft has occurred, I will report it to staff. I understand that "unauthorized borrowing" (theft) is grounds for immediate expulsion.

*I agree to the signing of releases for purposes of discussing my recovery, attendance, and confirming abstinence from drugs and alcohol. (Separate Form)

If I fail to comply with any of the rules listed above a disciplinary write-up will occur. Three (3) write-ups in 60 days will result of termination of stay at the Aspired House.

_____ I have read, understand, and agree to follow the rules listed above.



Residency fees and other financial obligations

I agree that I will pay all fees owed to Aspired before departure or sign a contract that designates a payment plan for fulfilling my financial obligation, if staff deems that an option. I will then follow through with the terms of the payment plan. I agree that my happiness is my responsibility. If I become dissatisfied or unhappy with my living situation, I will seek out assistance from staff, my sponsor, counselor, or peer group. I understand that there is a one-time fee of \$150 that is due at my intake and the monthly fee is \$600. First month fees (\$750) are due up front. Payments are accepted according to guest's pay schedule (weekly, biweekly, or monthly). **Financial assistance may be available and is determined on a case by case basis.** If receiving funding from outside agency, verification of funding will be needed to hold a bed. Fees are nonrefundable.

I acknowledge that the following violations that will be dealt with, in most cases, by immediate termination from Aspired AND there will be no refund of unused residency fees: possession or use of alcohol or other drugs or drug paraphernalia, refusal to take an alcohol or other drug test (UA, PBT, ETG), violence or threat of violence in any form towards staff/volunteers/meeting participants/visitors/other guests, smoking inside of the house, possession of a weapon or explosive item, theft or intentional damage to another guest's property, sneaking male visitors in the house, and not reporting back to the house for curfew/nightly check in.

_____ I have read, understand, and agree to follow the rules listed above.

Medication management

*I agree to keep my medications locked a lock box and inaccessible to other house guests. I agree that I will not take any over the counter medications without first getting house manager/staff approval and a written approval from my primary care doctor. All approved over-the-counter medications must have original label with the name of the medication and dosage instructions on the label. Medications cannot be mixed in containers. I agree that all prescription medications must be kept in the original container with patient name, name of medication, dosage instructions, doctor's name, date and pharmacy name.

*I agree that I will take all medications only-as-directed, whether they are over-the-counter, or prescription.

*I agree that if I take a prescription medication in any manner other than as prescribed, it will be considered "using".

*Using drugs or abusing prescription medications at Aspired will result in disciplinary action, including immediate termination of stay, and notification to probation agent or courts, if applicable.

*I agree that I will not, under any circumstance, share my medications. Consequence of sharing medications will be immediate expulsion from The Aspired House for all guests involved.

*I agree that I will be given a medication box to keep in my possession with a one-week supply of medication. I will be allowed to fill the medication box once per week.

***Controlled substances are not permitted at Aspired. No exceptions!**

If I fail to comply with any of the rules listed above a disciplinary write-up will occur. Three (3) write-ups in 60 days will result of termination of stay at the Aspired House.

_____ I have read, understand, and agree to follow the rules listed above.

Living space rules and maintenance

*I agree that I will complete chores as assigned, however my personal living space and shared common areas are to be cleaned daily. This means I will make my bed and make sure my bedroom is clean before I leave for the day. I will not store or consume food or beverages in my bedroom or any other rooms except the kitchen. Bottled Water is the only



thing that is okay to have in the bedrooms. I will wash my own dishes and put them away. Emptying the dishwasher is everyone's responsibility. Personal laundry and bedding needs to be washed regularly.

*I understand that TV's are not allowed in the bedrooms at any time. I understand that Aspired is not responsible for lost, damaged or stolen items. Upon exit, I understand that my personal belongings must be picked up within 48 hours, unless an alternative arrangement has been made with staff. I understand belongings not collected within 48 hours will become the property of Aspired and in most cases, donated to Goodwill. Personal vehicle, House and Room searches can and will happen regularly and randomly.

*I understand it is my responsibility to ensure that doors stay locked and lights are turned off. Safety is a primary concern and the garage door must stay closed when no one is in it.

*At Aspired, we do not use keys. All entry and bedroom doors are equipped with keypad deadbolts with a code that is assigned to each door. I agree to keep the code for my bedroom door private. In addition, I will not disclose the entry codes to anyone.

_____ I have read, understand, and agree to follow the rules listed above.

Employment/ community service

*I agree that I will seek employment daily and obtain a job, full or part time, with 30 days of moving into the Aspired House.

*I agree that I will perform all community service assigned to me by staff and agree to represent Aspired in a positive responsible manner while doing so. Adopt a Highway and 5K Run/Walk for Recovery (participant or planning) are mandatory for all guests to participate in.

_____ I have read, understand, and agree to the rules listed above.

Transportation

*Transportation to local recovery related appointments is included in my monthly fees. Rides need to be arranged in advance with staff and/or local taxi. If appointments are not local, consulting with staff to ensure availability is recommended before making appointments. Aspired staff will provide transportation for house activities. I understand that I will need to find my own transportation for personal activities/appointments

*I agree that if I use a bicycle belonging to Aspired, I will return it in working order, and in the same condition I received it in. If a bicycle is stolen while checked out to me, I will be responsible for a replacement of equal value.

*Inappropriate use of the taxi passes provided by Aspired will result in loss of taxi privileges.

_____ I have read, understand, and agree to follow the rules listed above.

Relationships

*I agree that I will not have any contact with former dealers or former "using friends" while I am a guest at Aspired. I will not correspond in any way with males and females that I have a no-contact order with.

*I agree that I will not have an "other-than-platonic" relationship with my recovery sponsor. I acknowledge that female guests are required to have a female sponsor. NO EXCEPTIONS.

*I agree that I will NOT have someone of the opposite sex in the Aspired House except immediate family. i.e. brother, father, or husband, and even then, they are NOT allowed in bedrooms. I will let the house manager know in advance of my intent to have male visitors. I will announce their presence to my roommates to ensure everyone is dressed appropriately.

*I understand that no overnight passes will be granted for my first 30 days here. After 30 days, I am eligible to ask for an overnight pass but it is at the house managers discretion based on my progress, and if approved, I will provide an address and phone number of the person I will be staying with.

_____ I have read, understand, and agree to follow the rules listed above.



Probation/parole/court orders/mental health commitments

*I agree that I will comply with all Wisconsin Department of Corrections Rules regarding my probation (if applicable). I understand that if I violate the Wisconsin Department of Corrections Rules regarding my probation, my probation officer will be notified.

*I agree to comply with all conditions of a bond or judge's order. I understand that if I violate a judge's order or condition of bond, law enforcement will be notified and it could be grounds for immediate expulsion from The Aspired House.

*I understand that if I am on probation/parole and I violate my probation/parole rules or break societal laws in any way, my probation officer and/or law enforcement will be notified.

*I understand that if I am under a mental health commitment order and I violate the guidelines of that order, my social worker and/or law enforcement will be notified.

*I understand that if I fail a UA or Breathalyzer test, my probation agent, or appropriate agency will be notified.

_____ I have read, understand, and agree to follow the rules listed above.

12 Step and other Required Meetings

*I agree that I will participate in all mandatory meetings including AA or other 12 step support meetings, house meetings, and all other guest activities assigned by staff. When participants count off for the purpose of forming a group, I will attend the group with my number.

*I agree to obtain a sponsor of my choosing within the first 30 days at Aspired.

*I understand that phones are not allowed to be out during meetings. First offense will be a verbal warning.

*I understand that there are required meetings that I am required to attend, and these meetings are subject to change at anytime based on majority schedules of staff and roommates. House meetings and in house 12 step meetings are required.

_____ I have read, understand, and agree to follow the rules listed above.

Drug Testing (UA, ETG, PBT, etc.) and Curfew

*I understand that I will be tested randomly for illicit drug use, alcohol use, and/or prescription drug abuse at any time during my stay at Aspired. Drug tests are observed, and one hand must be seen at all times. Use of coloring agent may be used.

*I understand that after 30 days of residency, I am eligible to apply for an overnight pass and my destination must be approved at the time of my request. I agree to supply contact information for my destination. I understand that all requests must be made at least 24 hours in advance. I understand that upon return, I will be given a UA, ETG, and PBT. Refusal to take any drug test will be treated as a positive result and the consequence will be immediate expulsion from Aspired and if applicable, my probation agent will be informed.

*I agree to follow all curfews. I will be on the property of Aspired by 10 pm Sunday through Thursday. I will be on property by 11 pm on Friday and Saturday evenings.

*I understand that if I am unreasonably late for curfew, staff may drug test me and I will be subjected to the \$30 fee for the UA, PBT, and ETG.

* If I am not employed, I agree to be up and ready for the day by 9:00 am Monday through Friday to make the most of my days to attend meetings, IOP, or perform job searches. I will utilize the local library to perform job searches and apply to jobs online.

_____ I have read, understand, and agree to follow the rules listed above.



Recreation/Sober Activities as a House

Aspired has multiple Planet Fitness gym memberships for guest use that include personal trainers, tanning, red light therapy, massage chairs, and hydro massage beds. Use of the membership is at your own risk and Aspired is not liable for any injury that may occur. Planet Fitness passes must be signed in and out. Failure to return a pass immediately after use will result in a disciplinary write up.

Kayaks are available for guest use. Please see house manager for permission and details.

_____ I have read, understand, and agree to follow the rules listed above.

Liability Waiver

I, _____ understand that I am assuming all risk by being a voluntary guest at Aspired. I do not hold Aspired, Inc., its board of directors and officers, or the owners of this house liable in the event of an accident or injury. If I need emergency medical care, I give my consent for Aspired, Inc. to seek emergency treatment for me and I agree to accept financial responsibility for the costs related to this emergency treatment.

I understand that this is NOT a rental lease agreement and the conditions of my stay, are dependent upon my progress and my stay can be terminated at any time.

I have read, understand, and agree to these rules and expectations. I understand that safety violations or continuous violation of minor rules will result in termination of stay. Three (3) disciplinary write ups in 60 days will be grounds for expulsion.

Lastly, I understand that all fees are non-refundable, including fees paid on my behalf by a third party.

Signed _____ Date ____/____/____