

# The Sanctuary

## HOUSE GUIDELINES FOR GUESTS

Please read carefully as this is an agreement between Guests and The Sanctuary

The Sanctuary is NOT a housing community; we are a **recovery-oriented** community. Our Philosophy is rooted in the 12 steps of recovery. We are here to encourage you through this life-saving, life-enriching process and to hold you accountable to the following rules and guidelines:

**Violation or an inability to comply with the following rules is grounds for immediate discharge from The Sanctuary.** Please note that if you are mandated by parole, probation or court and you are discharged for any reason that the incident will be reported immediately to the supervising officer. We will also notify the person you list as relative. **No refunds are given under any circumstances.**

**Law Enforcement, Parole/Probation officers are granted access to house and info on all Guests at anytime.**

1. NO use of alcohol or any mind-altering and/or mood-changing drugs.
  - a. If you assist, or allow another Guest to use (this includes not informing managers if you are aware of another Guest in violation) you will be immediately discharged from The Sanctuary.
2. All Doctor prescribed medication and all over-the-counter drugs MUST be approved.
  - a. Applications must clearly state any and all medication a person is taking and for what condition, in order to determine whether that person is eligible to be a Guest at The Sanctuary.
  - b. The Sanctuary reserves the right to attend doctor appointments with Guests and confirm ALL medical information with Doctors, Dentists, Hospitals, etc., before and during residency at The Sanctuary.
  - c. All Guests must check with House Manager before taking any medication including over the counter and supplements.
  - d. Guests may not use mouthwash, or any other product, unless it is alcohol-free.
3. Guests must submit to urine drug screens and/or breath tests upon request.
  - a. Refusal to submit to a drug screen and/or breath test will be considered an admission of using.
  - b. Once asked for a urine sample, you MUST produce it within 1 hour and you may not leave the eye sight of manager until results are finished.
  - c. The results of the drug test will be considered final. If Guest insists test is incorrect then Guest will be taken immediately to ER for a drug test. The test will be at the expense of Guest and if positive the Guest will not be allowed to re-enter The Sanctuary at any time.
  - d. If The Sanctuary suspects you are using or drinking, a positive urine result is not required for discharge.
4. Guests are not allowed to work in or go into any alcohol-serving or adult entertainment establishments while at The Sanctuary including, but not limited to bars, nightclubs or casinos. Any questionable establishment should be cleared with house manager.

5. If a Guest relapses, she may be allowed back to The Sanctuary after two weeks, with careful consideration by management.
  - a. The period for re-entry and/or length of Phase 1 and 2 may be lengthened by management.
6. Guests will attend AA and/or NA meetings. If Guest is employed (20 hours or more) they will attend a minimum of 7 meetings per week. If unemployed (or less than 20 hours) Guests will attend a minimum of 14 meetings per week.
  - a. Number of meetings is not negotiable. Treatment/outpatient, Celebrate Recovery, church, sponsor meetings, counseling, etc., do not count as meetings.
  - b. Guests will attend 2 meetings chosen by The Sanctuary.
  - c. Guests must participate in the program of AA/NA, which means getting a home-group, a sponsor, commitments, and actively taking the 12 steps.
  - d. Guests **must** have meeting cards signed by house manager or chairperson running the meeting, immediately after the meeting has ended.
  - e. Proper meeting etiquette is required at all meetings. Cards will not be signed if Guest is not in seat before meeting opens, leaves before final closing, uses phone or is disruptive in any manner.
7. Each Guest is expected to be self-supporting and must contribute financially to the running of The Sanctuary. Payment of \$250 fee is due on the 1<sup>st</sup> and the 15<sup>th</sup> of each month. If fee is not paid or is late, Guests may be placed on Financial Probation, which includes:
  - a. A modified Phase I.
  - b. Providing manager with pay stub and a written budget/financial plan.
  - c. If Guest is unable to pay, depending upon the individual situation/circumstances, you may be asked to leave The Sanctuary.
8. Each Guest is allowed to bring the equivalent of 2 large suitcases.
  - a. Guests are responsible for keeping their personal areas neat and clean, including nightstands, dressers, closets, under their bed, etc.
  - b. A Guest's clothing and personal belongings must be stored neatly at all times. All rooms are subject to random inspection for cleanliness and contraband. This includes drawers, closets, etc. Please be mindful that limited space means limited belongings.
  - c. Photos, posters etc. must be placed on each person's bulletin board and are not allowed on walls.
9. Guests and visitors:
  - a. No visitors of the opposite sex are allowed in The Sanctuary home.
  - b. Adult visitors are only allowed at the invitation of a Guest, must be approved by manager and can only be in the common areas of the house.
  - c. All visitors, including sponsors, are allowed from 10am and must leave by 10pm.
  - d. No overnight guest(s) are permitted in The Sanctuary home.
  - e. Sponsors may meet with Guests in approved rooms.
  - f. No Guest is ever permitted in another person's bedroom.
  - g. If Guest has children ongoing visitation guidelines will be determined by management. All visits must be approved by the manager and must take place in the common area of The Sanctuary or in the yard.
10. No Guest may date or have romantic relations with any other Sanctuary Guest.

- a. If Guest is on probation or parole, she must get written permission to spend one on one time with any individual, outside of The Sanctuary, who is also on probation/parole.
11. No stealing, fighting, or threats of physical violence.
    - a. Derogatory slurs of any kind will not be tolerated.
    - b. Absolutely no pornographic or racial hate materials allowed in The Sanctuary.
    - c. No paraphernalia or weapons are allowed on The Sanctuary property at any time.
    - d. There is ZERO tolerance of a Guest taking other Guest's food and a \$50 fine will be charged for all violations.
  12. No participation or involvement in any illegal activities.
    - a. This includes being in the presence of illegal activities.
    - b. Any and all incidents must be brought to the attention of management immediately.
    - c. All interaction with law enforcement must be brought to the attention of management immediately.
  13. At The Sanctuary we practice the principle of being self-supporting, as such all Guests are required to work or attend school a minimum of 20 hours per week.
    - a. No Guest is allowed to work more than 40 hours per week.
    - b. Guests must supply The Sanctuary with work schedule as well as name of immediate supervisor, work phone number and address.
    - c. Curfew is not adjusted for work
    - d. Unemployed Guests must submit at least, but not limited to, 2 applications per day, during the week (Mon-Fri).
    - e. Upon approval daily treatment may qualify as "work."
  14. At The Sanctuary we believe in a lifestyle of service and "giving back," as such we have occasional mandatory volunteer opportunities in the community.
  15. At The Sanctuary we believe in participating in recovery events, as such there are 2 mandatory conferences per year.
    - a. Registration fee, lodging and travel for these conferences, are paid for by The Sanctuary.
    - b. The Sanctuary will provide letters to Guests for Probation Officers and employers, if needed, however it is the Guest's responsibility to get any necessary paperwork completed for trips.
  16. Guests are required to adhere to curfew.
 

Sun – Thursday	11:00pm
Fri and Saturday	12:00am (midnight)

    - a. **Adherence to curfew means signing in by times listed and remaining in house.**
    - b. Guests must call house manager if an emergency arises and they are going to be late.
    - c. If Guest is late a U/A and Breathalyzer will be given and the cost of tests will be charged to the Guest and additional consequences may result depending upon the circumstances.
  17. Quiet time is at 10:00 p.m. during the week (Sun-Thurs).
    - a. Quiet time is defined as respect of others while sleeping. Guests may read or watch television after quiet time, provided that other Guests are not disturbed.

- b. No use of washer and/or dryer after quiet time.
- c. No cooking or coffee after 10 pm, however microwave may be used.

18. Mandatory Chores and Hygiene: Chores promote personal responsibility so paying or asking someone else to do your chores is NOT permitted. Failure to have chores completed will result in possible reduction of Phases and/or various other consequences.

- a. Guests are required to have bed made, bedroom tidy and assigned chores completed and signed off on before leaving the premises for the day or by 9:30 am. If Guest has to be at work **before** 7:00am, arrangements can be made to do your chores after work – however this **must** be approved by a manager.
- b. Guests are required to tend to personal hygiene on a daily basis, this includes a daily bath or shower.
- c. Bedding is to be washed every week and signed off on chart.
- d. Guests may not sleep on top of comforter, on the couch or floor.
- e. Deep Cleaning will be done monthly. This includes a thorough cleaning of the entire house. Couches and chairs, etc. must be pulled out and cleaned behind. Ceiling fans, shelves, trim, appliances, etc. must be cleaned appropriately.
- f. No eating or drinking (other than water) is permitted in any area other than kitchen and dining room. Food is not to be left on the counter. All food must be stored in refrigerator or cupboard.
- g. Washer and dryer may only be run from 8:00 am – 10:00 pm. Loads must be medium to full loads. If any laundry is left in the machines for longer than 30 minutes it will be confiscated.
- h. No Guest shall change assigned bed or rearrange furniture without permission from the manager. No one is to bring in any furniture, or hang anything on walls without approval from Carolyn Engh.

19. Guests are required to sign out when they leave from the house and sign in immediately upon returning to the house.

20. No Guest may borrow money from another Guest.

- a. No Guest who is on Phase 1 may use another Guest's phone or any other phone. If a Guest allows a Phase 1 to use a phone or other electronics there will be a reduction in their phase.

21. All Guests are responsible for their own medical condition.

- a. The Sanctuary is not liable for any Guest at any time.
- b. In case of emergency managers will notify the authorities and be as helpful as possible but will not be responsible for Guest's condition or emergency/medical treatment.
- c. Guests must inform management of all medical appointments in advance.
- d. All prescription, over the counter medications and all supplements must be approved by manager and inspected before bringing them into house.

22. Any and all items left at The Sanctuary 30 days after a Guest leaves The Sanctuary will consider a donation. At no time is The Sanctuary responsible for Guest's belongings.

23. The Sanctuary does not provide transportation and Guests are responsible for their own transportation.

- a. No personal vehicles are to be driven without providing The Sanctuary with proof of a valid license, registration and proof of insurance on the vehicle to be driven.
  - b. Guests are not allowed to lend their vehicle to any other Guest.
  - c. One vehicle per person is allowed on the property or street at The Sanctuary.
  - d. Vehicle must be in working condition or it will be towed at owner's expense.
  - e. Everyone with a vehicle is expected to be of service and help other Guests get to meetings; Guests needing rides should ask 24 hours in advance and are expected to be of service in other ways and/or pay for gas.
24. No Guest should disclose any information about another Guest or former Guest to anyone outside the community (except parole/probation/law enforcement)
25. After 90 days in the house and on Phase 3 with good standing (current on rent, employed, meeting attendance, chores, etc.) a Guest may be granted a 48 hour pass once every 30 days, or a 24 hour pass every 14 days
- a. Guest must provide a written request by 5:00 pm before manager meeting prior to the requested pass
  - b. Guest must provide time and date of departure from house, return date and time, name, address and phone number of planned location.
  - c. Guests will be given a UA test upon return to the house.
26. No smoking or vaping in house at any time
- a. Smoking and vaping are only permitted in the designated smoking area.
  - b. No loitering (or sitting in cars) in front of house or in alley.
27. No TVs, space heaters, humidifiers, personal refrigerators, etc. are permitted
- a. Do not touch thermostat at any time.
28. The Sanctuary may implement other rules or regulations on an individual or the Community as it deems necessary, and reserves the right to use our interpretation of these rules.

## ***Probation Period***

*The probation period lasts for 30 days. It is divided into two phases.*

### **PHASE I (first 14 days)**

1. Guest is **not** allowed to leave premises without a senior house member (phase 2 or 3 Guest).
2. Guest must list person they are with on the sign-out board.
3. Guest must provide manager with official work schedule.
4. Guest may work no more than 25 hours.
5. Guests will be allowed to report to work without being escorted and have 20 minutes grace period to go directly to work and directly return from work.
  - a. As circumstances warrant, the House Managers may make exceptions as they feel necessary. This is determined based on whether the request is a need or a want.
6. **No** visitors during Phase 1.

- a. **The Sanctuary makes exceptions for Guests with children (all visits must be approved by the manager 24 hours in advance and must take place in the common area of The Sanctuary or in the yard)**
- 7. *Until the day you start work, you are considered unemployed and must remain on job-search. A minimum of 2 job applications per day must be completed until Guest is employed.*
- 8. *Cell phones must be turned into manager and will be given to Guest for one hour per day, to be used in the common areas.*
- 9. *Guest must have a job, a Home Group, commitment at Home Group, a sponsor and The Sanctuary CDs must be halfway completed before moving on to Phase 2.*

**PHASE II (14-30 days)**

- 1. *Phone will be returned to Guest*
- 2. *Guest may leave The Sanctuary unescorted for 2 hour periods of time **with** approval of manager.*
  - a. *Full name, phone number of anyone (outside of house) Guest is with during 2 hours*
  - b. *No Sanctuary Guest may spend time with anyone in **active addiction/alcoholism**.*
- 3. *Guests have 20 minutes grace period to get to work and return from work.*
  - a. *As circumstances warrant, the House Managers may make exceptions as they feel necessary. This is determined based on whether the request is a need or a want.*
- 4. *Guest may submit a written request to work up to 32 hours.*
- 5. *Guest must be in good standing on Phase II, all of The Sanctuary CDs must be completed, fees paid, and meetings weekly with sponsor before moving on to Phase 3*

***\* Management reserves the right to lengthen or place a Guest back on Phase I or II at any time if deemed necessary for the sobriety and safety of the Guest or house members as a whole.***

***\* Print, complete, scan and email back to [thesanctuary2018@gmail.com](mailto:thesanctuary2018@gmail.com) OR mail to PO Box 1944 Minot, ND 58702***

**THE SANCTUARY GUEST AGREEMENT**

*Please read the following, initial by each section and sign at the bottom.*

\_\_\_\_ *I understand that this application needs to be completely accurate and honest. I understand that if the application is not accurate, I may be asked to leave The Sanctuary immediately and without refund.*

\_\_\_\_ *The above listed rules were explained to me and I understand them.*

\_\_\_\_ *I understand that I am a guest at The Sanctuary.*

\_\_\_\_ *I agree to follow these rules during my stay at The Sanctuary.*

\_\_\_\_ *I understand that my continued stay at The Sanctuary is contingent upon completion of my 30 day probationary period.*

\_\_\_\_ *I understand that I must be able and capable to care for myself, comply with daily house requirements, and find employment without the need for supervision.*

\_\_\_\_ *In consideration of the permission granted me to stay temporarily as a guest in The Sanctuary, I promise and agree to observe and abide by all of the rules, regulations and requirements stated above and any further rules that the management may need to include for the smooth running of the facilities.*

\_\_\_\_ I promise and agree to peacefully leave the premises at any time that I drink any alcoholic beverages, use any mind-altering chemicals, violate any of the above-mentioned rules or whenever requested to do so by management.

\_\_\_\_ I understand that I will be required to remain drug and alcohol free while living at The Sanctuary.

\_\_\_\_ I agree to submit to a urine and breath test at any time and that refusal will result in my immediate discharge, and agree to leave The Sanctuary if a positive result comes up.

\_\_\_\_ I agree to waive and relinquish any and all claims and demands for damages which may or might arise in any way and from any cause, whether from personal treatment or any patent/latent defect in the premises or other direct or implied negligence, regardless of the nature and the occasion thereof.

\_\_\_\_ I am not under the influence of any non-prescribed mind or mood altering substances at this time and I understand what I am signing.

\_\_\_\_ I understand that The Sanctuary is not responsible for me if I relapse and transportation from the house is my responsibility. I understand that The Sanctuary will **only** take me to the homeless shelter upon relapse.

\_\_\_\_ I agree to waive my right to any and all eviction procedures and will leave at The Sanctuary's request.

\_\_\_\_ (other conditions) \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**The Sanctuary:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**APPLICATION** (please print carefully)

Scan and email back to [thesanctuary2018@gmail.com](mailto:thesanctuary2018@gmail.com)

Or mail to PO Box 1944 Minot, ND 58702

Name: \_\_\_\_\_

Phone number: \_\_\_\_\_

D.O.B: \_\_\_\_/\_\_\_\_/\_\_\_\_

SSN: \_\_\_\_/\_\_\_\_/\_\_\_\_

Female: \_\_\_\_ Male: \_\_\_\_

Desired Entry Date: \_\_\_\_\_

Planned Exit Date (9 months recommended): \_\_\_\_\_

Race: \_\_\_\_\_

How Did You Learn About The Sanctuary :

Address: \_\_\_\_\_

State: \_\_\_\_\_

Zip: \_\_\_\_\_

Emergency Contact/Relative: \_\_\_\_\_

Phone Number: \_\_\_\_\_

How long have you been using alcohol and/or drugs? \_\_\_\_\_

How do you identify yourself?

Alcoholic only: \_\_\_\_\_ Drug addict only: \_\_\_\_\_ Alcohol and drug addicted: \_\_\_\_\_

List ALL the drugs that you have used in the past 3 years:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

What was the last drug used and when: \_\_\_\_\_ History of seizures: Y/N  
(This information will be used to determine urinalysis in the future, so be 100% honest)

Sobriety Date (the date of first day 100% without drugs or alcohol): \_\_\_\_\_

Probation Officer: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Attorney: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Employment: \_\_\_\_\_ Phone Number: \_\_\_\_\_

AA/NA Sponsor: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Counselor: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Doctor: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Marital Status:      Single \_\_\_\_\_      Married \_\_\_\_\_      Separated \_\_\_\_\_      Divorced \_\_\_\_\_

Prior Treatment facilities or centers: \_\_\_\_\_

\_\_\_\_\_

Criminal Record:

\_\_\_\_\_

Do you have **any** mental health issues or diagnosis? Y/N If yes, what: \_\_\_\_\_

\_\_\_\_\_

Do you have **any** physical health/medical issues or disabilities? Y/N If yes, what: \_\_\_\_\_

\_\_\_\_\_

Have you been prescribed any medications within 6 months: Y/N

List **ALL** medications you are currently taking and last date taken

- |          |                   |
|----------|-------------------|
| 1. _____ | Last taken: _____ |
| 2. _____ | Last taken: _____ |
| 3. _____ | Last taken: _____ |

Are you required to register for **any** purpose? Y/N      If yes, why: \_\_\_\_\_

Are there any Restraining Orders against you or by you? Y/N

Who: \_\_\_\_\_      Relationship: \_\_\_\_\_

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**For office use, only:**

Date of discharge: \_\_\_/\_\_\_/\_\_\_

Reason for discharge:

- |   |  |
|---|--|
| <input type="checkbox"/> Positive for Drugs | <input type="checkbox"/> Positive for alcohol    |
| <input type="checkbox"/> Financial          | <input type="checkbox"/> Non-compliance of Rules |
| <input type="checkbox"/> Walk Away          | <input type="checkbox"/> Financial/non-payment   |

Comments:

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