



Legacy House is a sober living home, owned and operated by a Licensed Chemical Dependent Counselor. We are located in the Woodlands/Spring area of North Houston. We offer an ideal and necessary environment for women whose goals include freedom from substance abuse and alternative healthy coping skills and strategies to establish, enhance and maintain recovery. Our home offers a 12 step inspired, faith based program and way of living that requires support group meeting attendance, employment, volunteering, continued education (if applicable), continued attendance to IOP or PHP (if applicable), attendance to all house meetings and recovery related presentations (including relapse prevention) with adherence to all house rules and policy.

Sober Living and Recovery Support for Women

*Resident Handbook*

*House Policies & Procedures*

[*www.legacyhousetx.com*](http://www.legacyhousetx.com)

*LegacyHouseTX@yahoo.com*

*913-963-5210*

*832-540-5649*

In our house, we take the program of recovery very seriously. Your adherence to these guidelines is an indication of your attitude toward long-term recovery. By adopting the structure of our program, you will enjoy seeing your life change in many positive ways.

Upon arrival you will be breathalyzed and must give a UA. All things will be searched and gone through. Please limit the amount of clothes, shoes and accessories for your stay, there is limited room. Clutter is not compliant to sober living. After intake and completed paperwork and all your things have been thoroughly checked you will be asked to put everything away. You will have 3 hours from the time of completed admission to unpack and put everything where it belongs along with luggage in the garage.

* No television or sleeping between 9:00 A.M. and 4:30 P.M. Monday thru Friday unless you have a day off from a full-time job (32+ hours). Must be approved by Legacy management.
* Sunday –Thursday, curfew is 10:00 PM. Everyone must be showered, nightly medication taken and in rooms by 10:30 PM. All lights and electronic devices turned off at 11:00 PM, including laptops & cell phones etc. Friday and Saturday nights curfew is MIDNIGHT. You must be showered, nightly meds taken and in rooms by 12:30! Lights out including laptops & cell phones at 1:00 A.M. If your roommate has to wake up early for work you must be mindful of their schedule and them having to go to bed earlier. Be considerate and do your best not to wake them when you enter room and head for bed. If there is continuous disturbance regarding your roommate sleep than that can and will result in consequences.
* Turn off the TV, and bedroom / common area lights, ceiling fans and other appliances when not in use.
* If a resident is absent and unresponsive to contacts for 24 hours, that resident is considered to have relapsed and will be expelled.
* No internet gambling or illegal downloading. No porn.
* No theft on or off premises! You may be asked to supply us with a receipt of purchased items at any time. Failure to do so will imply guilt and action will be taken accordingly.
* Laundry must be done on assigned laundry day/time
* Residence must sign in and out at all times
* Schedule must be filled out every Sunday for the week on the whiteboard
* House will provide breakfast food that must be eaten for breakfast only. Everyone is responsible their lunch, dinner and snacks. Every resident is responsible to cook one meal every two weeks at their own expense. Days on cooking and rotation can change with the discussion among the house. Also, bottle water is to be purchased by residents in a weekly rotation, or as needed, everyone will contribute.
* We will offer morning meditation M-F at 7:45 AM all must participate, it will last 10-15 minutes.

**NO CANDLES OR INCENSE IN BEDROOMS. NO WEAPONS. Keep your cash on you at all times.**

House Rules:

## Curfew

Sunday -Thursday – 10:00 P.M.

Friday and Saturday 12:00 P.M.

Weekly house meetings from 5:45 P.M. – 8:00P.M on Mondays which are Mandatory (dinner will be provided by house).

Weekday curfew adjustments are only considered for approval if it’s a job requirement. You cannot intentionally schedule yourself for a late shift. It must be out of necessity by employer. If are running late you must notify house manager. If being late becomes an issue privileges will be taken away.

***Passes***

***Passes must be turned in 48 hours before the time you leave!!***

Passes will be granted on **Case by Case** basis and will be approved on importance of the pass and behavior of resident. Passes are a privilege. What is good for one person is not good for another. They can and will be denied if house rules are not being followed. Passes must have location and name of person or persons you will be with along with a phone number. Emergency passes may be granted upon program directors and house manager’s discretion.

Residents will always submit to a drug screen/breathalyzer upon return from a night away from house.

Typically passes are for weekends, again, passes are all **CASE BY CASE**.

We strongly suggest that anyone who is in their first year of recovery withstand from developing new intimate/sexual relationships. This is not conducive to your recovery.

##  12 Step Meeting Attendance

## We require five 12 step support group meetings per week during first 90 days, Monday night house meeting can count as one, as we will utilize the first hour of meeting as a process/support group. You can attend various types of 12 step meetings: AA, NA, Celebrate Recovery, etc... You will be supplied with a list of local meeting times and locations. If you are currently attending IOP or PHP you will attend the specified number of meetings that your particular program requires. Upon completion of 90 days stay we require 4 meetings per week (with weekly house meeting counting as one).

## Wake Up

* Monday thru Friday, wake-up is 7:30 AM
* You are allowed to sleep in (till 10:00 AM) 2 days per week total (Sunday to Saturday); if you work weekends your chosen weekday(s) to sleep in must be noted on the house calendar.
* You should be dressed for the day by 8:30 A.M and 10:30 A.M. on sleep in days.
* Weekly and daily chores are to be completed by 10:00AM or prior to you leaving home in the morning.
* ALL BEDS MUST BE MADE EVERY DAY. YOU HAVE ONE HOUR AFTER WAKE UP TO HAVE YOUR BED MADE.
* MUST BE READY FOR MORNING MEDITATION AT 7:45 AM IN THE MEDITATION AREA. If you are not up and ready you will be considered late. This will result in consequences.

***Work***

You are given two weeks to find employment upon entering house. We reside in an ideal location and have many options available for jobs in close proximity to house. If you don’t find employment, you must participate in verified community service for a minimum of 24-32 hours per week. If for any reason you become unemployed community service must begin within 3 working days. Please do not quit a job without securing another job first. You must be working, volunteering, working out, and attending meetings, therapy, IOP or PHP during the day. **(if you are enrolled in PHP, you are not required to work simultaneously)** There is no reason for you to be at the house during the day unless you work a night shift.

***Chores***

Each house member is assigned a daily chore and a weekly chore. There will also be weekend chores assigned. Must do chores thoroughly and will be asked to redo if not done to standards.Please sign off on chore and the house manager will approve it.

Each house member is responsible for picking up their own belongings. Do not leave anything laying around including your water bottles. Please respect your house mates. EVERYTHING HAS A PLACE. IF YOU ARE UNSURE ABOUT WHERE SOMETHING GOES PLEASE ASK HOUSE MANAGER FOR HELP.

We carry our own weight. If not, we may be asked to leave. CLEAN UP AFTER YOURSELF!!

Beds are to be made properly every morning upon awakening. Bedroom are to be kept neat and clean. Take initiative in keeping things tidy and organized…this is a life skill that equates to a clearer mind and more productive day. No more than 3 personal items on your bedside table at all times.

Eating is allowed in the commons area only (at kitchen bar, on TV trays or outdoor living spaces) ABSOLUTELY NO EATING IN BEDROOMS. Clean up all dishes, cookware, silverware and anything else you eat. Do not leave dishes in sink. Either wash, dry and put away or place in dish washer.

All of your personal laundry must be washed, dried and put away on your designated laundry day/time. You are not allowed to do your laundry at any given time. (This would create confusion and lost laundry items). SHEETS AND TOWLES MUST BE WASHED WEEKLY

**Hygiene-** Taking care of yourself is a must in this house!! As a resident in this house you must shower every day, Hair must be washed at least every three days!! Must wear deodorant, wash hands and have good hygiene habits.

**Feminine Products-** Please Roll up used tampons, pads and discard them properly/lady like to show respect for other residents. DO NOT FLUSH TAMPONS OR PADS DOWN THE TOILET!! If a plumbing issue occurs due to the carelessness of your actions you will be financially responsible for the damage.

**Chores will be assigned on a weekly basis and posted on dry board by House Manager**. Chores assignments will change on a weekly basis and be reassigned every Sunday and gone over every Monday night at House Meeting. Chores will be inspected at any given time. Be on top of your game. If chores are neglected you will be given a verbal warning and it will be addressed by you and your housemates during weekly meeting. If you continue to neglect your chores (2nd strike) a write up will occur and you will lose privileges (privileges may include use of your phone, TV, passes, etc.) 3rd infraction of chore responsibility can result in you being asked to leave or behavioral contract based on severity of rule infraction, how long you have resided in house and your attitude.

## Guests/Visitation

* Visitation day/times are Saturday 10:00A.M. to 10:00 P.M. and Sunday 10:00 A.M. to 4:00 P.M.
* ALL VISITATIONS MUST BE PRE-APPROVED BY HOUSE MANAGER OR HOUSE MANAGEMENT: THIS INCLUDES PROGRAM DIRECTOR AND/OR OWNER/OPERATOR OF LEGACY HOUSE. WE LIVE IN A SMALL HOUSE SO NOT EVERYONE WILL BE ABLE TO HAVE UNLIMITED AMOUNTS OF VISITORS DURING VISITATION. WE WILL DO OUR BEST TO MAKE IT FAIR AND ACCOMMADATE ALL.
* Visitors are not allowed to eat food that is purchased for house members or residents. If you and your visitors do plan on eating at house you will probably have to utilize outdoor table.
* Visitors are allowed in the common areas ONLY
* Common Areas include: backyard and living room
* Alumni are welcome at all times, including house meetings.
* No children under 18 in the house without their parent.

**NO ACTIVE ADDICTS OR ALCOHOLICS ARE ALLOWED ON THE PREMISES AT ANY TIME!!!**

**There will be no fraternizing, hanging out with anyone whom you know is using/drinking. This is detrimental to your recovery. When we find put there will be severe consequences!!**

## Medications

It is important to take medication as prescribed, and ensure timely refills so you don’t run out. Not taking meds correctly, i.e., consuming less or more than directed, can cause major mood swings. **We are not doctors**. Adjusting or changing our own medication is “self-medicating”. Sharing of prescribed meds is grounds for expulsion of all parties involved. Any changes to your meds including type, dosage or quantity must be reported to the house manager ***before*** you begin the medication and the change must be recorded on your med sheet. Certain medications are not allowed in the house except with prior approval on a case by case basis. See list of prohibited meds. Days of the week” pill cases are to be used & pill bottles stored in lockers. Pill counts can be performed at any time. Over the counter meds must be approved by the house manager. No pseudoephedrine. If it is determined during a pill count that you are mismanaging your medications or taking more than you are prescribed you may be expelled, based on the situation this could be interpreted as a relapse. TAKE YOUR MEDS AS PRESCRIBED!! ALL PILLS MUST STAY IN ORIGINAL CONTAINER FROM PHARMACY WITH A CURRENT DATE, IT WILL BE CHECKED.

**NO PRODUCTS CONTAINING ALCOHOL ARE ALLOWED IN THE HOUSE, INCLUDING KOMBUCHA. NO CBD OF ANY KIND NATURAL OR NOT, YOU WILL FAIL A DRUG SCREEN.**

##  House Meetings/Process Groups

House Meetings/Process Groups are mandatory and are facilitated by homeowner: Kim Livesay, LCDC. WE will first hold a house meeting to establish how the house is doing and what improvements if any need to be made as well as any issues that may need to be discussed and vented. Progress Sheets are located in the dining room and must be filled out thoroughly prior to starting the meeting. House meeting will last anywhere from 30 minutes to an hour, we will then move into a process group to discuss various recovery related topics. Dinner for all residents will be supplied at no additional cost to residents. The ONLY valid excuse for missing a house meeting is a work emergency or medical emergency, and the absence must be approved by the house manager. If a resident shares personal inventory details with you or with the group, confidentiality is a boundary to be observed by all, unless the information pertains to harming themselves, someone else or if they’ve relapsed.

Any member has the right to call an ***emergency meeting***. If you feel something needs to be addressed immediately you may call one. Emergency meetings usually pertain to a relapse situation or a heavy confrontation. A majority of the house members **OR** the house manager must be present. The full house membership and manager must be present if the meeting pertains to a possible vote for an expulsion.

**Meeting protocol.** There will be: no lying down, no eating, no cell phone use and put ringer on silent, no leaving the meeting except to use the restroom.

***Drug Screens/Breathalyzer***

Expect to be drug screened and breathalyzed often. BEING ASKED TO SUBMIT TO A DRUG SCREEN OR BREATHALYZER DOES NOT INDICATE THAT WE THINK YOU HAVE RELAPSED; IT MEANS THAT WE ARE DOING OUR JOB.

Drug screens and breathalyzing will be random (no rhyme or reason).

If you are selected for a UA, either for a random test or if you are asked for any reason, you are to remain in the common area in the direct presence of the house supervisor on duty and you will be observed when you submit your sample. In the event of a positive test result, you may be asked to leave the house, and the specimen will be sent to a laboratory for conclusive testing using proper chain of custody.

In the event of a positive drug screen or an inconclusive drug screen/faint line. If there is any questionable drug screen then we will bring it to the lab and further testing and levels will be conducted at your own cost. However, if the drug screen comes back negative you will be reimbursed.

 **REFUSAL TO TEST IS AN ADMISSION OF GUILT**

## Disruptive Behavior

Disruptive behavior includes but is not limited to: verbal aggression, repeated infractions of house rules; “old behavior” such as stealing or lying; being in another resident’s room without permission; not performing chores; making noise to the point of bothering others. Generally, disruptive behavior is “conduct inconsistent with recovery-oriented lifestyle for themselves or others”, or that which disrupts the harmony of the house. Ongoing disruptive behavior is grounds for a behavior contract and, ultimately, after opportunities to self-correct, expulsion.

***Confrontation***

As individuals in recovery it is very important to learn to discuss our feelings and concerns. With issues, such as a member slacking on chores, breaking the rules, being negative or otherwise appearing to be in “relapse mode”, you should approach that person either individually or during the house meeting. The basis should always be to help that person to the next level of recovery, as opposed to a negatively attacking them for the level they’re at. Never try to work someone’s program for them, but do not allow their behavior to be disruptive to the house. Do not spread gossip. If another member brings an issue to you about someone else, help them process their feelings then refer them back to the member they’re concerned about, or suggest they bring it to the group and house manager.

## Personal Conduct

## Residents are not permitted to enter any public establishment or forum where illicit drugs are commonly found and/or where the consumption of alcohol is the primary business (51%). This includes night clubs, adult entertainment clubs, dance clubs, or any other kind of club unless accompanied by people in recovery. Must approved by house manager. Residents are not permitted to get any tattoo work done while a resident of the house nor any piercings while a resident of Legacy House, you will be mindful that you are a representative of us while you are out in public, and you will uphold our standard of conduct. No taking nude pictures and posting on social media, will result in behavioral contract.

***Consequences of infractions of rules are:***

1st rule infraction = verbal warning by house mgmt. or group discussion during weekly house meeting.

2nd rule infraction = write up and loss of privilege: phone use, earlier curfew, no visitation, loss of overnight pass, etc.

3rd rule infraction = dismissal/expulsion or behavioral contract depending on rule infraction and house vote.

Do not compare yourselves, your consequences or anything else to others in the program?house. We offer individualized

***Infractions for verbal warning/reminder, write up, behavioral contract or dismissal include but are not limited to the following:***

* Missing weekly house meeting (unexcused)
* Not signing out or signing back in
* Bedroom not maintained
* Food or open drinks in bedrooms
* Disrespecting others or spreading gossip
* Not abiding by curfew, wake up times or bedtimes/lights out times
* Not contributing to House Chores (including cleaning up after yourself in kitchen, common areas, bathrooms, etc.)
* Leaving on lights, fans or other appliances
* Not attending required amount of support group meetings: AA, IOP, PHP
* Sleeping or watching TV during prohibited hours
* If more than three days goes by and you have not secured or are actively searching for employment or volunteer opportunities you will receive verbal warning, 4th day write up, 5th day will be grounds for expulsion/dismissal.
* Letting your dirty laundry pile up by not washing, drying and putting away your laundry on designated laundry day/time.

## Grounds for Expulsion

Any resident who is intoxicated or is discovered to have relapsed while a resident of the house will be expelled. Other grounds for expulsion include:

* Any type of theft or criminal activity in or out of the house. This includes internet gambling!
* Abusing medications as per the house policy stated above.
* ZERO drama policy. This is a house of recovery. We should be acting recovered.
* Using over-the-counter herbs or compounds that may be mind, or mood altering.
* Physical aggression of any kind or destruction of house or personal property.
* Giving out the keypad door code OR copy of key to any non-resident.
* Smoking in the house.
* Unexplained absence / unknown whereabouts / no overnight check-in.
* Any member who knows about but does not report any of the above behaviors can be expelled for **compromising and endangering the integrity of the house.**
* Refusal to submit to UA, breathalyzer testing, or room search

Any resident who is expelled or leaves voluntarily should take their belongings; or they will need to schedule an appointment with staff to pick up their belongings during normal business hours. Personal items should be removed from the house within 3 days. Any remaining articles could be donated to a local charity. A resident expelled for behavioral reasons can petition for re-admission after 2 weeks. In the event of a chemical relapse, resident can petition for re-admission after 30 days, and upon house approval.

## Emergency Contact

In the event of a medical, relapse, or other type of emergency, including departing premises outside of acceptable posted curfew. Legacy House will reach out to the below contact to inform them of the event.

**Primary Contact**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(First name) (Middle Initial) (Last Name)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_

(Address) (City, State) (Zip)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Home Phone) (Cell Phone) (Relationship to Resident)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Signature of Resident) (Date)

**Secondary Contact** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (First Name) (Middle Initial) (Last Name)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Home Phone) (Cell Phone) (Relationship to Resident)

**Preferred Doctor** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(name) (phone)

**Preferred Hospital**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(name) (phone)

**Insurance Provider** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(name) (phone)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Policy Holder Name) (Policy Number)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Subscriber Number)

**Special Instructions/Allergies/ Medical Conditions:**

**Have you had a flu shot in the last year? YES/NO If yes, then when was your last flu shot?**



I have received and understand the house operations and rules as provided and explained to me. The Financial Agreement will be set on a monthly basis and automatically renews each month, with a 14-day notice of termination by resident that coincides with the end of a residency period. Resident hereby agrees to no notice of termination for eviction pursuant to Texas Property Code Title 8, Chapter 91, Section 91.001(e). RESIDENT UNDERSTANDS AND AGREES THAT RESIDENCE IN THIS SOBER LIVERAG RECOVERY HOME UNDER THIS AGREEMENT EXCLUDES RESIDENT FROM NORMAL DUE PROCESS AFFORDED BY LOCAL LANDLORD- TENENT LAWS. IF RESIDENT IS EVICTED, RESIDENT MUST VACATE THE PREMISES IMMEDIATELY.

I hereby agree to observe strict confidentiality with regard to the residency of other individuals within the house. IN WITNESS WHEREOF, the parties have caused this Agreement to be executed this day and year below.

Resident Signature Date

Legacy House, Representative Date

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Witness Date