



Inner Glow Sober Living Mission Statement

Our mission is to assist women on the path of recovery by providing a structured, caring home where they can obtain lasting life skills while learning to be accountable to themselves and others.

Core Values

Accountability

Honesty

Good Humor

Courage

Service to Others



Inner Glow Sober Living Handbook

Phase Description

Phase 1A (Entry to 14 days)

Requirements:

- Curfew- Be home by 9:30PM Sunday through Saturday.
- No overnight passes until after 14 days of residence.
- Return to or obtain employment, enroll in continuing education, and/or maintain 20 hours a week volunteer position within 14 days of move in.
- Attend a minimum of 4 12-Step meetings a week.
- Obtain sponsorship within 7 days, and meet at least once weekly, in person.
- Attend the weekly house meeting and provide meeting/sponsorship status.
- If coming from a treatment facility, have a discharge plan that will include an Intensive Outpatient Program (IOP) or alternative aftercare plan.
- Submit weekly drug screens and random screening at the House Manager's discretion to ensure the health and integrity of our home.

Phase 1B (15 days to 30 days)

Requirements:

- Curfew- Be home by 10:30PM Sunday through Thursday and 11:00PM Friday and Saturday.
- After 14 days, residents may have one-night stays outside of the house until Phase 2.
- Employed, enrolled in continuing education, and/or maintaining 20 hours a week volunteer position.
- Attend a minimum of 4 12-Step meetings a week.
- Have a sponsor and meet at least once weekly, in person.
- Attend the weekly house meeting and provide meeting/sponsorship status.
- Submit weekly drug screens and random screening at the House Manager's discretion to ensure the health and integrity of our home.



Phase 2 (31 days to 90 days)

Requirements:

- Curfew- Be home by 10:30PM Sunday through Thursday and 11:30PM Friday and Saturday.
- Have steady employment, school, or volunteer work prior to this phase and have and continue to show proof to the House Manager.
- Have completed Step 4 and actively meeting with a sponsor on a weekly basis.
- Attend at least 4 12-Step meetings a week.
- Overnight passes at 31 days can be 2 consecutive nights.
- Overnight passes at 50 days can be 3 consecutive nights.
- Submit a drug screen after returning from overnight pass.
- Submit weekly drug screens and random screening at the House Manager's discretion to ensure the health and integrity of our home.

Phase 3 (91 days and on)

Requirements:

- Have steady employment, school, or volunteer work prior to this phase and have and continue to show proof to the House Manager.
- Keep in contact with the House Manager if you will be later than your normal pattern.
- Have completed or be working on Step 9 and actively meeting with a sponsor on a weekly basis.
- Attend at least 3 12-Step meetings a week.
- Overnight passes can be 4 consecutive nights.

Accountability Phase

- Have steady employment, school, or volunteer work prior to this phase and have and continue to show proof to the House Manager.
- Daily breathalyzers and possible drug testing (extra charge to resident for drug test).
- Curfew is 9:30PM.
- Actively working with a sponsor.
- Attend 1 12-Step meeting a day for period of accountability.
- No overnight passes.



Home Rules, Requirements, Procedures, and Enrollment Agreement

This Enrollment Agreement (“Agreement”) is entered into on the date written below by and between Inner Glow Sober Living (“IGSL”) and _____ (referred to herein as “You”, “Resident”, or “Enrollee”)

Section 1- Prospective Enrollees

1.1 Qualifications- To be considered for admittance, prospective enrollees shall possess all or some of the following:

- You have successfully completed your residency at an authorized drug and alcohol treatment center.
- Have a desire to stay sober.
- The ability to get along with others.
- The agreement to abide by all house rules.
- Have a willingness and heartfelt desire to work the 12 Step Program.
- The ability to meet the financial requirements.

Section 2- Enrollment Requirements

2.1 You agree to not drink alcohol or use any illicit drugs while living in the household.

2.2 You agree to not have any alcohol, illegal drugs, or drug paraphernalia on the property at any time.

2.3 Ability to pass a drug and/or alcohol test and agree to submit to a weekly and/or random screenings.

2.4 You agree to continue working a 12-Step program by attending a minimum of 4 meetings a week in addition to an Accountability House Meeting and will work a program of recovery with a sponsor. Resident must find a 12 Step sponsor within 7 days of moving into the house (a temporary sponsor is not acceptable).

2.5 You will respect the rights, views, and property of other enrollees.

2.6 You agree to contribute to the cleanliness of the house by doing your chores and picking up after yourself, including but not limited to personal space.

2.7 Ability and agreement to pay the IGSL resident fees.



2.8 You agree to take prescription medications as prescribed and be in good medical health. House management must be aware of all prescription medications upon arrival and any changes during your stay. Prescription medication cannot be on the prohibited list. Upon receiving a new prescription or refill, residents are required to send a picture of the medication packaging to the House Manager. IGSL is not responsible for any transfer of communicable diseases and asks that every resident be mindful of the transfer of pathogens.

2.9 All residents are required to obtain employment, enroll in continuing education, and/or maintain 20 hours a week volunteer position.

2.10 You agree to abide by all the house rules.

Section 3- House Rules and Expectations

Violation of some house rules will result in immediate eviction and will be notated as “Zero Tolerance.”

3.1 Substance policy- alcohol, prohibited prescribed or non-prescribed drugs are strictly prohibited. Any resident who is found to have used, is under the influence of, or in possession of alcohol or illegal drugs will be required to move out immediately and vacate the premises, forfeiting monthly fees and deposits. **(ZERO TOLERANCE)**

3.2 If a resident is determined to be unsafe to self or others, they will be deferred to the proper authorities i.e. if they are dangerously intoxicated or are having a suspected overdose, they will be deferred to the local hospital, via EMS (resident responsible for all medical costs). Police will be contacted if a resident leaves the property operating a vehicle.

3.3 All residents are subject to random drug screens and/or room searches and herein authorize House management to conduct them. Under no circumstances shall a resident who is under the influence of substances be allowed in the house. If such is the case, it is hereby agreed that IGSL will unilaterally terminate this agreement and Resident will be required to leave the property. When sober, the Resident can arrange with the House Manager to retrieve their personal property.

3.4 Manager reserves the right to change or make additions to the house rules at any time. Manager also has the right to interpret and apply the rules at their own discretion.

3.5 Prescription Drug Policy- All prescription and over-the-counter medications being taken must be disclosed to the House Manager. It is the Resident’s responsibility to notify the House Manager when there



is a change to their medications. If a resident is prescribed psychotropic medications, the resident must continue taking them to stay in the house. Prescription medications must be taken in the dosage and frequency as prescribed and/or in accordance with doctor's orders. Abuse of medication will be considered a relapse. Taking or possessing prescription drugs that are prescribed to someone else is prohibited. All medications must be located in a lock-box at all times and placed out of sight of other residents. **(ZERO TOLERANCE)**

3.6 Violence- Violence or threats of violence will result in automatic eviction. **(ZERO TOLERANCE)**

3.7 While respectful arguments between residents are not prohibited, all yelling, cursing, and disruptive behavior is prohibited.

3.8 Curfew- Curfews must be followed unless other arrangements are made in advance, via text message, with the House Manager. Residents are expected to text the House Manager when they are in for the evening. If a Resident texts after their curfew, even if they were on property, the Resident will be placed on accountability.

3.9 Theft- Residents are expected to act like responsible adults. Stealing is unacceptable in any form, including "borrowing" food. Personal property in a common area is still considered personal property, although it is expected that all residents keep their belongings in their personal space.

3.10 The living room, dining room, kitchen, and yards are common areas. Rules of common courtesy, respect, cleanliness, and cooperation are expected. Content of conversation and language must be appropriate at all times in the common areas.

3.11 All emergencies and extenuating circumstances must be immediately reported to the House Manager.

3.12 Residents must attend a minimum of four 12-Step meetings per week in addition to an Accountability House Meeting. They must be actively working on their steps with a sponsor. Meeting verification sheets are due at the beginning of each house meeting. Sponsor contact information must be provided to the House Manager upon move-in/retainment.

3.13 Quiet Hours- Quiet hours in the house are 10PM to 7AM Sunday through Thursday, and 11PM to 8AM Friday and Saturday. Quiet hours require the living room TV to be turned down, no loud conversations, music, or sounds.



3.14 TVs- The house TV shall be set to the channel that most viewers prefer. Personal TVs/stereos are allowed in bedrooms and must fit on top of a single dresser. All roommates must agree upon having a TV and when it will be used. TVs are required to be turned off during quiet hours, UNLESS all roommates agree to have it on.

3.15 Computers/tablets- Electronics are permitted and may be played outside of the bedroom with headphones or inside the bedroom with roommate's permission. IGSL is not responsible for damage or loss in any way for personal electronics brought into the house.

3.16 House Meetings- Participation in the weekly house meeting is mandatory. Additional meetings may be called when warranted. Acceptable reasons for excused absences are being hospitalized or having a health emergency. In the instance of an absence, residents must inform the House Manager BEFORE the meeting begins.

3.17 Cleaning- A list of chores will be posted each Wednesday in the morning. Residents are expected to complete chores by 9PM on Wednesdays and Sundays. House Manager will check off chore for each resident. Residents are expected to keep their personal space clean and pick up after themselves in the common areas. Appliances are to be cleaned thoroughly after each use. Dishes, cups, and utensils are to be washed, dried, and put away immediately after use.

3.18 Bedrooms- Residents are expected to keep their rooms clean and tidy at all times. Beds must be made each morning. Only those residing in a given room and the House Manager may enter that room. The House Manager has the right to enter any room at any time. Food may not be stored or consumed in bedrooms. Any drinks must be in a closed container.

3.19 Common Areas- No resident shall move furniture, try to fix appliances, change ceiling light bulbs, or remove property from common areas. In addition, no resident shall add to existing decor in common areas. All changes must be approved by House Manager.

3.20 Lewd Conduct or Materials- No pornography or sexual activity on premise at any time or for any reason. This may include conversations between residents within earshot of non-participating parties. **(ZERO TOLERANCE)**

3.21 Guest Policy- Non-resident visitors are welcome and are the sole responsibility of the resident. If it is determined that a guest is under the influence or violates any of the house expectations, the resident will be evicted immediately. The comfort or safety of the house takes priority above all else. Visitors must stay in the



common areas (NO EXCEPTIONS). Sponsors and supportive network are welcome but must remain in common areas. House Manager can bring prospective residents to tour the house at any time.

3.22 Smoking Policy- Smoking is not allowed inside the house at any time. Smoking is allowed outside, on the back porch ONLY. Butts are to be disposed of in the proper container (provided). Smoking anywhere besides the back porch may result in immediate eviction.

3.23 Infractions- An infraction will occur when Resident is on accountability and breaks another rule/expectation. After 6 infractions, Resident will be required to vacate the premises. Infractions will be written and documented.

3.24 Eviction- Resident can be asked to vacate premises for violation of zero tolerance rules or after six infractions of other rules. Rent will not be refunded in case of eviction.

3.25 Wake Up- Resident will be up and out of bed by 9AM Monday-Friday, with no rule set for Saturday and Sunday. This might be altered due to individual schedules. House Manager will assess individual needs and make alterations if necessary.

3.26 Job Search- Resident will begin active job or volunteer search by 10:45AM and return no earlier than 2PM. Resident will have 14 days to be gainfully employed or to secure a volunteer position. Resident will meet a minimum requirement of 20 hours a week between work, school, or volunteering. Residents who are employed, volunteering, or in school are allowed to come and go from premises during job search hours. Residents that are actively searching may return to the house during the day only for job/service search-related issues.

3.27 Sponsor- Resident must acquire a sponsor within 7 days. Resident must provide sponsor name and phone number to House Manager. Resident will meet with sponsor once a week.

3.28 Communication- Constant communication between resident and House Manager is encouraged to track goals and assess struggles. If a resident has an issue or concern within the house and does not communicate with the House Manager, then they forfeit the right to complain that nothing has been done to resolve an issue.

3.29 Clothing/Hygiene- Residents are expected to maintain their own laundry care as well as their personal care. Living in close proximity requires that residents are respectful of their housemates.



3.30 Candles/Incense- No candles or incense may be lit at any time in any part of the house. **(ZERO TOLERANCE)**

Section 4- Policy/Guidelines/Procedures

4.1 Chain-of-Command- All Resident questions, comments, concerns are to be directed to the House Manager.

4.2 Exceptions to Curfew- Overnight passes may be granted at the discretion of the House Manager if the following criteria are met: Resident has lived at the house for more than 14 days. Resident is actively working with a sponsor. Resident is current on rent. Resident has made arrangements to have her chore covered while away.

4.3 Maximum Stay/Moving- There are no enforceable timelines for time spent in the house, although the “suggested” maximum stay is 1 year and the minimum “suggested” stay is 3 months. To remain in good standing, residents must give a two week move-out notice. Resident may move to a different bed or room, upon discussion with House Manager.

4.4 Abandoned Property- Personal belongings abandoned by residents become the property of the House. After 2 weeks, the items will be donated. All perishable goods will be discarded 24 hours after resident leaves. Arrangements will be made with the House Manager to pick up personal belongings.

4.5 Valuables- IGSL is not responsible for resident’s personal property. Bringing valuables into the house is at the resident’s own risk.

4.6 Emergencies- The police should only be called in the case of real emergencies. Call 911 for medical emergencies. The House Manager should be notified immediately if emergency services are called.

4.7 Mail Etiquette- Opening mail addressed to another person is a federal offense and a violation of house rules. All mail received in the mailbox will be placed in the mail tray. Resident must acknowledge and agree upon signing contract that receiving mail at property does not establish residency.

4.8 Computer Etiquette- Rules of common courtesy apply. No resident shall monopolize the computer. The computer shall not be used for pornography or any illegal activities.

4.8 Events- Periodic events may be hosted by the House. These can include barbeques, holiday dinners, campouts, etc.

4.9 No additional pets allowed.



4.10 Rent- The resident alone is responsible for rent and all fees. If Resident has an arrangement with anyone else to pay their rent/fees, that is at the Resident's discretion and all monetary talks will be with the Resident and the Resident alone. The move in fee is \$150 and weekly rent is \$130. Payment must be received to secure a bed. IGSL has the right to adjust resident fees with a 30-day notice given to all residents. This will be a decision that is applied to ALL residents. This change would be based on costs of living and expense increases. \$25.00 late fees can apply.

4.11 Relapse- A resident who relapses (uses alcohol or drugs, abuses prescription) will have to vacate the premises immediately. It will be up to IGSL to determine if resident shall be allowed to move back in after an extended stay outside of the residence. **(ZERO TOLERANCE)**

4.12 Confidentiality- The House expects the same rules of confidentiality from residents as are set forth in the Big Book of AA.

4.13 You Are Not a Tenant- You understand that you are living in the house as a resident, NOT a tenant renting space on the premises. Resident agrees that they have no tenant rights under the law and they agree not to assert any tenant rights.

Section 5- Indemnification

5.1 Indemnification- Except for IGSL willful misconduct or gross negligence, IGSL shall not be liable for any damage, loss, or injury of or to Resident, Resident's family, guests, invitees, agents or employees or to any other person entering the premises or any building that is a part of or lies upon the premises. Or to personal goods or equipment of the structure of which the premises are a part, and Resident hereby agrees to indemnify, defend and hold IGSL harmless from any and all claims or assertions of every kind and nature. This indemnification includes, but is not limited to, any damage or injury which may be incurred by Resident, Resident's family, guest, invitees, agents or employees or to any other person for damage or injuries that arise from any contact, attack, or interaction from or with any animals, domestic or wild, whether such damage or injury occurs on the premises or off, and Resident agrees to hold IGSL harmless from any and all claims or assertions of every kind and nature for any damage or injury Resident attributes to any absence or failure of fencing that might be on or surrounding the premises. You agree IGSL shall not be held liable or responsible for loss or damage to personal possessions or valuables, or any injury, bodily harm caused by any other resident, or otherwise.

5.2 Governing Law- This Agreement shall be governed, construed and interpreted by, through and under the laws of the State of Texas.

5.3 Severability- If any provision of this Agreement or the application thereof shall, for any reason and to any extent, be invalid or unenforceable, neither the remainder of this Agreement nor the application of the



provision to other persons, entities or circumstances shall be affected thereby, but instead shall be enforced to the maximum extent permitted by law.

5.4 Binding Effect- The covenants, obligations, and conditions herein contained shall be binding on and insure to the benefit of the heirs, legal representatives, and assigns of the parties hereto.

5.5 Descriptive Headings- The descriptive headings used herein are for convenience of reference only and they are not intended to have any effect whatsoever in determining the rights or obligations of IGSL or Enrollee.

5.6 Construction- The pronouns used herein shall include, where appropriate, either gender or both, singular and plural.

5.7 Non-Waiver- No indulgence, waiver, or election or non-election by IGSL under this agreement shall affect Enrollee's duties and liabilities hereunder.

5.8 Entire Agreement- This Agreement constitutes the entire agreement and understanding of the parties hereto and shall supersede all previous agreements and understandings, whether oral or written, with respect to the matters set forth herein. No provision of this Agreement may be amended, modified or waived, except in a writing signed by all the parties hereto.

Acknowledgement of Risk and Hold Harmless Agreement

I hereby acknowledge that I have voluntarily chosen to enroll in and use the programs and services of Inner Glow Sober Living, and for the purpose of this Acknowledgement of Risk and Hold Harmless Agreement, its affiliates including Inner Glow Sober Living, officers, home owners, directors, employees, stockholders, and agents. The activities of the IGSL services and programs will include, but are not limited to, my voluntary compliance to the rules of IGSL (hereinafter called "Activity" or "Activities").

I understand the risks involved in all the Activities. I recognize that each Activity related to my enrollment in the IGSL programs, may invoke risk of injury, potential job loss, the disruption of personal relationships and other known and unknown risks that are beyond the control of the program and or its members. I agree to accept any and all risks associated with my participation in all IGSL programs and Activities, including but not limited to property damage or loss, minor bodily injury, potential relapse, serious

bodily injury or death. I further recognize that my failure to fully participate, for any reason, in the Activities and services as a result of my voluntary discontinuation or suspension of the services agreed to, herein,



may result in substantial financial losses and severe relapse, which could lead to serious health issues, potential arrest due to alcohol/drug use, a deeper progression of my disease and/or death and injury or impairment to other aspects of the body, general health, and well-being. I also understand that my participation in the Activities involve risks incidental thereto, including but not limited to, travel to and from events, practices, classes, any actions caused by any other enrollee, including theft of personal possessions or bodily injury to me or my invitees. I am voluntarily participating in the Activities with the knowledge of the known risks and that unknown risks may be involved and hereby agree to accept any and all inherent risk of property damage, relapse, bodily injury or death.

Further, I herein agree that all paragraphs, sections, clauses and language stated in this Acknowledgement of Risk and Hold Harmless Agreement shall also completely release and hold IGSL harmless in the event of any error or omission related to the program provided or provided by third party providers.

I further recognize that the risks covered by this Agreement may arise from, but are not limited to, the following circumstances:

- **Use of Drugs or Alcohol:** Any use of alcohol or abuse of legal or illegal drugs could result in death or serious impairment to aspects of an Enrollee's general health and well-being.
- **False Substance Testing Results:** I agree and understand that false negative or false positive results may occasionally occur, including errors and omissions of any kind, and I agree not to hold IGSL liable in the event that such events occur.
- **Sports:** Physical contact with other participants or playing surface, equipment failure, any accident or mishap whatsoever involving activities, reckless conduct of other players, failure to follow game rules, improper coaching, and personal poor technique.
- **Steps and Stairs:** Slips and falls from the daily use of stairways, steps, and walkways in or otherwise located on or off the premises.
- **Beds:** Any accident, fall, or injury caused or arising from the use of furniture, including beds.
- **Work Ethic:** Working in the kitchen while using hot ovens, stoves, kitchen knives, and other potentially dangerous equipment and while working out of doors using landscaping and other maintenance equipment. Failure to follow rules and improper use of equipment or improper technique.
- **Unauthorized Use of Drugs or Alcohol:** Any use of alcohol or illegal drugs could result in death or serious impairment to aspects of a Resident's general health and well-being.
- **Activities Outside the Property:** Accidents involving travelling in a vehicle to and from a destination, pedestrian accidents, any other accident or occurrence or the reckless conduct of others or yourself that takes place outside the IGSL property or on any other property or in any vehicle.
- **My Own Reckless Conduct:** I understand that my own reckless or irresponsible conduct may also result in unforeseen serious injury or death.
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- **Unknown Physical Condition:** Disability or sudden death may occur at any time as a result of medical conditions that are unknown before participation in any IGSL program. I understand there are other risks not described above, not currently known to me, IGSL, or any others and are not reasonably foreseeable at this time that are associated with the activities. However, I acknowledge and accept all those unknown risks as well.

In consideration of my participation in any of the activities of any IGSL program, and to the fullest extent permitted by law, I hereby expressly agree to indemnify, defend, and hold harmless INNER GLOW SOBER LIVING, its officers, directors, employees, agents, affiliates, volunteers, and assigns for any claim arising out of or incident to my participation in any IGSL program, unless claim is paused by the direct and sole gross negligence or willful misconduct of IGSL. I acknowledge that I am in good physical condition to engage in any Activities offered by or through IGSL.

“Claim” as used in this Agreement mean any financial loss, claim, suit, action, damage of any kind, or expense, including but not limited to attorney’s fees, attributable to bodily injury from any cause, sickness, disease, or death, or injury to or destruction of tangible property including loss of use resulting there from. In addition, I hereby voluntarily hold IGSL harmless, its officers, directors, employees, agents, affiliates, volunteers, and assigns from any and all claims, both present and future, that may be made by me, my family, estate, heirs, or assigns.

I further understand that this acknowledgement of risk, release, and hold harmless is intended to be as broad and inclusive as permitted by the laws of the State of Texas, and that if any portion hereof is held invalid, I agree that the balance of this Agreement shall, notwithstanding, continue to be in full legal force and effect.

Confidentiality: The entirety of this Agreement shall remain confidential, unless otherwise required by law.

Governing Law; Exclusive Jurisdiction: This Agreement shall be construed in accordance with and governed by the laws of the State of Texas, without giving effect to its conflict of law principles.

Notice: Any notice or communication related to this Agreement that is permitted or required hereunder shall be in writing and shall be deemed sufficiently given if hand-delivered, sent via email, or mailed by regular USPS mail to the addresses as stated herein, or to such other address as any party to this Agreement may notify the other of writing. The address for Inner Glow Sober Living is 16415 Ledge Oaks, San Antonio, TX 78232.

Entire Agreement: This Agreement shall constitute the entire agreement and understandings, whether oral, electronic, or written, with respect to the matters set forth herein. Any and all representations, if any, made



by IGSL in any form to any party to this Agreement, are strictly contained herein. No provision of this Agreement may be amended, modified or waived, except in a writing signed by all the parties hereto.

Severability: If any term, covenant, condition or provision of this Agreement or the application thereof to any person or circumstance shall, to any extent, be invalid or unenforceable, then the remainder of this Agreement or the application of such term or provision to persons or circumstances other than those as to which it is held invalid or unenforceable shall not be affected thereby; and each term, covenant, condition and provision of this Agreement shall be valid and enforced to the fullest extent permitted by the law.

Waiver of Consequential Damages: In no event shall IGSL be liable to any party to this Agreement whether in contract, warranty, tort (including negligence or strict liability) or otherwise for any special, indirect, incidental or consequential damages of any kind or nature whatsoever. In the event IGSL is found to be liable for any loss or claim after exhausting appeal to the final to the final jurisdiction, then OAS liability shall not exceed and shall be limited to the amount of funds paid to IGSL by the claiming party under this Agreement.

Resident agrees that this acknowledgment of risk, release and hold harmless is effective for as long as they are participating in the Activities, and in any IGSL program.

example



ACKNOWLEDGEMENT OF RISK AND HOLD HARMLESS AGREEMENT

My signature below acknowledges that I have read, understand, and consent to this Agreement and its terms and conditions.

ACCEPTED AND AGREED TO THIS _____ day of _____, 20____.

Resident Name: _____

Resident Signature: _____

IGSL Representative Name: _____

IGSL Representative Signature: _____

1. House Rules, Requirements, Procedures, and Attendant Agreement and Separate Acknowledgement of Risk and Hold Harmless Agreement

Your signature below acknowledges that you have read, fully understand, and hereby consent to the terms and conditions of this Agreement or any changes to said Agreement through the duration of your stay. You also acknowledge that a copy of this Agreement has been made available and has been explained in simple terms you understand.

Resident Name: _____

Resident Signature: _____

IGSL Representative Name: _____

IGSL Representative Signature: _____



Safety Orientation

Personal

- Stay away from unhealthy people and places.
- Stay away from bars, nightclubs, and using friends.
- Minimize your time around those still resentful.

Neighbors/House

- Keep the doors locked at all times.
- Key code must not be given to anyone outside of the house members (including family).
- Information about other residents should always be kept confidential.
- Conversations on the patio and porch need to be appropriate for all ages.
- Please be mindful of other residents while using the common areas.
- Parking must be within property lines. Please let guests know that neighbor parking courtesy is mandatory.
- Please keep the premises looking respectful at all times.
- Smoking permitted ONLY on the back patio. Be responsible for your cigarette trash.

Fire Prevention

- There are smoke and carbon monoxide detectors throughout the house.
 - Location of fire extinguishers:
 - Kitchen counter
 - Downstairs cleaning closet
 - Upstairs cleaning closet
 - Living room
 - Extinguisher Process
 - Only use fire extinguisher if safe to do so. If there is any doubt, leave the premises and then call 911
 - Pull pin
 - Sweep fire area
 - Ensure flames are distinguished
 - Fire escape plan
 - Main exits are the front door, back door, and garage door.

Medications

- Medication must be placed in a lock box and out of sight at all times.

Visitors

- Non-program visitors are welcome to visit but must remain in the common areas and the visit duration must be respectable. Longer visits are possible but need to be cleared during the house meeting.
- Residents are responsible for their visitors and need to ensure the comfort and safety of the house above all else.

Housecare

- Nothing flushed down the toilet except toilet paper or flushable wipes (resident's responsibility to check). Trash can is provided for tampons and sanitary napkins.
- AC filters are changed tri-monthly (we use filters that last 3 months).
- Use Pledge Floor cleaner.
- Any loose tiles need to be reported to the House Manager.
- All issues regarding house problems must be reported to the House Manager immediately.



Safety Orientation Signature

Resident Name: _____

Resident Signature: _____

Date: _____

IGSL Rep Name: _____

IGSL Rep Signature: _____

Date: _____

example



Emergency Medical/Contact Information

This form is to be used for emergency medical use only.

Name: _____

Age: _____

Date of birth: _____

Blood Type: _____

Primary Physician: _____

Physician's Phone #: _____

Physician's Hospital or Clinic Name: _____

Insurance: _____

Allergies: _____

Current medications:

Medical History (major surgeries, contracted diseases, hereditary health problems, etc)

In case of medical emergency, contact:

1) Name: _____

Phone #: _____

2) Name: _____

Phone #: _____

3) Name: _____

Phone #: _____

(Continued on back)



I hereby give my consent for emergency medical treatment:

Resident Name: _____

Resident Signature: _____

Date: _____

IGSL Rep Name: _____

IGSL Rep Signature: _____

Date: _____

example