

STEPPING STONES SUPPORTIVE SERVICES PARTICIPANT LODGER'S AGREEMENT

For Parents. . This agreement is strictly between residents of Stepping Stones Supportive Services and explicitly NOT between the parents and Stepping Stones. Parents are encouraged to read and understand the terms under which their adult children reside in the sober house. Please understand that you are powerless over your children's behavior and that their actions can result in discharge from the program and loss of sobriety/compliance deposit. If you are paying somebody's deposit and lodging fees, please have a preemptive conversation with them about how they will pay you back should their actions lead to discharge and loss of funds. Parents are encouraged to attend Al-anon and to learn the principles of detachment with love.

It is implied that as soon as a resident spends his first night in a Stepping Stones house that he/she is subject to all agreements and house rules applicable to residency and set forth in the following agreements.

The undersigned resident acknowledges, understands and accepts that they are living in an alcohol and drug-free shared housing property owned by Stepping Stones Supportive Services, LLC, a private sober living home provider, and managed by a resident house manager.

The undersigned also acknowledges that residency in a Stepping Stones sober house is in the capacity of lodger's sharing a housing unit and not as a tenants with rights or possession of space exclusively. This is a lodger's agreement and not a lease or landlord/tenant arrangement.

The undersigned also understands and agrees that failure to comply with the Stepping Stones **House Rules and Expectations (attached and included as part of this agreement)**, is grounds for **immediate termination of occupancy. A MANAGEMENT TERMINATION, FOR ANY REASON, WILL RESULT IN THE FORFEITURE OF THE RESIDENT'S COMPLIANCE DEPOSIT AND MONTHLY LODGING/PROGRAM FEES.**

I. FEES, COMMITMENT, TERMINATION:

NEW ENTRY ADMINISTRATIVE FEE: A \$125.00 NON-REFUNDABLE new entry administrative fee is due at the time of entry.

DEPOSIT: A \$500 (\$275 NuWay) sobriety/compliance deposit is due at the time of entry. Deposits will be returned less any deductions (noted below) within 30 days of termination of lodging agreement provided proper notice is given and lodging agreement is not terminated for other reason that warrants loss of deposit per this agreement.

MONTHLY LODGING FEES: \$675.00-\$750.00 monthly lodging fee to be paid on the 1st day of each month. These are lodging fees and as such, Minnesota renters' rebates and other renter protections do not apply.

All payments must be made in the form of money order or check. NO CASH will be accepted. Late fees and lab fees will be deducted from the sobriety/compliance deposit.

DUE DATES/LATE FEES: Lodging fees are due on the 1st of every month. A late fee of \$35.00 will be applied at midnight of the 5th day of the month. **Late fees must be paid with the late lodging fee.** Any late fee not paid at that time, will be deducted from the resident's deposit. In the event that continual late fees or other fees have depleted the deposit, another deposit may be required. Lodging fees not paid by the 10th of the month for the current month can result in dismissal from the program, termination of the lodging agreement and discharge from Stepping Stones.

THREE-MONTH COMMITMENT: A minimum three (3) month commitment (6 MONTHS AT THE WOMAN'S HOUSE) is required. Any resident leaving prior to fulfilling their 3 month commitment or not giving proper notice prior to leaving after their 3 or 6 month commitment will forfeit their deposit.

- **NOTICE TO TERMINATE PROGRAM/LODGING:** After the three-month commitment is fulfilled, a 30-day notice must be given when a resident chooses to leave the program/terminate the lodging agreement. **Failure to provide a 30-day notice will result in forfeiture of the compliance deposit.** Notice must be given on or before the 1st day of the month in which the resident intends to leave. (Example: June 1 for a June 30 move out date; or anytime in May for a June 30 move out date. If a resident plans to leave at the end of the month but gives notice after the first of the month, lodging fees will be expected for the following month or it is agreed that the resident intends to forfeit the deposit. (Example: notice given on the 7th day of June will be treated as early notice to leave at the end of July. Fees for June and July must be paid regardless of whether the resident intends to leave at the end of June, or forfeit the deposit.)
- Generally speaking, 3 things are required for deposit refunds.
- a.) fulfill the 3 or 6 month length of stay commitment
- b.) give proper notice (described above)
- c.) stay sober, do not get discharged early, and abide by all house rules and expectations.
- d.) lab drug test charges (\$80.00 each) and any unpaid late fees (\$35.00/occurrence) will be deducted from deposit refunds.

II. CAUSE FOR IMMEDIATE TERMINATION and removal from any Stepping Stones house shall include, but not be limited to any of the following:

1. **Any relapse, drug use, or possession of banned substances** Any drug use or possession of any alcohol, drugs, or possession of drug paraphernalia, including unauthorized prescription drugs whether in possession of the person or within the living space of the house will result in immediate discharge from Stepping Stones.
2. **Failing a drug test or failure to submit to a drug test:** Management reserves the right to drug test any resident at any time for any reason. **Failure to submit to a drug/alcohol test upon request of the management shall result in immediate discharge from the program. Management reserves the right, at any time, to request that residents take an observed drug test at our contracted lab.** Residents who are asked to go to the lab are expected to show up within 2 hours or if lab hours or work schedule prevents this then they are expected to show up within two hours of work ending or lab opening. In the event of a false positive, suspicion of tampering, or dispute regarding test results, residents will be required, at their own expense, to provide a urine sample to a laboratory of Stepping Stones Supportive Services choosing, for more comprehensive screening. **Lab charges of \$80.00 for each UA** will be deducted from the individual's sobriety/compliance deposit.
3. **Threats/weapons:** No weapons of any kind are allowed in the house at any time. Threats, violence, or physical or other abuse toward any resident or manager will not be tolerated. Any threats or violence between residents or a resident and other non-resident(s) can result in police action and immediate dismissal from the program.
4. **Drug dealing of any kind.** (Sharing medication or being in possession of any medication not prescribed is considered drug dealing.)
5. **Damage to property:** Damage to another's personal property or any Stepping Stones property.
6. **Bringing members of opposite sex into a bedroom**

6. **Non-payment of lodging fees.** Failure to maintain a current paid status on any fees associated with living at any Stepping Stones house will result in discharge from the program. Lodging fees are due on the 1st of every month. Late charges in the amount of \$35.00 are applied at midnight of the 5th day of the month and are expected to be paid at the time of the late payment. Lodging fees not collected by the 10th of the month will result in termination of lodging agreement and discharge from the house.
7. **Failure to maintain an active program of recovery.** In addition to those outlined in the "house rules and expectations", failure to complete a treatment plan, or recommended aftercare plan, including IOP, OOP EOP, day treatment or any other treatment or aftercare program will result in discharge. Leaving a treatment program before completion or being discharged from aftercare treatment for non-compliance or attendance will result in dismissal from Stepping Stones programs. (See also, house rules and expectations included with this agreement.) **If you get discharged from day treatment or IOP you will be discharged from the house.**
8. **Failure to follow house rules and meet house expectations.** (See house rules and expectations included with this agreement)
9. **SMOKING:** Absolutely NO SMOKING in any Stepping Stones house. All houses are **non-smoking, including E-Cigarettes, cigars, tobacco pipes or vapors.** All smoking will be done outside. Even in the middle of the night and during the winter months. All cigarette butts must be disposed of properly.
10. **Theft:** Any theft of personal or house property shall result in discharge from house. Use of another resident's toiletries, food or condiments, or other incidentals without express consent of the individual is considered theft. **Stepping Stones is not liable for the theft of personal property.** Each resident is responsible for their own personal property. At no time should any resident go into another resident's space or belongings without express consent of the other resident. (House manager room checks are the exception.)
11. **Other circumstances. Management reserves the right to consider termination of lodging agreement or removal for any reason at his/her discretion.**
12. **Not coming home.** Not coming home and not notifying management of your whereabouts will result in discharge from the program and loss of deposits. However, at the manager's discretion, the first time a resident doesn't come home can be a verbal warning, but the second time will result in discharge. Not coming home automatically triggers a drug test.

- 1.) *If a person is discharged from Stepping Stones all personal property should be taken with them. In the event of immediate discharge, arrangements should be made to collect all personal property and belongings in the next day or two. Personal property not retrieved immediately will be bagged up and stored so that the room can be used for somebody else. Personal property left for more than 10 days will be disposed of. Stepping Stones is not responsible for personal items left after discharge. Take your things with you when you leave.*
- 2.) *This lodger's agreement is not subject to debate. Its interpretation is solely at the discretion of Stepping Stones management.*
- 3.) *I have read the Stepping Stones lodger's agreement and house rules and expectations as outlined above and attached. It is my responsibility to familiarize myself with know, and understand the lodger's agreement and house rules and expectations.*
- 4.) *I understand that management and peers are here to help me follow a program of recovery and to provide a safe, structured, serene, and harmonious living environment.*
- 5.) *I understand that being confronted from a caring point of view on any adverse or undesirable behaviors, actions, or attitudes not deemed conducive to recovery or harmonious communal living is a part of living in a Stepping Stones house.*
- 6.) *I understand that failure to change such behaviors may deem a person unsuitable for communal sober living and will result in discharge and loss of deposits and lodging fees.*

Participant Name (print) _____

Signature _____ Date _____

If applicable, Parent or legal guardian Name (print) _____

Signature _____ Date _____

Stepping Stones Representative/Manager Name (print) _____

Signature _____ Date _____

Release and Hold Harmless Agreement

This Release and Hold Harmless Agreement is executed this _____ day of _____, 20____. Between _____, Participant, and Stepping Stones Supportive Services.

_____ Participant hereby releases, waives, and discharges Stepping Stones Supportive Services, its owners, its officers, employees, or advisors, from all liability to Participant for any and all loss or damage to Participant on account of injury to the Participant or the Participant's personal property, even injury resulting in the death of Participant, while the Participant is participating in any of the activities provided or living in the dwellings owned by the Stepping Stones Supportive Services.

_____ Participant is fully and adequately informed of the nature of the programs in which Participant wishes to participate, and hereby assumes full responsibility for the risk of injuries, whether due to the negligence of Stepping Stones Supportive Services or otherwise, and agrees to indemnify Stepping Stones Supportive Services from any loss, liability, damage, or cost Stepping Stones Supportive Services may incur due to the injuries suffered by Participant. Participant agrees to never institute suit or action against Stepping Stones Supportive Services for damages, cost, expenses, or loss of services resulting from injuries.

_____ Participant releases Stepping Stones Supportive Services from any claim whatsoever on account of first aid, treatment, or service rendered to Participant as a result of injuries.

_____ Participant agrees to be financially liable and responsible for any medical cost related to injuries.

_____ In the event that Participant is a minor or in any way incapacitated, this Release and Hold Harmless Agreement shall be executed by a parent or legal guardian of Participant, and shall be binding upon said parent or legal guardian as well as upon the Participant. Said parent or legal guardian, by the execution hereof, waives all claims in their individual or derivative capacity, as well as claims on behalf of Participant.

_____ By initialing this paragraph, I certify that I am empowered to act on my own behalf or on behalf of Participant.

_____ Participant expressly agrees that this Release and Hold Harmless Agreement be as broad and inclusive as permitted by the laws of the State of Minnesota, and that if any portion hereof is held invalid it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

In witness whereof, this Release and Hold Harmless Agreement is executed in the city of St Paul, the state of Minnesota.

Summary

This is a legal and binding document, please read it very carefully and initial the blank lines – doing so indicates that you have read and understand each statement.

I realize that this sober house to which I am applying for residency has been established in compliance with the conditions of 2036 Federal Anti Drug Act of 1988, P.L. 100-690 as amended which provides that the house require the house residents to:

1. Prohibit all residents from using or possessing any alcohol or illegal mind-altering substances;
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Release and hold harmless agreement cont.

- 2. Expel any resident who violates such prohibition;
- 3. Share household expenses, including the monthly program fees, among residents; and

_____ I have been provided with a copy of, have read and fully understand the rules, regulations and expectations of Stepping Stones Supportive Services.

_____ I am currently of sound mind and not under the influence of any drugs or alcohol;

_____ **I agree that I am a participant in a program and not a tenant. I agree that I am not protected by, nor will I invoke any protections of local landlord tenant laws. If it is found that local landlord tenant law applies, I hereby renounce any rights that I may or may not have relating to same;**

_____ I agree that I will participate in the Stepping Stones Supportive Services Program and will abide by all its rules and regulations;

_____ I specifically agree that if I violate any of the rules and regulations of Stepping Stones Supportive Services I can be expelled from the property and forfeit any rights to my sober deposit and prepaid program fees. I agree that final determination for any disciplinary action will be made by Stepping Stones Supportive Services and may not be appealed;

_____ I agree that if I am expelled from a property owned by Stepping Stones Supportive Services, I forfeit my compliance deposit and prepaid program fees; and;

_____ I agree that if I default on any portion of this contract and Stepping Stones Supportive Services has to go to any court to collect program fees, I am liable in full for the payment of these fees.

I hereby release and hold harmless Stepping Stones Supportive Services, LLC, it's employees and its owner, from any and all lawsuits that may be brought by me, any member of my family and heirs in perpetuity for any tort or action whatsoever.

Program Participant Signature _____	Date _____
Program Participant Signature _____	Move- in Date _____
House Manager Signature _____	Date _____
House Manager Printed Name _____	_____

STEPPING STONES SUPPORTIVE SERVICES

House Rules and Expectations.

Each Member is expected to abide by the following:

1. **Completion of aftercare treatment recommendations.** All residents enrolled in day treatment, IOP, EOP, or any other aftercare treatment programming at the time of admission must complete, with staff approval, that treatment programming. Any resident who unilaterally withdraws or is discharged from said aftercare programming will be deemed unsuitable for living in a stepping stones sober house and subsequently be discharged coincident with their discharge from their aftercare, day treatment, IOP or EOP program. This will result on forfeiture of deposit.
 2. **Maintaining an active program of recovery.**
 - a. Minimum of (3) three outside 12-step meetings per week (including a home group), **one of which must be with other house members.**
 - b. Weekly sponsor contact.
 - c. Weekly service/12 step work.
 - d. Management may require written proof of compliance at anytime.
 - e. Participation in all house meetings as set by house manager.
 - f. Participation in house activities.
 - g. No isolating. Form relationships, eat meals together, go on outings/activities etc. (Staying in room or away from house resulting in not actively participating in house activities is not acceptable,
 2. **Respectful and peaceful environment.**
 - a. No resident may interfere with any others quiet enjoyment of the premises.
 - b. Courtesy and consideration will be shown regarding the use of TV, radio, and personal gaming or stereo devices.
 - c. Quiet time will be 10:00 p.m. to 8:00 a.m. weekdays (Sunday evenings through Friday mornings) 12:00 a.m. to 10:00 a.m. on weekends. (Friday evenings through Sunday mornings.)
 - d. Be mindful and respectful of others work and sleep schedules.
 - e. Curfew-, first 30 days of residency, 10:30 pm weeknights, 11:30 p.m. weekends. After 30 days, 11:30 p.m. weeknights. 1:00 a.m. weekends. (Friday/Saturday)
 3. **Day treatment, outpatient treatment (IOP), aftercare treatment, work, and school**
 - a. All residents must be working, in school, or attending their aftercare treatment programming. General guidelines are a combination of the above that keeps a person busy for ~30 hours/week
 - b. School may be substituted for full-time work provided residents are enrolled a minimum of 12 credit hours in a university, college or community/technical training program. Part time students shall supplement school with part-time work or service work.
 - c. Any resident not working, in school or aftercare treatment programming shall be actively seeking employment and/or doing service work for a minimum of 30 hours per week.
 - d. Keep active: Not staying busy and not getting up and out of the house doing one of the above (a, b or c) will not be tolerated.
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- e. Any resident not employed or actively seeking employment or attending their aftercare treatment programming may be discharged.
 - f. A 1-month grace period MAY be granted for those looking for work, depending of course, on the effort put forth in seeking employment and/or other extenuating circumstance. Proof may be requested at anytime.
 - g. Any change in work/school/service-work or treatment schedule or status must be discussed with the house manager and should be processed with the house.
4. **No lying around or sleeping all day (See 3 above.)** General guidelines regarding this are
 - a. At minimum, residents will be up by 9:00 am weekdays, 10:00 am weekends.
 - b. Sleeping all day will not be tolerated.
 - c. Lying around all day and not involved as outlined above will not be tolerated.
 5. **Guests.** Guests are welcome and encouraged during the hours of 6 pm to 9 pm weekdays and 10 am to 10 p.m. weekends. **No guests of the opposite sex are allowed in the houses or on the premises.**
 - a. Allowing guests will be at the discretion of the house manager. Guests who have recently relapsed or been discharged from other sober houses or treatment centers are not allowed to visit until they have 30 days sober.
 - b. **Guests are not allowed in resident rooms at any time. Guests must remain in the common living areas.**
 - b. Residents having guests shall limit such visits to reasonable times and durations.
 - c. No overnight guests are allowed at any time.
 6. **Overnight passes/permission:** Not coming home will result in discharge.
 - a. Residents shall process overnight stays **IN ADVANCE** with the house manager AND other members of the house or senior peer.
 - b. Approved overnight stays are limited to no more than two nights per week and not more than a total of 7 nights per month.
 - c. Last minute notifications to stay elsewhere/off the premises will not be accepted (unless in the event of an unforeseen emergency) and can result in immediate discharge from the program.
 - c. Residents must inform the house manager of their whereabouts, where they can be reached, and when they will return.
 - d. New residents in their first 30 days -trips, vacations, or staying out is not allowed. A 30 day wait period is required of all residents in order to allow individuals to adjust to communal living and the house rules and expectations. The wait period can be extended depending on the resident's ability to acclimate to the house and follow/comply with the house rules and expectation.
 7. **Accountability.** All residents of the house will be accountable to each other and to the house manager as to their whereabouts at any given time.
 8. **House meetings.**
 - a. All residents are required to attend ALL house meetings and in house Big Book studies.

9. **House Safety and Cleanliness.** Cleanliness and safety go hand in hand. This takes a consistent, concerted effort by all members Please help keep OUR houses nice and neat so they are desirable places to live. Take pride in your house. Work together
- a. All residents are expected to keep the house and their individual space clean and neat.
 - b. Weekly cleaning chores (including lawn and yard care in summer, shoveling and snow removal in winter) will be assigned by the house manager and are required to be completed before the following week's house meeting. (See weekly cleaning sheet/board)
 - c. Keep personal items out of public areas.
 - d. Keep personal space clean, neat, and presentable at all times. **A clean room consists of the bed being made, clothes and other items off the floor, trash discarded, and no food, dishes, or empty food packaging in the room.**
 - e. Shared spaces are the responsibility of all house members. (Kitchens, bathrooms, outside common spaces etc.) Clean up after yourself. If something needs to be cleaned that isn't assigned, just do it and discuss with house manager if necessary to add to chores list.
 - f. Dishes are not to be left in the sink. Do your dishes after you use them!
 - g. Any resident not meeting these expectation will be removed.
 - h. Residents shall complete cleaning as often as needed to keep the area clean.
 - i. **No locks are allowed on bedroom doors**
10. **Food and Meals.**
- a. Each resident is responsible to supply their own food, meals, condiments etc.
 - b. Label your food in order to minimize confusion.
 - c. Do not eat other people's food. Eating food or using any items that are not yours or provided specifically by the house is considered stealing and grounds for discharge. (See "Theft" above)
 - d. Meals should be eaten in kitchen/dining areas.
 - e. Eating in bedrooms or other areas of the house is not allowed
 - f. Food shall be stored appropriately in kitchen or dining rooms (any food that can attract insects mice cannot be stored in rooms, such as chips, crackers, sugar, cereal etc.)
11. **Medications.** Any medications must be prescribed by a doctor and taken as directed by that doctor.
- a. Suboxone is allowed and must be stored securely in a lock-box so that other residents do not have access.
 - b. No vyvanse, adderall, methadone, Xanax, valium or other related drugs. **Any drug that can trigger a positive drug test is prohibited.**
 - c. Over the counter medications that have alcohol or other addictive substances such as mouth wash with alcohol, some diet pills, etc. are not allowed
 - b. Medications and suboxone shall be securely stored
 - c. Follow all doctors' orders regarding medications.
 - d. Failure to follow doctors' orders in taking medications will result in discharge.
 - e. Any abuse of over the counter medicines will result in discharge. This is using behavior and will not be tolerated.
 - f. **House managers must be kept informed of all medications and/or any changes to medications.** If a need for any addictive/pain medicine due to accident or injury must be brought into the house, this must be discussed with the house manager prior, during and after any such medical care. It is encouraged to discuss non-addictive pain medications with your doctor surrounding any circumstance.

12. **Gambling of any kind is not permitted.**
13. **Compulsive sexual behavior is not permitted.**
 - a. Any Internet sex, browsing of Internet sex sites, pornography or any such other behavior or material is strictly prohibited.
14. **Personal space and loaning/borrowing.**
 - a. Lack of respect for others personal space and/or personal boundaries will not be tolerated. Do not go into others' rooms without their permission.
 - b. Do not borrow money or possessions from other residents.
 - c. Do not loan money or possessions to other residents.
 - d. Do not loan or borrow cars from other residents.
15. **Termination of lodging agreement** (See lodger's agreement for additional information).
 - a. **Management reserves the right to terminate this lodging agreement at any time for any reason.**
 - b. Residents are required to provide 30 day notice, on or before the last day of the month, of intent to leave by the end of the next month.
 - c. Failure to provide 30-day notice will result in loss of security deposit.
 - d. Failure to follow the terms outlined in this House Rules and Expectations will result in loss of deposit
 - e. **Termination of residency, for any reason, will result in the loss of sobriety/compliance deposit and all monthly fees.**
16. **Senior peer status**
 - a. Residents having **one year of continuous sobriety** will be considered senior peers.
 - b. Senior peers will be authorized to conduct drug tests at the request of house Manager.
 - c. Senior peers may be delegated additional responsibilities or privileges at the discretion of management.
17. **Relationships-romantic.** Getting involved in romantic relationships within the first year of recovery is discouraged by the AA/recovery community. We strongly encourage members to uphold this recommendation.
 - a. We discourage any new romantic relationship within the first 90-days at Stepping Stones.
 - b. Any pre-existing relationship is the exception, but we strongly recommend our participants focus on recovery and put romantic relationships on hold.
 - c. When in a romantic relationship, significant others are not allowed in stepping stones houses to avoid any inappropriate behavior that interferes with other members of the house.
 - d. All romantic relationship meetings, etc., should be conducted off premises.
 - e. No members of the opposite sex are allowed in the house or on the premises

I have read and understand all of the house rules and agree to abide by them.

Signed _____ **Date** _____

Manager's printed name and signature _____