



Vanderburgh HOUSE

Resident Handbook & Resource Guide

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RESIDENT HANDBOOK

Vanderburgh House is a peer-supported structured sober living community. Our mission is to build recovery communities where our residents are supported in their recovery journey. Our community encourages residents to pursue their own personal recovery journey while living in a structured and supportive home environment. Each resident helps to actively build our community and contribute to the success of their brothers and sisters in recovery. Each home community is run by an independent Operator who is a member of the Vanderburgh House collective; each home is independently owned and operated.

The Resident Handbook addresses your role as a resident in a Vanderburgh House home. This handbook guides you and the other residents in your community. We have tried to cover all aspects of life in the home, but we can't cover everything. It is ultimately up to you to work with your housemates to build the community you want.

Español. Este manual está escrito en inglés. Si no puede leer o entender inglés, llame a nuestra oficina.

If you have a concern which cannot be addressed by your House Manager, or if you would like to refer someone to us who may be interested in applying as a resident please get in touch with us!

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ADVANCEMENT

1. First 30 days

Curfew: Sunday – Thursday: 10:00pm;

Friday – Saturday: 11:00pm

During the first 30 days, you should focus on transitioning into the house, meeting housemates, and becoming familiar with the home's structure and requirements. You may not spend nights outside of the home during the first 30 days. We ask you to communicate your recovery goals in a House Meeting, participate in at least five meetings each week, and obtain a sponsor, and obtain a home group. Recovery coaches are strongly recommended. Most residents follow a 12-step program, but residents may create their own recovery pathway if they desire to do so.

2. 30 to 90 days

Curfew: Sunday – Thursday: 10:00pm;

Friday – Saturday: 12:00pm

After 30 days, you earn additional privileges as you continue in your recovery. You may spend one night outside the house on either Friday or Saturday. You must be in good standing and submit a request by Wednesday evening.

3. After 90 days

Curfew: Sunday – Thursday: 10:00pm;

Friday – Saturday: 12:00pm

After 3 months, you may stay out for Friday and Saturday, provided you are in good standing and approved.

“My identity shifted when I got into recovery. That’s who I am now, and it actually gives me greater pleasure to have that identity than to be a musician or anything else, because it keeps me in a manageable size.” – Eric Clapton

HOUSE RULES

All Vanderburgh House homes are guided by common-sense rules and policies. If your behavior undermines the recovery or safety of the community, you will be asked to address the behavior at a House Meeting, or in repeated or severe cases, being asked to leave the home. The foundation of our community is mutual respect for others and for ourselves. Your focus should be on your personal recovery. These **House Rules** are requirements for living in the house.

- 1) **Strict Abstinence:** You must not possess or be under the influence of alcohol or drugs at any time.
- 2) **Banned Substances:** You must not possess any item on the **Banned Substance List** at any time.
- 3) **Violence:** You must not commit any acts, threats, intimidation or bullying towards any resident or staff.
- 4) **Payments:** You must meet your financial obligations on time as agreed when you moved in.
- 5) **House Policies:** The house may establish other policies which apply universally to all residents.

Behaviors: Behaviors which may result in termination of your residency include relapse, possessing banned substances, acts of violence or other criminal activity, missing payments for more than one week without a payment plan, serious or chronic problematic behavior, or developing a state in which you may harm yourself, others, or needs off-site treatment.

Relapse: We work as a community to support each resident, but in certain events, we ask a resident to leave the home. If your resident agreement is terminated, you have agreed to voluntarily leave the home within 30 minutes. We will do our best to help you transition to a new location but cannot guarantee alternative arrangements. If you need to come back to pick up belongings, you may do so with a scheduled appointment within 72 hours. We will notify probation and parole of your residency status, if applicable. In the event of relapse, we will do our best to help you to find a more appropriate level of care.

Screening: By choosing to be a part of the community, you've agreed to random supervised urine and breathalyzer screens. These may be administered any day, any time, including at night. Refusing a screen or tampering with a sample is grounds for immediate termination. If you dispute the results of a screen, you may obtain a laboratory test to challenge these results and must remain in the home until lab results are confirmed. If the laboratory results show negative, you will be reimbursed for the laboratory costs, up to \$50. To ensure a safe environment in the home, you are also subject to random inspections of your personal property by your House Manager or staff.

BANNED SUBSTANCES & ITEMS

Alcohol and marijuana in any form, including prescriptions and products containing THC
Pipes, needles, syringes, or other devices or paraphernalia used to consume drugs, *other than prescription use*
Kratom, valerian root, PCP, Kava Kava, Krokodil, Flakka, ketamine, K2, Bath salts, W-18
Weapons, including firearms, ammunition, pepper spray, mace, and knives not used for food preparation
Substances which are created to hide the effects or evidence of drug or alcohol use
Any items or devices used to give false negatives on urine drug or breathalyzer screens

"I avoid looking forward or backward and try to keep looking upward." – Charlotte Brontë

SAFETY

Each resident is responsible for the overall safety of the community: Review the Emergency Procedures poster and Exit Plan near the sign-in area. Familiarize yourself with the locations of all exits in the event of an emergency. We do not allow candles or open flames in the home. Never leave the stove unattended or pour water on a grease fire. Electric space heaters are not permitted. **DO NOT DISABLE SMOKE DETECTORS UNDER ANY CIRCUMSTANCES.**

PAYMENTS

On-time payment is required of all residents. If you are unable to meet your financial obligation, please speak with your House Manager to see if a solution can be achieved. Payments can also be mailed to our office.

Due: Friday at 5:00 PM, if paying weekly 1st of each month, if paying monthly

Pay Online: Residents are invited to set up and use a Buildium account and pay rent online with a credit card, debit card, or bank draft. Provide your House Manager with your current email address. We will set up your account and email you instructions to log in and make payments. You can also view past payments in your account.

Pay In-Person: Money orders payable to **Vanderburgh House** can be given to your House Manager; we do not accept personal checks or cash. Indicate your full name on every payment.

Receipts: Receipts will be sent automatically to your email. To update your email address, speak with your House Manager. If you have not received a receipt, *we may not have received your payment.*

SUSTAINABILITY AND ENERGY CONSERVATION

We take sustainability seriously. The choices we make in our home life significantly impact our environment. Conserving resources also reduces our cost of living. We can each make small lifestyle changes to help conserve energy and support better living practices.



Electricity: Turn off the lights when you leave the room. Turn off the TV and other electronic appliances when not in use.



Recycling: Separate recycling from trash and use the appropriate containers. Wash dirty food containers before recycling them.



Water: Try taking shorter showers and shutting off water when brushing your teeth or scrubbing dishes.



Heating: Close all windows when the heat is on. Never leave an outside door open. Speak up in a House Meeting about any drafty doors or windows which don't close completely.

Heating & Air Conditioning: Only the House Manager may adjust the thermostat and does so to a temperature specified by health code. Please do not adjust any thermostat. Air conditioners or other high-energy appliances may be allowed but must be approved. We do not provide these appliances, and the use of yours is at your own risk and subject to certain requirements and restrictions. Please speak with your House Manager for more information.

“Sometimes you can only find Heaven by slowly backing away from Hell.” – Carrie Fisher

COMMUNITY GUIDELINES

Engagement: You have the opportunity to help build a supportive, loving, life-changing community by being active in-home activities, attending house meetings, and helping your community by identifying areas of concerns. Please be attentive to your role in building this environment. Residents must also be engaged in independent and productive life outside the home, either through employment, volunteer activity, attending school, or attending an outpatient treatment program. We ask you to engage in activities suitable for you in your recovery journey (avoiding work in bars, liquor stores, etc.), and on shifts and locations which support your recovery goals.

House Meetings: You are required to attend the House Meeting scheduled once a week and must plan your schedule accordingly. Please arrive on time, do not leave early, and do not use your cell phone during the meeting.

House Supplies: We provide certain items for the home, but residents are responsible for providing all items they need which are not provided.

Medications: All prescription medication must be stored in a locked container. Controlled medication may be subject to additional restrictions. Your medication may be inspected at random. We do not discriminate against residents who chose to use medically assisted treatment (MAT).

Overnight Requests: You may stay overnight outside of the home if you are in good standing. Overnight Request Forms must be submitted by Wednesday for the upcoming weekend. For you to be considered in good standing, you must have attended your required community engagement meetings, have not received any recent written warnings, and be current with rent. If you have work during weekend nights, it is possible to obtain an overnight pass for a different night of the week. Holidays have regular curfew. No overnights are allowed on New Year's.

Sign-In/Sign-Out Sheet: Please sign in and sign out when entering and leaving the home. If you are going to be home later than expected, please notify your House Manager. If you are out of the house all day or overnight, we ask you to check in with a member of the home community.

Good Neighbor Policy: Please maintain quiet time of 9:00 P.M. through 8:00 A.M. Always be courteous and respectful to neighbors. Don't loiter in front of a neighbor's house or play loud music nearby, especially late at night or early in the morning. If you have an issue with a neighbor, please speak up at a House Meeting. All complaints made to Vanderburgh House regarding the conduct of residents, the condition of the property, or safety concerns are taken very seriously.

Guests: Visitors are allowed for a limited time during the day with the advanced approval. Guests are asked to stay in the common areas, and we ask you to remain with your guests and be accountable for nuisance or damage they may cause. Guests must be sober and respectful of your home.

Chores: Chores are a part of living in our home; you're not compensated for it, and you are expected to complete your chores diligently and in good spirit. All residents participate in caring for the home, including dishes, mopping, laundry, dusting, vacuuming, picking up trash, and other chores as needed by your home to be self-sufficient.

Suspected Use of Substances: We ask all residents to participate in building a recovery community. One way you can do this is by notifying your House Manager of any suspected drug or alcohol use by another resident. This is not only the right thing to do, but it can save lives. In the event of an overdose, the home has naloxone (Narcan) in each bathroom above the toilet. If you are trained on the use of Narcan and comfortable doing so, administer an appropriate dose(s). Call 911 and wait for help to arrive.

"Every noble work is at first impossible." – Thomas Carlyle

PERSONAL GUIDELINES

Personal Responsibility: You are responsible for providing and managing your own food, personal items, and medication. Be respectful of others; do not leave food out, wash dishes when you are done using them, clean up after yourself, and be a positive force in the community. Please be considerate to fit your personal items in the storage areas set for you. Personal property and possessions brought to the house are the sole responsibility of the resident and we are not responsible for any loss or damage to any of your property, even if you leave the house.

Rooms: Please keep your room clean and orderly. Make your bed each morning, put clothing away, and don't leave trash out. We ask that your personal spaces demonstrate care, attention, respect, and discipline. Sleeping is only allowed in your room, not in common areas.

Vehicles: You are welcome to have a bicycle or other form of personal transportation. If you would like to keep a car at the home, you must have a valid driver's license and the vehicle must be properly registered. Parking is on a first-come, first-served basis, with the two spots closest to the main door to be left available for staff. Please be considerate of neighbors and other residents when parking on the street. We ask that you do not perform oil changes or major repairs on the property. Vehicles kept at the home are done so at the owner's risk.

Smoking: The use of tobacco is addicting, whether smoking, vaping, chewing tobacco, or other use of nicotine-containing products. We encourage all residents to quit the use of these substances. Smoking, vaping, and the use of any other tobacco products is not allowed inside the house, basement, covered porches, breezeways, or in front of the house. Residents who smoke are only allowed to do so in the designated smoking areas. All cigarette butts must be put in the "butt can" and not thrown into the yard or driveway. The butt can must be emptied daily by those who use it.

Laundry: Laundry machines may be available at your home. When using the machines, please empty all pockets and do not overload the machines. Do not leave laundry unattended.

OTHER GUIDELINES

Do not give the home's keycode to guests or former residents

Please be respectful of other residents when on the telephone or watching television

Never confirm if a particular resident lives or previously lived in the home

Mail sent to you should be addressed to you and mailed to your home's address

Commercial activity is not allowed at the home (selling or performing services for compensation)

Please do not engage in gambling activities

Staff and House Managers, are not allowed to have intimate relationships with residents

Please do not share the address of the home or post photos or videos of residents on social media

Keep the home free of substances which are made to look like drugs or alcohol

Be mindful that certain household items contain alcohol; always check the ingredients before buying

*"The great thing in this world is not so much where you stand, as in what direction you are moving."
– Oliver Wendell Holmes*

OUR VALUES

Recovery Focused: Recovery is the cornerstone of Vanderburgh House. Our policies, leadership, and culture are all built to support our residents in their personal and individual recovery journeys.

Community: Each of our homes is a recovery community, led by the residents, and connected by the shared desire to build a better life for ourselves without drugs or alcohol.

Accessible: Our homes are accessible to every member of the global recovery community with a straightforward application process, transparent approval criteria, and at an affordable price.

Independent: Each of us is responsible for our personal and individual recovery journey. We do not direct action; we coach, support, and mentor our brothers and sisters in recovery.

OUR NAMESAKE

Our namesake, Richard Vanderburgh was an artist, a painter, a carpenter, a mentor, and a friend to many. He was also a recovering alcoholic. He lived his life serving others, giving his time and energy selflessly to give back to the recovery community, to young adults, and to his church. At Vanderburgh House, we carry on his spirit of caring and community engagement.

OTHER INFORMATION

Vanderburgh House does not discriminate on the basis of race, creed, color, ethnicity, national origin, religion, sex, sexual orientation, gender expression, age, physical or mental ability, veteran status, military obligations, marital status, genetic information, source of income, citizenship status, or arrest record. Everyone is treated equally.

This handbook cannot cover all aspects of live in a Vanderburgh House home. Your House Manager has broad discretion and the responsibility to lead your home; they may set and enforce additional rules or policies which you must follow. House Rules and other policies are subject to change.

Vanderburgh House is proud to be a Certified B Corporation® and members of the National Alliance for Recovery Residences and the Massachusetts Alliance for Sober Housing.

You will teach them to fly, buy they will not fly your flight. You will teach them to dream, but they will not dream your dream. You will teach them to live, but they will not live your life. Nevertheless, in every flight, in every life, in every dream, the print of the way you taught them will remain. – Mother Teresa

www.VanderburghHouse.com



Building Recovery Communities

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