



Grace House Augusta, Inc. Rules

1) Admission to the House

- a) Before admission to the house the prospective resident will undergo a drug/alcohol test.
- b) If the test shows drugs or alcohol in their system, a decision will be made whether they can be admitted.
- c) If the prospective resident is admitted to the house, they will be tested weekly until a negative result is achieved.
- d) If the resident still tests positive after: (1) two weeks for stimulants and (2) four weeks for marijuana, they will be discharged from the house.
- e) The resident may be allowed to return to the Grace House Augusta (GHA) if they provide a negative test result at the discretion of Grace House Executive Director, Program Manager, and/or Resident Manager.
- f) Entry fee is \$1,200.00 for the first month and \$200 a week after the first month.

2) Resident House Living Rule

- a) For the first 30 days Residents may only contact approved family or friends via written correspondence. No phone contact or in-person contact is allowed for the first 30 days. Violation of the first 30-day rule may result in the reset of your start date.
- b) After 30 days Residents are allowed one 15-minute phone call per week to family.
- c) Residents are prohibited from going anywhere alone for nine (9) months except to work and back.
- d) Residents are prohibited from making or receiving any personal calls on the house phone except from their Sponsor, looking for a job, making a daily AA/NA contact or family member. This will be approved by the Executive Director, Program Manager, and/or Resident Manager.
- e) Residents may not use a computer unless applying for employment or conduct financial business. This will be supervised by the Executive Director, Program Manager, and/or the Resident Manager.
- f) Residents must keep the Residents' Daily Activity Board (located upstairs in dining/kitchen area) up to date with assigned chores, work schedule, and appointments to facilitate transportation.
- g) Residents are prohibited from communicating either by phone, mail, or email with anyone currently incarcerated.
- h) Residents may not leave the house with anyone under the influence of drugs and/or alcohol, including family members.
- i) Residents are responsible for their own medical bills and securing personal items.
- j) Residents are not allowed in their bedrooms between 9 a.m. and 5 p.m. without the permission of the Executive Director, Program Manager, and/or Resident Manager.
- k) Residents who do not have a full-time job are not allowed in their bedroom from 9 a.m. to 5 p.m. and cannot lie on the couch and watch TV.



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- l)** Residents are to be out of bed by 6:00 a.m. for morning meditation Monday through Saturday.
- m)** Residents are to have their beds and room cleaned by 8:30 a.m. Monday through Saturday.
- n)** Residents are allowed to stay in bed on Sunday until time to go to work. Bed must be made before going to work.
- o)** Residents are allowed to go back to bed on the weekends, day off from work, or when not going to an early meeting after all assigned responsibilities have been completed and with permission of the Executive Director, Program Manager, and/or Resident Manager.
- p)** Residents are to complete assigned daily chores by 9:30 am daily. If Resident's work schedule conflicts they may complete their chores in the evening and have them checked.
- q)** Failure to complete daily chores will result in a fine of \$10.00 for each offence.
- r)** Curfew is 9:30 nightly.
- s)** Residents are to keep their room neat and clean, with no clothes on the floor or bed.
- t)** Residents are to change and wash bed sheets once a week.
- u)** Residents are to wash, dry and put away laundry at one time.
- v)** Residents agree to be considerate of others and keep television, radio or other audio media volume low.
- w)** Residents are not allowed to have food or eat in their rooms. Any Resident's personal food items must be labeled with their name and kept in pantry/fridge/freezer.
- x)** Residents must clean all dishes immediately after use and always keep the kitchen clean.
- y)** Residents are prohibited from smoking, vaping, or dipping inside the house, and all cigarette butts must be disposed of in ashtrays.
- z)** No gambling or games of chance are permitted while residing at GHA.
- aa)** No refillable vape pods are allowed. All vape pods must be disposable.
- bb)** Residents are prohibited from smoking, vaping, or dipping in the GHA premises or vehicles.
- cc)** Empty trash cans and ashtrays daily.
- dd)** Only flush toilet tissue in the commode.
- ee)** Spray the shower with Clorox after each use.
- ff)** Pull shower curtain or shower door shut after use.
- gg)** If Residents work full-time, rent is up-to-date, chores are done, room is clean and no one needs a ride, you are allowed to take a one-hour nap during the daytime. Residents must clear with the person in charge, at that time, first.
- hh)** Residents are prohibited from borrowing tobacco products of any kind or money from any other residents.
- ii)** Residents are not allowed in any other resident's bedroom unless invited.



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- jj)** Theft of any items is strictly prohibited and may result in the Resident's immediate discharge from the house.
- kk)** No dating or getting in a relationship while living at the GHA.
- ll)** Sexual activities between residents, or between residents and their guests are not permitted at GHA.
- mm)** There will be no interactions with Hale House or other treatment program residents unless under extremely special circumstances that have been approved by the Executive Director, Program Manager, or Resident Manager.
- nn)** All packages and mail will be opened, searched, and read by the Executive Director, Program Manager, and/or Resident Manager.

3) Communication

- a)** Disrespect of management/staff, other residents or volunteers is prohibited.
- b)** Insubordination or defiance of authority.
- c)** A poor attitude.
- d)** No shouting, fighting, or excessive profanity is allowed either inside or outside of the house.
- e)** No one will stomp through the house, slam doors, yell, or use profanity at staff, volunteers or residents in anger.
- f)** Physical violence and/or threatening physical violence toward another resident and/or staff person will result in immediate discharge from the house.
- g)** Gossip, harmful and judgmental talk about other residents and staff is strictly prohibited. This is to maintain a supportive and trusting environment. Gossip, harmful and judgmental talk is informal, negative, or speculative talk about someone who is not present. Examples of gossip, harmful and judgmental talk can include:
 - i)** Spreading rumors, speculation, or unsubstantiated information about others.
 - ii)** Making judgmental or critical statements about a housemate's actions or recovery status.
 - iii)** Sharing information you learned in confidence, especially details related to a person's recovery or life story. Note: This does not include the breaking of house rules. A violation of house rules must always be reported.
- h)** Negative "bad talk" of others. Examples of bad talk can include
 - i)** To speak unfavorably about someone or something, such as in a derogatory or malicious manner.
 - ii)** To belittle or discredit someone's character or reputation.
 - iii)** The spread of rumors or false information that harms someone's standing or reputation.
 - iv)** Any form of speech that is disruptive, harmful to productivity, or that attacks others.
- i)** These types of behaviors will result in the following disciplinary actions:
 - i)** Loss of Television privileges.
 - ii)** Cancellation of shopping privileges,



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- iii) Additional cleaning duties
- iv) \$50 fine,
- v) Continued disruptive and disrespectful behavior and defiance of authority and rules will result in discharge from the house.

4) Personal Hygiene and Dress

- a) Residents are to bathe daily and after work if you work in a restaurant.
- b) Everyone must wear deodorant.
- c) Clothing should be respectful, free of profanity, references to drugs or alcohol, sexual or offensive imagery, violent or gang-related symbols, hate speech, and divisive political messages.
- d) When wearing jeans, leggings or jeggings the top must cover your bottom.
- e) Hemlines for shorts, skirts, and dresses must be below your fingertips.
- f) A proper length shirt should not show your belly if you raise the arms above your head.
- g) Sleeveless tops/dresses can be worn if shoulder strap is as wide as three fingers.
- h) No cleavage showing.
- i) No high heels.
- j) No see-through clothing.
- k) Residents must dress appropriately for work and are prohibited from wearing flip-flops, jeans or shorts when searching for employment.
- l) Tattoos must be covered, and all facial piercings must be removed for all job interviews.
- m) All facial piercings must be removed upon entry to the GHA and during your residence at the Garce House.
- n) Everyone must wear a bra when going out in public.
- o) No sleeping naked or getting undressed in front of another resident.
- p) No new piercings or tattoos while residing at GHA.

4) AA/NA/House Meetings/ Sponsorship

- a) House meetings are mandatory.
- b) Residents are required to attend morning meditation at 6:00 a.m.
- c) Residents will attend at least one AA/NA meeting per day if working and two AA/NA meetings per day if unemployed.
- d) Residents may choose to attend a church service once a week if approved by the Executive Director, Program Manager, or Resident Manager and only if transportation is available. You are still required to go to an AA/NA meeting.
- e) Residents must obtain an AA/NA sponsor within the first 30 days of residency at GHA.
- f) Residents must call her AA/NA sponsor each day.
- g) Sponsors must be approved by the Executive Director and/or Program Manager.
- h) If you are sick, permission must be granted by the Executive Director, Program Manager, and/or Resident Manager to miss AA/NA meetings.



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- i) If Residents miss an AA/NA meeting and are gravely ill, they will listen to a speaker tape in lieu of meeting.
- j) All Residents are expected to find a Home Group by 90 days.

5) Cell Phone

- a) Residents are not allowed to have a cell phone for six (6) months.
- b) Residents may obtain a cell phone after six (6) months only if their rent is current.
- c) The phone must have a new number and old phone numbers cannot be used.
- d) Residents may only contact approved family members, sponsors, and women in recovery.
- e) Residents are prohibited from using cell phones after 9:30 p.m.
- f) No cell phones are allowed in group meetings.
- g) Residents are required to have the 360 app on their phone as their location is monitored.
- h) A resident's cell phone is subject to random review by the Executive Director, Program Manager, and/or House Resident Manager.
- i) Violation of cell phone rules or the possession of an unauthorized phone will result in one or all of the following consequences:
 - i) phone being taken.
 - ii) reset of start date.
 - iii) loss of visitation privileges.
 - iv) loss of pass.
 - v) discharge from the GHA.

6) House Phone and Car Cell Phone

- a) The house phone may be used with permission from the Resident Manager or Member of the Board. The phone is used to call your sponsor, approved family members, board members, emergency services, or work. Other uses will be reviewed on a case-by-case basis.
- b) When using the house phone resident will complete the phone log. Failure to complete the log will result in loss of phone privileges for a week.
- c) Use of the house phone without permission or to contact someone not on the approved list will result in loss of resident obtaining a cell phone for the entire stay at the house.
- d) The car cell phone is provided to track residents' whereabouts and to call the resident manager or member of the board in case of an emergency. It is not to be used for any personal calls, including your sponsor or web searches. Any use of the car phone, except for the above-mentioned reasons, will result in the loss of driving privileges and the ability to obtain a personal cell phone for their entire 12-month stay at the house.
- e) Anyone in the car, as a passenger, who does not report the unapproved use of the car cell phone will lose their cell phone privileges as well. If the passenger has a personal cell phone, they will lose the phone for one month. If the passenger does not have a personal cell phone, they will have to wait an additional month to obtain their personal phone.



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7) Social Media

- a) No social media, i.e., Snapchat, Facebook, Instagram, TikTok etc., is allowed.
- b) Residents are prohibited from using alternative methods to bypass the no cell phone or social media policy, including platforms like Discord, gaming apps with chat functions, hidden or dual-purpose apps, collaborative notes functions, or browser-based messaging services. Any attempt to access these or similar tools will result in disciplinary action.

8) Family/Visitation

- a) All visits are subject to rent being paid up.
- b) After two (2) months, if a resident has children under the age of 18, the children are allowed to come to the GHA to visit twice a month for two hours each visit.
- c) Residents must submit a formal offsite visit plan to include details of visit (i.e. where they are staying and who they will see), AA plan (mtgs, who they will call, etc.), commitments to the GHA while they are away (e.g. I will abide by all house policies, I will stay sober, etc. The off-site visit plan must be approved by the Executive Director, Program Manager, and/or Resident Manager.
- d) All visits must be planned at least two weeks in advance and approved by the Executive Director, Program Manager, and/or Resident Manager.
- e) Residents cannot take days off from work to see family. NO VACATIONS!
- f) No visits for the first three (3) months. After three (3) months residents can schedule a day pass from 10:00 am to 4:00 pm with their immediate family in town.
- g) After the first pass, residents are allowed a pass every six weeks from the date of the last day pass, from 10:00 a.m. to 4:00 p.m. with immediate family in town.
- h) After six (6) months residents graduate to a 2 day/1night pass with immediate family in town. You are allowed to schedule a 2 day/1night pass every six (6) weeks from the date of your first overnight pass.
- i) After nine (9) months residents graduate from a 2 day/1night pass every six (6) weeks to a 2 day/1 night pass with immediate family in town every four weeks.
- j) No more than two residents are allowed to have an overnight pass at the same time.
- k) If a Resident's family member passes away, they may attend the funeral and must be accompanied by a sober individual. All funeral activities will be handled on a case-by-case basis by the Executive Director, Program Manager, and/or Resident Manager.
- l) Residents are not permitted to go with anyone, including family, who is under the influence.
- m) Residents are not allowed to ask family, friends or individuals in the recovery community for financial help after three (3) months.
- n) Residents are prohibited from asking or accepting money from family, friends, or individuals in the recovery community once they are employed and paying their own rent.



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- o) Residents are never allowed to ask fellow residents or staff for financial assistance.
- p) Residents are not allowed to go home for any holiday.
- q) Family members of residents are invited to the Grace House for Easter, Thanksgiving, and Christmas Day for visits from 9:00 am to 5:00 pm only.
- r) No visitations will be scheduled on the day of someone's graduation or special house event.
- s) Residents may only leave Augusta for a visit at the discretion of the Executive Director and/or Program Manager.
- t) Residents must call or text the Executive Director, Program Manager, and/or House Resident Manager upon leaving GHA and immediately upon returning after every visitation.
- u) Upon returning from a pass, residents will undergo an alcohol and/or drug test.

9) Employment Policy

- a) Residents must begin looking for employment with permission from the Executive Director.
- b) All unemployed residents are expected to look for jobs Monday through Friday from 9 a.m. to 5 p.m. until employment is obtained.
- c) Residents must become employed full-time by 30 days.
- d) Residents must pay their own rent after three (3) months.
- e) If you are sick, permission must be granted by the Executive Director, Program Manager and/or House Resident Manager to miss work.
- f) Residents are not allowed to jump from job to job.
- g) Residents who cannot hold a steady job because of their work performance and attitude on the job will not be allowed to remain at the Grace House.

10) Vehicle Privileges

- a) With the permission of the Executive Director, Residents may have their own car after six (6) months, if employed and able to pay insurance, gas and car note. Residents' families are not allowed to pay.
- b) Residents need to have the oil changed every three (3) months and keep their car in good running condition. Residents' families are not allowed to pay this for you.
- c) Residents must keep their cars clean and free of trash, ensuring they present themselves as ladies in recovery.

11) Doctors, Dentists, Hospital and Medication

- a) Physician and dental visits must be approved by the Executive Director, Program Manager, and/or Resident Manager in advance.



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- b) Following physician and dental visits, Resident must have the Notice of Medical Visit Outcome Form signed and returned to the Executive Director, Program Manager, and/or Resident Manager.
- c) Residents agree to allow the Executive Director, Program Manager, and/or Resident Manager to drop off and pick up all medications needed while at the GHA. No one else is authorized to drop off or pick up medications.
- d) Residents must have someone accompany them for medical and dental visits. The accompanying person may be the Executive Director, Program Manager, and/or Resident Manager or any person approved by the Executive Director, Program Manager, and/or Resident Manager (i.e. sponsor, approved member of AA or an approved volunteer of GHA)
- e) Residents are allowed no medications, including over the counter, except by permission of the Executive Director, Program Manager, and/or Resident Manager.
- f) Residents may not visit people in the hospital without the Executive Director, Program Manager, and/or Resident Manager's permission.

12) Miscellaneous

- a) Once employed residents will create a budget to track expenses.
- b) Once rent is current residents will have a \$75/week spending limit.
- c) There will be a once-week shopping trip. A shopping list will be submitted every Sunday to the Resident Manager. No item may be purchased that is not on the approved shopping list. Receipts will be given to Resident Manager.
- d) All residents are required to make 7th Tradition contributions when attending AA/NA meetings.
- e) All money remaining after rent is paid and shopping cost will be placed in an interest-bearing checking account.
- f) Residents will provide access to pay stubs and bank account statements on demand.
- g) After six (6) months and upon completion of a financial budget to include a savings component and only if they own a car, child support is current, drug court fees are current, Residents may be allowed manicures, pedicures, nail tips or other luxury items.
- h) After six (6) months and upon completion of a financial budget to include a savings component and only if they own a car, child support is current, drug court fees are current, Residents may purchase expensive clothing, new shoes, or makeup with Executive Director, Program Manager, and/or Resident Manager's permission.
- i) Prior to six (6) months of residency no haircut may cost more than \$20.00.
- j) No salon hair coloring, no highlighting, tinting or anything like that except after six (6) months or while on pass.
- k) If Residents are allowed to color hair it will be done at GHA for free.
- l) If Residents have grey hair, two-tone or badly faded colored hair when they arrive, they may color hair back to its natural color and with GHA hair color only.



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- m) Residents will not bleach dark hair or dye natural light-colored hair black while living here.
- n) Food stamp cards and Government cellphones must be canceled when you come here.
- o) No giving out the address of the house to anyone without permission.
- p) No Western Union.
- q) No online shopping of any kind without permission from Executive Director, Program Manager, and/or Resident Manager. Residents will not use alternative or synthetic substances, including Kratom, Delta 8/9, CBD, THC pens, or non-potable alcohol. Violations of this rule will result in immediate expulsion from the house.
- r) Residents are not allowed to consume any energy drinks.
- s) On occasion, personal business and/or errands arise that need attention. Residents must receive permission from the Executive Director, Program Manager, and/or Resident Manager to leave the house to handle such matters.
- t) Residents must have permission from the Executive Director, Program Manager, and/or Resident Manager to leave the house with an approved outside individual (i.e sponsor, AA/NA member, Family member, etc)
- u) Situations may arise from time-to-time that are not addressed in the Grace House Rules. These will be handled on a case-by-case basis by the Executive Director, Program Manager, and/or Resident Manager.
- v) Residents are subject to random alcohol and/or drug tests as deemed necessary by the Executive Director, Program Manager, and/or Resident Manager.
- w) Residents' failure to pass a drug/alcohol test will result in immediate expulsion from GHA.
- x) If a resident is expelled for failure to pass a drug/alcohol test, they will be offered the option to return to the house after 14 days, if they have a negative drug/alcohol screen and a bed is available.

13) Termination of Contract/Eviction

- a) In the event a Resident is discharged from GHA, the Resident is required to immediately move her personal possessions out of the residence. Residents will have 2 days to remove all personal possessions. All personal possessions remaining after that time are deemed abandoned by Resident. GHA and its agents, officers, and/or employees are not responsible for the loss of or damage to any personal possessions if said items are abandoned by Resident.
- b) If a Resident leaves GHA before her contract is complete, they cannot have contact with any resident of the house except in the confines of an AA/NA meeting.
- c) Residents who leave the Grace House before their contract is complete can visit the house one year after the date the contract was broken and/or with permission of the Executive Director or Program Manager.



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14) Program/Graduation Completion

- a) Residents will have completed all 12 steps with their sponsor.
- b) Will have stayed at the house for their required time.
- c) All rent is current.
- d) Residents with assistance of their sponsor develop a written exit plan to continue and maintain their sobriety.
- e) Residents will have an exit interview.
- f) If completion requirements are met, Resident will have a graduation celebration party and be awarded a certificate of accomplishment.

These rules are subject to change based on the needs of the house and/or residents. The new rules will be adhered to by all residents.

If a resident breaks a rule and is subject to discipline, all residents who knew that the rule was being broken are subject to the same discipline.