



H A N D B O O K

admissions@cornerstoneforrecovery.com
cornerstoneforrecovery.com



MISSION STATEMENT

“To provide a safe and structured environment, conducive to personal growth and a healthy way of life”

ABOUT

Cornerstone for Recovery offers a safe and highly structured environment for those who struggle with the disease of addiction. Residents will begin the process of transitioning back into society while developing the necessary skills to live a clean and sober life. Our goal is for residents to become self-sufficient with their everyday needs and establish healthy bonds with one another. Cornerstone for Recovery residents will be encouraged to utilize a 12-step recovery approach, follow their aftercare recommendations and become productive within their community.



PAYMENT POLICY

- **RENT**
- All residents are required to pay first week's rent in addition to the admission fee prior to moving into the property.
- Admission fee: \$200
- Rent: \$140 weekly
- **Neither rent nor admission fee is refundable once paid**
- Rent must be paid at the end of each week (Friday).
- All residents will not be permitted to accrue more than 1 weeks back rent, unless communicated and accepted by management. If this is not communicated, resident will be placed on financial contract.
- If any residents is unable to follow the signed contract, than they will be asked to leave the property.
- If resident chooses not to return to the property, all money is deemed non-refundable.
- All money owed can be payable to Cornerstone for Recovery.
- Payment can be made with cash or credit card. There is an option to pay on the website (www.cornerstoneforrecovery.com)
- A receipt will be issued for each payment made.



MEETING OBLIGATION POLICY

- **MEETING OBLIGATIONS**
- All residents are required to obtain a home group within 7 days of moving into the property.
- All residents are required to obtain a sponsor within the first 14 days of moving into the property.
- All residents are required to obtain a commitment at their respective home group at the first scheduled business meeting held by said home group.
- All residents are required to attend 5 meeting a week. Once a resident acquires a job, a consideration can made on 3-5 meetings a week (must be communicated and accepted by house manager)
- Residents can attend any 12-step fellowship of their choosing.

HOUSE SCHEDULE, EMPLOYMENT, CHORES, AND CURFEW POLICY

- **HOUSE SCHEDULE**
- All residents are required to attend the weekly house meeting
- House chores must be completed by the end of the night
- Curfew is 12:00 AM Monday-Sunday. NO EXCEPTIONS.



- Overnight passes must be pre-approved by house manager.
- **EMPLOYMENT (JOB SEARCH)**
- All residents are required to obtain gainful employment within 14 days after moving into the property.
- Residents attending a PHP level of Outpatient programming are not required to obtain gainful employment within 14 days if they are getting support financially for their weekly rent
- Once resident reaches an IOP level of care, they then have 14 day to obtain gainful employment.
- Failure to do so can result in eviction.
- Any residents currently collecting unemployment will be required to find gainful employment that pays equal or more than their previous employer.
- All residents collecting disability and/or funded by a third party are required to volunteer at a local center for no less than 20 hours per week.
- **CHORES**
- All residents are required to complete a house chore each night while residing in the property.
- Chores must be completed by the end of the night



- All residents must complete their house chore and have it checked by the appropriate party before leaving the house/going to sleep.
- Residents that work at night are permitted to complete their chore during the day; however, those tenants must have a senior member of the house approve its completion prior to exiting the house.
- A senior member of the house is defined as:
 - House manager
 - Designated chore checker
 - Kitchen manager
- Any member of the house that has been living in the property for equal to or longer than 90 days.
- **CURFEW**
 - Curfew is 12:00 AM Monday-Sunday. **NO EXCEPTIONS.**
 - All residents must be at the property and inform the house manager that they are home each night.
- **FOOD AND SUPPLIES ALLOTMENT**



- The house will be allotted money to spend on the basic essentials per week, such as food and miscellaneous items. (Most resident's grocery shop for themselves, so food will be provided to those who need assistance.)
- Miscellaneous items are defined as:
 - Laundry detergent
 - Cleaning supplies
 - Trash bags
 - Paper products

DRUG POLICY

- **DRUG SCREENING**
 - All residents will be subject to random drug screening.
 - In the event that a resident test positive for a controlled substance, resident will be required to leave the property immediately and will not be able to return any sooner than 7 days from the date that they were evicted.
 - Residents who have been evicted due to non-compliance of the drug policy will be required to pass a drug screen prior to being permitted back into the property.
 - If a second slip occurs, resident will be asked to leave the property for good and be referred to another company

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RETURNING TO THE PROPERTY FROM A TREATMENT CENTER

- **REQUIREMENTS FOR RETURNING TO THE PROPERTY AFTER ENTERING A TREATMENT CENTER**
- All residents must follow all clinical recommendations agreed upon with their treatment team while in treatment, such as outpatient services

VIOLATIONS THAT CAN RESULT IN EVICTION

- **VIOLATIONS THAT CAN RESULT IN EVICTION**
- Positive urinalysis
- Fighting
- Destruction of house property
- Stealing from other residents (including clothing and food)
- Permitting unauthorized visitors into the house (friends, females)
- Failure to comply with house rules
- Failure to pay rent
- Failing to comply with Cornerstone for Recovery meeting obligations.

DISCIPLINARY SYSTEM

- All residents will be held accountable for any behavioral issues. House managers can determine whether a person deserves a behavioral contract or if they should be evicted from the property.



- Upper management will assist with any necessary interventions.
- Expectations of every resident: **cleanliness and hygiene, etiquette out of the house and in recovery community, no attitudes of entitlement or pompousness.**

SMOKING POLICY

- **SMOKING/VAPING**
- No smoking/vaping inside house.
- Smoking/vaping only in designated areas.
- Be respectful of neighbors and noise levels when outside.
- **No smoking in the front of the house.**
- All cigarette butts must be disposed of in proper containers



By signing the Cornerstone for Recovery Handbook, the resident agrees to the following:

Residents agree that upon admission, he becomes a guest, not a tenant, and is not protected by any tenant and landlord laws. Resident agrees that any owner, manager, and other related parties are not responsible for the health and wellbeing of the resident while residing at Cornerstone for Recovery. Cornerstone for Recovery is not responsible for any claims, suit, or other adverse action what so ever arising from bodily injury or damage to or loss of any property at any time in connection with their residence. Rules in the Cornerstone for Recovery Handbook may be amended by owner, manager, or other related parties at any time. Your signature confirms you have read and fully understand the Cornerstone for Recovery Handbook.

Name printed _____

Signature _____

Date _____