

**OXFORD HOUSE
Resident Contract**

I, _____, as a member of Oxford House _____ located at address _____ agree to abide by the rules and guidelines of the house.

_____ I understand that if I am found to be using alcohol and/or other drugs, I will be expelled from the house immediately. (Move-in fees are NOT refundable.)

_____ I understand that if I am found by a majority vote to be in violation of house rules, including but not limited to non-payment of shared expenses or disruptive behavior, I can be expelled from the house. If leaving voluntarily and two week notice is given in writing or at the weekly house meeting and properly recorded in the minutes, any shared expenses left on the house books will be returned within 30 days after all bills (Long Distance, Pay-per View, Fines, etc) have been received and appropriate deductions have been made.

_____ I understand that if I am voted out of the house for relapse I must have thirty days sober to be considered for membership at ANY Oxford House.

_____ I understand that if I am voted out of the house for nonpayment of EES, I must make financial amends before being considered for membership at ANY Oxford House.

_____ I understand that if I am placed on a contract for any reason (i.e. rent, curfew, behavior) and am found by a majority vote to be in violation of that contract, I understand that I will be immediately expelled from the house.

_____ I understand that as a house member, I further agree to the following terms upon my departure from this residence, under any circumstances;

1. Personal items will be removed from within and around this residence within 72 hours.

2. If personal items are not removed from this residence within 30 days of departure date, on day 31 any remaining items will be donated to a charitable organization.

Signature of House Member

Date

Signature of House Officer / Position Title

Date

**ACKNOWLEDGMENT OF HOUSE RULES
OXFORD HOUSE**

I, _____, HAVE READ OR HAVE HAD READ TO ME ALL EXISTING RULES AND BYLAWS OF OXFORD HOUSE _____. I FULLY UNDERSTAND THAT I MUST ABIDE BY THESE RULES AS OUTLINED. I UNDERSTAND THAT IT IS MY RESPONSIBILITY TO STAY ABREAST OF ANY CHANGES, ADDENDUMS, DELETIONS OR SPECIAL RESTRICTIONS BROUGHT ABOUT AS A RESOLUTION FROM A MAJORITY VOTE OF THE HOUSE MEMBERSHIP. I AM AWARE THAT I AM EXPECTED TO READ AND FAMILIARIZE MYSELF WITH THE "OXFORD HOUSE MANUAL" WITHIN TWO WEEKS OF BECOMING A MEMBER OF OXFORD HOUSE _____. I UNDERSTAND AND AGREE THAT IT IS MY SOLE RESPONSIBILITY TO LET THE HOUSE MEMBERS KNOW OF ANY RULE OR TEXT THAT I DO NOT UNDERSTAND, SO THAT THEY MAY EXPLAIN OR READ THESE ITEMS TO ME.

OXFORD HOUSE IS IN COMPLIANCE WITH THE ANTI-DRUG ABUSE ACT OF 1988; (PUBLIC LAW #100-690)
I realize that the Oxford House to which I am applying for residency has been established in compliance with the conditions of § 2036 of the Federal Anti-Drug Abuse Act of 1988, P.L. 100-690, as amended, which provides that federal money loaned to start the house requires the house residents to (A) prohibit all residents from using any alcohol or illegal drugs, (B) expel any resident who violates such prohibition, (C) equally share household expenses including the monthly lease payment, among all residents, and (D) utilize democratic decision making within the group including inclusion in and expulsion from the group. In accepting these terms, the applicant excludes himself or herself from the normal due process afforded by local landlord-tenant laws.

I UNDERSTAND AND AGREE THAT FAILURE TO COMPLY AND ABIDE BY ALL RULES COULD RESULT IN A MAJORITY VOTE FOR EVICTION DUE TO DISRUPTIVE BEHAVIOR.

Signature of House Member

Date Signed

Signature of House Officer / Position Held

Date Signed

This document is to be attached to House Application and House Contract and filed in House Records

EMERGENCY MEDICAL INFORMATION

NAME: _____ **AGE:** _____

BIRTHDATE: _____ **SOCIAL SECURITY #:** _____

MEDICAL HISTORY: _____

ALLERGIES: _____

ONGOING MEDICAL CONDITIONS: _____

ALL PRESCRIBED MEDICATIONS MUST BE REGISTERED WITH THE HOUSE.

ARE YOU CURRENTLY TAKING PRESCRIBED MEDICATIONS?

- YES
- NO

DO YOU HAVE MEDICAL INSURANCE?

- YES
- NO

IF YES, WHO IS YOUR INSURANCE PROVIDER? _____

POLICY NUMBER: _____

IN CASE OF EMERGENCY OR RELAPSE, CONTACT:

1. **NAME:** _____ **PHONE #:** _____

2. **NAME:** _____ **PHONE #:** _____

3. **NAME:** _____ **PHONE #:** _____

I HEREBY GIVE MY CONSENT FOR EMERGENCY TREATMENT:

Signature

Date

MEDICATION REGISTRATION FOR: _____

(House Member's Name)

<i>MEDICATION:</i>	<i>DATE PRESCRIBED:</i>
<i>FREQUENCY TAKEN:</i>	<i>DOSAGE:</i>
<i>FOR THE TREATMENT OF:</i>	<i>QUANTITY GIVEN:</i>
<i>PRESCRIBING PHYSICIAN:</i>	<i>PHYSICIAN'S PHONE:</i>

<i>MEDICATION:</i>	<i>DATE PRESCRIBED:</i>
<i>FREQUENCY TAKEN:</i>	<i>DOSAGE:</i>
<i>FOR THE TREATMENT OF:</i>	<i>QUANTITY GIVEN:</i>
<i>PRESCRIBING PHYSICIAN:</i>	<i>PHYSICIAN'S PHONE:</i>

<i>MEDICATION:</i>	<i>DATE PRESCRIBED:</i>
<i>FREQUENCY TAKEN:</i>	<i>DOSAGE:</i>
<i>FOR THE TREATMENT OF:</i>	<i>QUANTITY GIVEN:</i>
<i>PRESCRIBING PHYSICIAN:</i>	<i>PHYSICIAN'S PHONE:</i>

This document must be attached to Emergency Medical Information Form in House Member's file.

**New Member
Plan for Recovery**

Name: _____ **Date:** _____

My Plan for Follow Up in Recovery: _____

If Enrolled in Aftercare, my plan for attendance: _____

I do _____ do not _____ have a sponsor at this time. If you do not, how long before you will obtain one? _____

I will attend _____ AA/NA meetings per week

I am using _____ book for Daily Meditation

I understand that if I drink or use, a vote has taken place that I am suspected of relapse or refuse to UA/ breathalyze, I will be IMMEDIATELY expelled from Oxford House _____ and will be unable to interview at another house until I have achieved thirty (30) days continuous clean time.

In case of relapse, I consent to the following person being contacted:

Name: _____

Phone: _____

Signature: _____ Date: _____

House Officer: _____ Date: _____

House Officer: _____ Date: _____

Oxford House Rules and Guidelines

1. **30 DAY BLACKOUT:** During your first thirty (30) days of residency we want you to get a chance to become familiar and comfortable with the way this Oxford House runs. We will be strict during these first thirty(30) days, but that is why you are here; to learn a new way of living. The following guidelines apply to this time of restriction:
 - Curfew will be set at ten (10:00pm) on weekdays and midnight (12:00am) on weekends.
 - No guests can stay overnight. (They must leave by quiet hours).
 - No overnight stays. (You must be home by your curfew).
 - You must attend at least five (5) recovery-based meetings every week.
 - You must find a job within the first two weeks of residency.
 - You must find a sponsor within the first two weeks of residency.
 - You must have a zero balance before successful completion of blackout
 - You must read the manual before successful completion of blackout

2. **MEETINGS:** After successful completion of your thirty-day probation, you must attend at least three (3) recovery meetings every week.

3. **CURFEW:** After successful completion of blackout, curfew will be set at one (1:00am) on weekdays and two (2:00am) on weekends. Curfews set by Drug Court, Probation or Parole supersede Oxford House curfew.

4. **OVERNIGHTS:** After successful completion of blackout, you are allowed two (2) total overnights per week. If you stay out overnight you will need to sign-out on the board or sign-out sheet posted, listing your name, the date, and a contact number. **No overnight guests and no sexual activity is allowed within the house or on the property.**

5. **GUESTS:** Announce all guests to the house, let others know when members of the opposite sex are in their home. **Do not leave guests unattended in the house.** All guests must leave by 10pm. No active users or drinkers allowed in the house or on its property at any time.

6. **MEDICATION:** The house must be made aware of **ALL** medication prescribed. All medications must be kept in a lockbox in your room. If your doctor changes your medication for any reason you are required to inform the house. Your medication is your responsibility and needs to be taken as prescribed. **MEDICATIONS ARE TO BE USED AS PRESCRIBED! SELF-MEDICATING IS THE SAME AS A RELAPSE!**

7. **EES (Equal Expense Shared):** You will be required to pay your EES every week in advance. **If you owe money to the house (in fines or EES) you will observe the terms of blackout curfew.** Members need to stay current or ahead in their EES – if you fall behind, you will have NO MORE than thirty days to achieve a zero balance and must make a 25% payment on your arrears on a weekly basis. Being two weeks behind will result in eviction. Every member must pay her fair share of the household expenses in order to remain a member in good standing.

8. **MOVE-IN FEE:** All members will pay a \$ _____ non-refundable entry fee.

9. **DISRUPTIVE BEHAVIOR:** This is defined as any continuous behavior that upsets the house as a whole or threatens the reputation of the house. Members may be put on a behavioral contract or voted out of the house depending on the circumstances. Physical violence is the same as a relapse. **OLD BEHAVIOR IS INAPPROPRIATE! THIS IS A HOUSE OF RECOVERY!**

10. **HOUSE MEETINGS:** House meetings are mandatory! House meetings include weekly business meetings, interviews, and emergency meetings. House decisions are made during meetings and as a house member you need to be a part of the decision making.

11. **CHORES:** Chores will be assigned once a week at the weekly business meeting. Your area must be kept clean during that entire week. Fines and/or contract will be given for neglected or incomplete chores. Chores must be completed by 11pm on _____ and _____ evenings.
12. **FOOD/COOKING/EATING:** Respect others when cooking. Take turns and clean up your mess when done. Make sure to wash your pots and pans by hand and put away. **NO DISHES SHOULD BE LEFT IN THE SINK AT ANY TIME.**
13. **LAUNDRY:** Remove laundry as soon as it is done. Plan to do your laundry at a time when you will be able to complete it. If you leave your clothes in the washer or dryer, you will be fined \$10. **CLEAN THE LINT FILTER!**
14. **BATHROOMS:** Bathrooms are shared so use common courtesy. Clean up after yourself.
15. **BEDROOMS:** Bedrooms are private, and should be respected. Do not enter a room without permission. Those that share a room should respect that it is both of their rooms. **Doors are not to be locked from the outside.** Rooms are to be kept clean at all times.
16. **CONFLICTS:** If conflicts arise, try to resolve it by an appropriate mutual agreement (talk to each other). Do not allow it to affect the entire household. If it is not possible to reach a mutually satisfactory resolution, it will be brought to the attention of the house for discussion. If it becomes disruptive, one or both members may be contracted or asked to move out.
17. **CONTRACTS:** Contracts are designed as a tool for growth. The house may put a member of the house on a contract if it is felt that there is a behavior that needs to be changed in order to continue good sobriety and or membership in the house. Sometimes others can see old behavior in us before we can see it in ourselves. (i.e. not going to meetings, behind on EES, not doing chores, isolation, poor attitude, etc.) The house determines the length and conditions of the contract.
18. **EXPULSION:** There are only a few things that can happen for you to be expelled from the house. *(If you leave this house owing money, you may not move into another Oxford House until you pay this house in full.)*
 - Relapse.** This is a zero-tolerance house. **Relapse is an automatic eviction.** You will be given one hour to leave the house in the event of relapse. You must set up a time with the house to pick up the rest of your belongings. If you are voted out of the house for a relapse, you must either successfully complete treatment or have 30 days clean and sober to re-interview at ANY Oxford House.
 - EES.** If you are behind on your weekly EES you are in danger of being expelled. Stay current or ahead to be safe. If you owe EES, you will be required to pay your full weekly share and 25% of the past due balance per week in order to achieve a zero balance within 30 days. **Nonpayment of EES for two consecutive weeks will result in eviction.**
 - Behavior.** If you are unwilling to abide by the rules of the house or become disruptive for any reason you can be voted out of the house.
19. **FINES:** Fines are a tool for accountability and should be implemented by the house to assist members struggling to do their part. Members can be fined for leaving personal items in common areas, not completing chores, smoking in the house, etc. The house should vote on fines at house meetings.

If you feel these rules are to strict then possibly Oxford House is not for you. These rules are proven to work if followed. Changing the rules to fit your needs is doing things your way and by doing things your way life became very difficult. Why not try doing things the Oxford House way and see how simple life can be.

And remember...

THERE ARE NO BOSSES IN OXFORD HOUSE.

You are just as important as anyone in the house and you have just as much of a say in the house decisions as anyone else. The best friend we can be to each other is to hold each other accountable and not allow old behavior. The rules are only good if they are enforced as a house.

Member/Date* _____ President/Date _____

**By signing, I agree that I have read the house rules, understand them completely, and will follow them all.*

Oxford House Traditions

- 1. Oxford House has as its primary goal the provision of housing and rehabilitative support for the alcoholic or drug addict who wants to stop drinking or using and stay stopped.**
- 2. All Oxford Houses are run on a democratic basis. Our officers are but trusted servants serving continuous periods of no longer than six months in any one office.**
- 3. No member of an Oxford House is ever asked to leave without cause – a dismissal vote by the membership because of drinking, drug using, or disruptive behavior.**
- 4. Oxford House is not affiliated with Alcoholics Anonymous, organizationally or financially, but Oxford House members realize that only active participation in AA and/or NA offers assurance of continued sobriety.**
- 5. Each Oxford House should be autonomous except in matters affecting other houses or Oxford House, Inc. as a whole.**
- 6. Each Oxford House should be financially self-supporting although financially secure houses may, with approval or encouragement of Oxford House, Inc., provide new or financially needy houses a loan for a term not to exceed one year.**
- 7. Oxford House should remain forever non-professional; however, individual members may be encouraged to utilize outside professionals whenever such utilization is likely to enhance recovery from alcoholism.**
- 8. Propagation of the Oxford House, Inc. concept should always be conceived as public education rather than promotion. Principles should always be placed before personalities.**
- 9. Members who leave an Oxford House in good standing are encouraged to become associate members and offer friendship, support, and example to newer members.**

