

HOUSE RULES

Resident Standards & Responsibilities

Revised February 2, 2026

WHY THESE RULES MATTER

We have lived a long time doing things our way. In order to accept lifestyle changes, we must begin to live by society's rules. Abiding by the Center's rules gives us a starting place. Written warnings, demerits, or termination of residency from the program may result if any of these rules are disregarded.

Daily Routine and Personal Development

1. **Sign-In/Sign-Out and Local Travel.** Residents are expected to sign in and out **ANYTIME** you leave **CRC** property, excluding outside meetings or other scheduled appointments and trips. Residents who have been in the program for two weeks can leave the grounds on foot or by bicycle for 1 hour. Residents may not travel over the village railroad tracks or to another town. No one-on-one co-ed walks will be allowed. Frequent signing in and out will be investigated. If visiting the local grocery store in Irving, two residents must be present.
2. **Weekday Wake Time.** Residents are expected to be awake and out of their beds by 7:30 a.m., Monday through Friday.
3. **Quiet Hours and Lights Out.** Residents are expected to be in their rooms and quiet no later than 11:00 p.m. during the week and by 12:00 a.m. on the weekends. Lights out one hour after retiring to your room.
4. **Daily Journaling.** Daily journaling is encouraged for all residents. Writing materials will be provided. Staff will assist those residents who are unable to read or write.

Recovery Program and Communication

5. **Required Inside Meetings.** All residents are to attend the Sunday meeting at 9:00 a.m. Residents are to attend Monday through Friday meetings at 9:00 a.m. and 1:00 p.m. unless excused or working.
6. **Required Outside Meetings.** During the first month of residency, you must attend each outside meeting (4); then for the remainder of the 6 months, you are to attend 3 outside meetings weekly. If a resident stays past 6 months and starts working, he/she can miss 2 inside evening meetings a week (Wednesday & Saturday).
7. **Outside Meeting Sheets.** All outside meeting sheets are to be signed before 3:00 p.m.
8. **Posted Documents.** Only staff may make changes to any posted documents. It is your responsibility to see staff if you need necessary changes.

- 9. Sponsorship and Step Work.** A 12-step, same sex sponsorship is **REQUIRED** of all residents. Sponsor contact is to be at least once weekly in person and at least twice weekly by telephone. Step inventory work is **REQUIRED** of all residents.
- 10. Resident Telephone Use.** A telephone is available for resident use. The phone is available Monday - Friday 10:00 AM - 1:00 PM and 4:00 PM - 10:00 PM. Each resident is allowed only three 20-minute phone calls per day. It is your responsibility to obtain a calling card in order to make your personal calls, such as family, sponsor, etc. Most residents use the IDT \$20 300-minute phone card available at Walgreens. These cards can be recharged/refilled online. Occasional use of the office phone is possible. The resident phone will be left out at night and can be used after 10 pm for emergency use only. If being abused, the individual will be given a written warning, a demerit, and can be discharged if it continues to be an issue.

Sobriety, Safety, and Respect

- 11. Alcohol, Drugs, and Over-the-Counter Products.** Possession and/or use of alcohol or drugs of any kind, including over-the-counter will result in **DISMISSAL**.
- 12. Energy and Weight-Loss Products.** Energy drinks, energy pills, and all other substances sold over the counter to provide an energy boost or weight loss to the individual are not allowed to be purchased or consumed while a resident at **CRC**. Failure to abide by this rule or being found in possession of these items will result in disciplinary action, which could result in discharge from the **CRC** program.
- 13. Weapons.** No weapons of any type are allowed on facility property. Remember that words can be weapons too!!
- 14. Stealing.** Stealing will not be tolerated and is punishable by law. If you need something, speak with staff.
- 15. Violence, Bullying, and Threats.** Violence or threats of violence, bullying, or intimidation will result in **DISMISSAL**.
- 16. Respect for Others.** Disrespect of others in any way can result in **DISMISSAL**.
- 17. Vehicle Use and Unauthorized Stops.** No vehicles are to leave property without permission of staff. No loitering in vehicles on property. Unauthorized stops are not allowed. First offense is a demerit and second offense is dismissal.
- 18. Random Drug Testing.** Residents are subject to random drug testing.
- 19. Room Searches.** Resident rooms are subject to room searches without notice. Residents, however, will be present at the time of the search.
- 20. Property Damage.** Property damage will not be tolerated.

Rooms, Personal Care, and Daily Living

- 21. Room Cleanliness and Bed-Making.** Resident rooms will be checked by staff daily for cleanliness. Beds are to be made by 9:00 a.m. daily; all surfaces are to be clean of debris, including under the bed. If you sleep in on Saturday and Sunday, beds are to be made no later than 12:00 p.m.
- 22. Napping, Sleeping, and Lounging.** No napping or lying down to read after rising for the day. After 4:00 PM, residents are able to read in their beds, but must be up and on time for scheduled commitments. No sleeping in the meeting room. Residents are not to lounge (feet on furniture or lying down) at any time.
- 23. Lights and Electrical Items.** All fans, lights, radios, and electrical appliances are to be turned off when not in use. This includes bathroom lights and TVs.
- 24. Laundry.** Laundry facilities are open from 7:00 a.m. until 10:00 p.m. The last load is to be started by 8:00 p.m. Residents may do 1 load of laundry on their scheduled days. Please be respectful of others in the house, do not leave laundry sitting in machines, and get laundry done in an appropriate amount of time. Clean lint traps, debris that falls out from washing, and any spills resulting from your laundry. Report any mechanical problems to the office as soon as they occur.
- 25. Appropriate Dress.** Residents are to be dressed appropriately at all times. Residents must be dressed prior to coming down for breakfast. Undergarments are to be worn. No low-cut or revealing shirts or pants are allowed. No sheer blouses, short shorts, thong bikinis, or sagging pants are allowed. No t-shirts with alcohol, drug slogans, or profanity are allowed. No sleepwear, boxers, or towels are allowed in the hallways. Residents in violation of this rule will be asked to change their clothing by staff. Continued violations will result in demerits.
- 26. Personal Hygiene.** Residents must maintain appropriate personal hygiene, including regular showering, brushing their teeth, washing their hands, wearing clean clothes, etc. This is crucial for your physical and mental health.
- 27. Music Volume.** Music is to be played at a reasonable volume at all times.

Medication, Office, and Computer Access

- 28. Medication Times and Responsibilities.** Medication is available at 8:15 a.m., 12:00 p.m., 4:00 p.m., and 9:30 p.m. This is your responsibility. If you feel your medication needs to be changed, please see the doctor. It is your responsibility to monitor the amounts of your medications and work with staff to refill your prescriptions. If you stop your medication and your symptoms/behaviors start affecting the house, you can be unsuccessfully discharged from the program. **CRC** is not responsible for medication acquisition. Any attempts by residents to manipulate amounts or deviate from prescribed dosages will be grounds for immediate dismissal from **CRC**. Medication must be taken in the office. You are not allowed to have any medication in your rooms, except an EpiPen. If you have medication that needs to be taken outside of the normal medication windows, it is your responsibility to coordinate a schedule with staff.

- 29. Computer and Office Access.** Residents are allowed 20 minutes of computer time in the office a day. All residents are expected to abide by the CRC Computer & Internet Acceptable Use Policy. You must sign the computer sign-in sheet before using the computer and sign out upon completion of your session. No residents are allowed in the office when staff is not present, except during medication time. A resident can be let in the Office to call staff if the situation is deemed **NECESSARY**.

House Jobs, Meals, and Kitchen

- 30. House Jobs.** All house jobs are to be completed before 3:00 p.m. daily, 7 days a week. If problems are identified, you must correct them if requested, whether or not they are outlined in the job description.
- 31. Cooking and Food Safety.** Each resident will cook as part of their program responsibility. **ONLY** the assigned cooks, kitchen manager, and assistant kitchen manager are allowed in the kitchen for meal preparation. Gloves are to be worn while handling food, including table personnel. Dates must be on all leftovers and placed in sealed containers. After allowing to cool to room temperature, they are to be placed in the refrigerator. Due to Salmonella and E. coli, this is a must. Failure to do so will result in a demerit. All leftovers are to be discarded after 7 days. Residents must use the 3-sink rule of dishwashing.
- 32. Meal Times.** Meal bells will ring at 7:55 a.m., 11:55 a.m., and 4:55 p.m. daily. Meals, bells, and residents are expected to be on time.
- 33. Menu Changes.** No menu changes are allowed without staff approval.
- 34. Snacks and Food in Resident Rooms.** Residents are responsible for rinsing off and placing snack dishes in the wash sink between and after meals. No cooking is allowed in the resident rooms. No open containers of food are allowed in the resident rooms. A bottle of water is allowed in the resident's room.
- 35. Dishes Outside the Cafeteria.** No dishes are allowed outside the cafeteria except snacks in the meeting room.

Trips, Relationships, and Community Conduct

- 36. Shopping and Outside Meeting Trips.** Three (3) people will be present on all shopping trips. A minimum of two people will be present for all outside meeting trips. If a lack of interest in outside meetings results, a staff-scheduled in-house meeting will occur. This will not count towards the three (3) outside meeting requirements.
- 37. Peer Interaction.** We are learning to develop healthy interactions with others. **ALL** residents are expected to interact with each other. If you are observed spending exorbitant amounts of time with a few select peers, staff will intercede, and you will be expected to broaden your interactions.

- 38. Recovery Focus and Relationships.** Residents are expected to focus on their recovery, not gaining a potential intimate relationship with individuals both in and out of the program. If you are involved in this type of behavior, staff will intervene. Failure to refocus your attention may result in dismissal. A ban may be imposed on residents thought of having this type of relationship.
- 39. Sexual Harassment.** Sexual harassment, comments, or sexual gestures will not be tolerated and may result in immediate **DISMISSAL** and/or may be punishable by law.
- 40. Restricted Rooms and Locations.** At no time are residents allowed in another resident's room. At no time are residents allowed in anyone's home in the community, with the exception of Meals on Wheels or employment. At no time are residents allowed in drinking or gambling establishments.
- 41. Employment Income Reporting.** Residents receiving money from outside employment must report the income to this Center in compliance with the program policies. Those failing to do so will result in dismissal and will be reported to the Department of Human Services.
- 42. Resident Relationships and Boundaries.** A male and female resident may not watch a movie together in the upstairs television room unless at least one additional resident is present.

Visitors and Passes

- 43. Visitors and Visiting Hours.** All resident visitors must be reported to staff. Visiting hours are from 9:00 a.m. to 5:00 p.m. on Saturdays and from 10:00 a.m. to 5:00 p.m. on Sundays. Residents are required to have permission from staff before they may have any visitors at the facility. No visitors are allowed in residents' rooms.
- 44. Pass Eligibility.** Residents are eligible for a 4-hour pass after two weeks of residency, an 8-hour pass after 4 weeks, and an overnight pass is allowed after 90 days of residency.
- 45. Pass Procedures.** Advisors/staff will issue pass permits. Pass permits are due in the office before 3:00 p.m. on Wednesday. Residents must report to staff when leaving and returning from the passes. You must arrange for all assigned house duties to be covered, including: meals, chores, table duty, etc.

Recreation and Gym

- 46. Recreation and Gym Safety.** There will be no stereo or radio in the morning in the gymnasium. No ping pong, basketball, working out, or card games after 10:00 p.m. 10:00 p.m. is quiet time. The gymnasium stereo is to be turned off at that time. Basketball hours are from 3:00 p.m. until 10:00 p.m. Workout hours are from 6:00 a.m. until 8:00 a.m. and 3:00 p.m. until 10:00 p.m. Residents are not to engage in any contact sport of any kind. Any resident observing unsafe behavior will report it to staff immediately.

Privileges, Accountability, and Personal Devices

- 47. Revocable Privileges.** Privileges are revocable on an individual or group basis. These include, but are not limited to: TV, passes, community recreational and 12-step meetings, shopping trips, etc.
- 48. Demerits and Discharge.** The first demerit is not expungable; subsequent demerits remain in place for 30 days. Three demerits in 30 days are grounds for dismissal. A fourth demerit is not an option; discharge is the consequence. Lack of progress and general poor attitude are also grounds for dismissal.
- 49. Cell Phones, Laptops, and Similar Devices.** Residents are required to surrender all cell phones, laptop computers, and similar devices upon entry into **CRC**. Failure to do so or being found in possession of these items will result in disciplinary action, which could result in **DISMISSAL**.

Acknowledgment

Resident Signature

Date

CRC Staff

Date

Revised 2/2/2026