

**Recovery Community:**

210 Arlington Street  
 Quincy MA 02170  
 House Manager: Bill McNeil  
 Manager Telephone: (857) 319-3674  
 GRC Fax: (866) 910-6208

**APPLICATION FOR HOUSE MEMBERSHIP:**

I hereby apply for admission to a GARNET RECOVERY COMMUNITY and I provide the following information for use by house members and GARNET RECOVERY COMMUNITY MANAGEMENT in determining my eligibility and appropriateness for participation.

**Answer all questions that apply. Type or print all information. Use additional sheet(s) if necessary.**

**Resident Information:**

Name:	Last:	First:	Middle:
Date of Birth:	Sex: M	F	
Current Address (Street):			
City:	State:	Zip Code:	
Telephone Numbers (Home):	Work:	Cell:	
What is your marital status?	Single:	Married:	Separated: Divorced:

**Income Information:**

What is your current source of income?	Employment	Disability	Payment of \$	per month
Other explain:				
Employer's name:	Address:	Phone:		
Job Description:	Weekly Net Income: \$	How long there?		
List sources and amounts of other weekly income:				

**Legal Information:**

Are you legally mandated to us?	Yes	No	Legal Charge:	
Are you Probation?	Yes	No	Are you on Probation?	Yes No
Outstanding Warrants?	Yes	No		
Name of Supervision Officer:			Contact Information:	
Have you ever been convicted of a Felony?	Yes	No	If yes, please explain:	
Have you ever been convicted of Arson?	Yes	No	If yes, please explain:	

Have you ever been convicted of a sex crime?	Yes		No		Are you required to register?	Yes		No	
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**Substance Abuse/Mental Health:**

Are you a recovering (Alcoholic):		Drug Addict		Your Sobriety Date	
If you have been in substance abuse treatment, either inpatient or outpatient within the past three years, give the names of each program (i.e. detox, treatment center, halfway house), dates you attended and the reason(s) for leaving:					
Are you currently in a self-help recovery program, i.e. AA, NA?			No	If yes, state name of Program(s):	
Yes					
			How many meetings you attend per week?		
Name, Meeting day/night and location of Home Group:					
Do you have a sponsor?		Yes		No	If "no" please explain why:
<b>Do you take prescription medication?</b>					
		Yes		No	If yes, list medication(s):
<b>Do you have a Mental Health diagnosis (If yes please explain):</b>					
Are you in or about to enter in a methadone or other drug replacement program?					

**Living Information:**

Have you ever lived in a GARNET RECOVERY COMMUNITY or any other type of sober housing?		Yes		No
If "yes", list the name and address, approximate dates of residence, and reason for leaving:				
(name and address of house):				(dates of residence):
(Reason for leaving):				
List your last two landlords:				
Name:			Name:	
Address:			Address:	
Phone:			Phone:	

**Emergency Contacts:**

List names and telephone numbers of two individuals who may be contacted in the event of an emergency:

<b>Has a release of information been signed for GRC to speak with the below individuals about your stay?</b>	<b>Y</b>	<b>N</b>
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1. (Name):	telephone no.:	relationship:
2. (Name):	telephone no.:	relationship:

**Zero-Tolerance COMMUNITY RULES**

**Given the nature of GARNET RECOVERY COMMUNITIES; at times, expulsion of a participant may be required, sometimes without prior notice. GARNET RECOVERY COMMUNITIES strives to be a zero tolerance residence. A violation of any of the following rules may result in immediate expulsion — without warning.**

- Possession of or use of any alcohol, narcotic, barbiturate or any other illegal substance / drug without a clinician’s prescription.
- If an approved visitor is in possession of, or under the influence of any drugs, alcohol or any other illegal substance.
- Having visitors on premises beyond regular visitation hours without the prior written permission of Management.
- You refuse to take a urinalysis test.
- You go to jail for any new offense while a resident of Garnet Recovery Communities.
- You are more than 5 days late on your rent payment without a manager’s approval
- You are advised by the House Manager for the third time to clean your room, complete assigned chores or address hygiene issue.
- You miss a house meeting without prior written approval from a Manager.
- You are in possession of a candle, Hookah, incense, hot plate, toaster or any other objects that might create sufficient amount of heat to cause a fire.
- You are involved in some form of violence, or threats of a verbal, emotional or physical nature towards another resident or staff.
- You steal.
- You have sexual contact with another house member.
- You use any form of discriminatory speech.
- You smoke inside the building.
- You have a weapon, such as a knife, firearm, or any other object designed to cut or cause injury to others.

A resident of any GARNET RECOVERY COMMUNITY is a member of a voluntary sober community which is a GARNET RECOVERY COMMUNITY.

I have read the above notice and understand that I am applying for membership in GARNET RECOVERY COMMUNITY as a member of a sober community. I agree to abide by GARNET RECOVERY COMMUNITY principles and fully subject myself to the above rules of this house. I understand that I am subject to immediate expulsion from the house if any of the above occur.

By signing below, I certify that the information contained in this application is true, that I understand and accept the conditions set forth for membership in this GARNET RECOVERY COMMUNITY, and that I agree to abide by said conditions should I be accepted as a resident of this community: **210 Arlington Street, Quincy MA 02170 owned and operated by 210 Arlington Street LLC DBA Garnet Recovery Communities**

Date:	RESIDENT Signature:
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## Community Handbook

**GARNET RECOVERY COMMUNITIES** are sober living homes and communities. We are a home for you to develop coping skills that will help you master the social and professional demands of society. We are a home and community for you to live and function in a drug and alcohol free environment and you need to care for the house and yourself accordingly. You are responsible for your own actions. Accountability is a common value shared by all who reside here. Willingness and cooperation are the basic requirements shared by all members of the house.

The goal of GARNET RECOVERY COMMUNITY is to be a zero tolerance residence. That means if you make a decision to use alcohol or illegal drugs/substances, without a verifiable clinician's prescription, you will be subject to eviction immediately for the safety of yourself and the other residents of the community.

House members live as a family system, that is, a group of individuals living and working toward a common goal: continued sobriety. You are responsible for maintaining a structure of the defined rules, requirements, and practices necessary to ensure a clean and sober environment.

We expect residents to attend school, work or do a combination of these things, which consists of a full day's activities. Recovery is the #1 priority above all else. We recommend that you attend A.A., N.A. or 12 STEP, religious meetings or clinical group therapy at least twice a week, have a sponsor and be working on your recovery because sobriety is our primary purpose.

### House Meetings:

There will be a weekly or and/or as needed house meeting that all who reside here must attend to discuss matters pertinent to the house operation. You will receive continuing support and advice from all members of the community.

House meetings are mandatory. You may only be excused if you are working. You must call and alert the House Manager if you are working or going to be late for any reason. If you miss the house meeting out of forgetfulness or any other reason without the House Manager's awareness, you may be asked to leave the community.

### Urinalysis:

Urinalysis testing will be conducted regularly once per week for all residents or randomly at management's discretion. All urinalysis samples are given under supervision with no exceptions. We do allow medication assisted recovery – please inform the house manager if this is the case upon entry. All non-prescribed illegal substances are considered unacceptable – *also including marijuana and k2-Spice*. **Refusal of a urinalysis or the inability to give a sample after 3 attempts is considered admission of guilt and you may be removed from the house.**

### Community Involuntary Discharge:

On an expulsion from the GARNET RECOVERY COMMUNITY there will be no period of time for you to prepare to leave the property, you must leave the property within a short time determined by the manager for the safety of yourself, other members and staff. You will not be allowed to enter your room without your roommate present or the house manager to collect immediate personal belongings.

If anyone in the house suspects another member of using drugs or alcohol and does not notify the house manager, he may be held

responsible and removed from the house along with the offender; in order to protect the health and welfare of the other residents.

Your personal property will be gathered and packed up to be placed in a storage area by the house manager only. You will have a 30-day period from the date of your removal to return and collect your personal property. Failure to do so will result in your personal property becoming the property of GARNET RECOVERY COMMUNITIES and will either be donated to the Goodwill or may be used by the house as deemed necessary or sold in order to recover any damages or fines/fees you may have owed. This will include any automobiles or other modes of transportation you leave parked at the property such as bicycles, motorcycles, etc. The vehicle will be towed or stored in a locked place. Any locks may be removed to allow access to the vehicle.

If you are removed or expelled from the house and you come back to the property without management permission, that action will be considered **criminal trespassing** and you can be arrested.

If you go to jail for any drug or alcohol related charge (including outstanding warrants) your property will be placed in storage and you will have 30 days to arrange for someone to pick it up for you, or it will become the property of the house. That person must call ahead to arrange for a pickup time and be able to provide identification.

If you are removed from a house, you may not be reconsidered for residency for two (2) months. If you leave under good terms, you may be reconsidered at any time, based on bed availability. Any outstanding balances must be paid prior to be eligible for return. You

### **Voluntary Discharge:**

If you leave by choice you must give a (2) two-week notice of intent to vacate and be in good standing. There may be assessed fees for extensive cleaning or damage repair.

### **Rent and Admission:**

You may not be more than five (5) days past due with any rent or fees without prior management approval (*must have confirmed verbal or written acknowledgement*).

If you owe any monies that are not available by your original rent payment, you must pay that balance before you can be considered for future residency.

### **House Curfew/Visitation Rules:**

I agree to abide to the curfew: 11:30PM from Monday until Thursday, 12:30AM from Friday through Sunday.

Quiet hours start at 9:00PM each night – all entertainment, conversations and any other activities are to be kept to a low level as to not interfere with other residents.

No active users are allowed on premises. This will be considered grounds for expulsion of the house member whom allows such persons into the house or on the property.

**No guests are allowed inside resident rooms at any time. All guests/visitors can meet with residents in common areas ONLY and must be off the grounds by 9:00PM. Any potential visitors other than your sponsor or recovery coach should be announced to the manager.**

Residents nor guests are allowed to sleep on the couches during night hours.

If visitors are suspected of being under the influence of drugs or alcohol, they will be told to leave the property immediately. By allowing them onto the property YOU may be asked to leave yourself. This is a clear violation of the community rules.

## **Smoking:**

NO SMOKING OR CHEWING TOBACCO IS ALLOWED INSIDE ANY GARNET RECOVERY COMMUNITY. **SMOKING IS ALLOWED ONLY DESIGNATED AREAS ONLY.** RESIDENTS THAT SMOKE MUST KEEP THE PATIO AREA AND SMOKING TOWERS CLEAN AND SWEEPED.

## **House Chores:**

Everyone will have a house chore to be completed on a daily or weekly basis. Daily chores must be completed by 12pm (noon). Weekly chores must be done by Sunday evening at 8:00pm. This rule is at the discretion of the house manager. They may change times and days as necessary. House Chores are assigned by the house manager.

Only the House Manager or management may impose warnings or evictions. Complaints about incomplete chores or unacceptable actions are to be brought to the attention of the House Manager. You may trade chores with someone else, but you are responsible for it to be completed.

## **Food Storage and Meal Preparation:**

Residents are responsible for purchasing and cooking their own food, supplying their own personal hygiene items (toothbrush, toothpaste, shampoo, razors, shave cream, etc.) and for any other health issue item (prescriptions, medical care, etc). The house will supply necessary house items. (House cleaning supplies, dish soap, toilet paper, etc.)

You must provide your own meals. The house will provide all necessary cooking dish ware, utensils and appliances. No dishes, pots or pans are to be left in the sink or drying racks. When using the kitchen, you must clean up after yourself immediately following your meal.

There is only so much refrigerator, freezer and dry goods storage space. The basic rule is if a food item is not yours, don't eat or drink it. If you are caught eating someone else's food without their permission, you can be asked to leave. Do not store water, bread, cookies or candy in the refrigerator. Keep them in your room or in the dry goods storage if there is room. Do not leave meals on the stove or in the refrigerator.

You are encouraged to apply for food stamps and visit local food pantries and churches for nutrition assistance.

## **Resident Rooms/Personal Appearance:**

Each room comes equipped with cable television and a television – please keep volume to a minimum after 9PM as some residents begin work early.

Rooms are to be kept clean, clothes picked up, etc. No food may be kept in the rooms as this is unsanitary and leads to pest issues.

Personal refrigerators, microwaves, hotplates, other cooking or food storage appliances are forbidden inside the rooms.

Rooms may be inspected by management at any time without notice, whether you are present or not.

Residents must be fully dressed in the common areas – towels must be worn on way to shower room.

**Automobiles:**

ONLY REGISTERED AND INSURED VEHICLES are allowed on the property or on the adjacent streets surrounding our community. Do not park cars on the lawn or any part of it There will be no broken down cars or vehicles allowed on premises unless approved by house for immediate repair purposes only.

**Miscellaneous:**

If laundry facilities are available in the house, do not leave your laundry in the washer or dryer. Clothes may be taken out by anybody waiting to use one of the machines and placed wet or unfolded on the table.

NO PETS and/or "pet sitting" – Any type of visit is likewise prohibited with no exceptions.

Respect your House Manager. They are there to help maintain everyone's health and well-being. The House Manager may reserve the right to know where you are and when you will return at his request. House manager or Management has the right to enter a personal room at any time without prior warning.

All house members are responsible for ensuring anonymity and friendliness within the neighborhood. All house business remains within the house and we respect the privacy of our fellow residents as well as the neighbors. Do not park in front of neighbor's houses.

Put incoming mail on the kitchen table or the designated spot for the house. Mail will not be saved if you are evicted or choose to leave. Mail will not be forwarded. It will be marked "Not at this address" and returned to the post office.

We are not responsible for lost, stolen or damaged items.

RESIDENTS RECEIVING FEDERAL, STATE, OR OTHER ASSISTANCE FROM PRIVATE OR CHARITABLE ORGANIZATIONS AGREE TO ADHERE TO THEIR GARNET RECOVERY COMMUNITY CONTRACT AND ALL OTHER GARNET RECOVERY POLICIES, REGULATIONS, RULES, AND BYLAWS. THE GARNET RECOVERY POLICIES, RULES, REGULATIONS, AND BYLAWS SUPER-CEDE ALL OTHER OUTSIDE PROGRAM AGREEMENTS.

**\*\*Management reserves the right to deny any residents renewed rental on a weekly basis\*\***

RESIDENT Signature:		Date:	
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**TO BE COMPLETED AT HOUSE ORIENTATION:**

The within application was reviewed with the applicant and he/she acknowledged the IMPORTANT NOTICE and requirements for membership in the GARNET RECOVERY COMMUNITY set forth above and agree to abide by same.

Date:		GARNET RECOVERY Designee signature:	
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**LAB WORK SCREENINGS/ FOLLOW-UP PROTOCOL**

1. GARNET RECOVERY COMMUNITIES REQUIRES AT LEAST ONE REGULAR TOXICOLOGY SCREENING EACH WEEK.

	Initial
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2. IT IS THE RESIDENT'S RESPONSIBILITY TO BE PRESENT FOR ALL SCHEDULED COLLECTION TIMES.

	Initial
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3. ALL RESIDENTS WILL BE SUBJECT TO RANDOM, UNANNOUNCED SPECIMEN COLLECTIONS DONE AS GARNET RECOVERY COMMUNITIES DEEMS NECESSARY. RANDOM SPECIMENS WILL BE COLLECTED BY GARNET RECOVERY COMMUNITIES STAFF OR MANAGEMENT.

	Initial
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4. ALL POSITIVE RESULTS FOR ILLEGAL OR NON-PRESCRIBED SUBSTANCES WILL MEAN SAMPLES CAN BE REFERRED FOR FURTHER TESTING – LIKewise THIS CONSTITUTES A FAILED A TOXICOLOGY SCREENING AND ADMINISTRATIVE ACTIONS ARE REFERRED TO YOUR RESIDENT CONTRACT.

	Initial
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5. ALL COLLECTIONS WILL BE SUPERVISED AND AT THE DISCRETION OF THE TESTER. IF A TESTING SAMPLE IS FOUND TO HAVE BEEN ADULTERED AND A RETEST IS ORDERED RESIDENT WILL BE RESPONSIBLE FOR PAYING \$10.00 AS COMPENSATION FOR THE EXTRA TEST.

	Initial
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6. THE RESIDENT GRANTS PERMISSION TO HAVE ALL TEST RESULTS RELEASED TO GARNET RECOVERY COMMUNITIES, ITS DIRECTORS, OFFICERS, AND MANAGEMENT AND FOR GARNET RECOVERY COMMUNITIES, ITS DIRECTORS, OFFICERS, AND MANAGEMENT TO UTILIZE TEST RESULTS AS DEEMED NECESSARY. RESIDENT AGREES TO HOLD GARNET RECOVERY COMMUNITIES, ITS DIRECTORS, OFFICERS, AND MANAGEMENT HARMLESS.

	Initial
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I HAVE READ AND UNDERSTAND THE POLICIES AND RULES STATED ABOVE REGARDING TOXICOLOGY SCREENINGS AND AGREE TO COMPLY WITH THESE POLICIES AND RULES.

<b>RESIDENT SIGNATURE:</b>		<b>Date:</b>	
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**GARNET RECOVERY COMMUNITIES RENTAL DESCRIPTION**

**Specific Recovery Community:**

210 Arlington Street  
Quincy MA 02170  
House Manager: Bill McNeil  
Manager Telephone: (857) 319-3674

- 1. GARNET RECOVERY COMMUNITIES WEEKLY RENT**
  - a. \$200/DOUBLE , \$215/SINGLE, AND \$215/Double w/ Bath**

**2. OTHER FEES IF APPLICABLE**

**DESCRIPTION:** IF ACCEPTED INTO A GARNET RECOVERY COMMUNITIES HOME WE REQUIRE:

- **LAST 2 WEEKS RENT: \$400 OR \$430**

**FIRST WEEKS RENT:** IS APPLIED UPON ENTRY FOR FIRST WEEK RENT

**LAST 2 WEEKS RENT/ REFUND POLICY:** IS TO BE APPLIED TO LAST 2 WEEKS RENT UPON COMPLETION \*(WITH TWO WEEK NOTICE) OR IN THE EVENT THERE IS A DEFAULT IN PAYMENT OR TERMINATION FROM HOUSE P.O. RESERVES THE RIGHT TO APPLY TO ANY BACK PAYMENT OWED TO THE HOUSE.

**TOTAL DUE UPON ENTRY:**

<b>FIRST WEEK</b>	<b>+ LAST 2 WK.S</b>	<b>=\$</b>

\*I HAVE READ THIS FORM AS WELL AS ALL APPLICATION RULES AND REGULATIONS AND FULLY UNDERSTAND THE HOUSE RULES AND BY-LAWS AS WELL AS THE HOUSE RENT & FEE SCHEDULE

<b>RESIDENT SIGNATURE:</b>		<b>Date:</b>	
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