



Where recovery grows roots...
...and life sprouts opportunities.

House Guidelines, Client & Fees Agreement, of
THE RECOVERY PLACE
(REVISED JANUARY 10 2018)
Office Line 416-939-0074/Fax Line 416-221-3760
Info@recoveryplace.ca

Welcome to The Recovery Place! Our philosophy is simple:

- Help encourage and support all clients and guests in their pursuit of a happier and healthier lifestyle.
- Help encourage and support all clients and guests in their decision to refrain from all mind- and mood-altering substances (unless prescribed by an addiction physician).
- Help encourage and support all clients and guests in their decision to refrain from behaviours deemed unhealthy or inappropriate for the residence, such as gambling, sexual compulsivity, self injury, etc.

Housing management will be known as TRP, The Recovery Place, for the balance of this agreement. Those residing will be known as client for the balance of this agreement.

1. Cleanliness

Clients are responsible for the cleanliness of their quarters and of The Recovery Place as a whole. Clients shall take all reasonable steps to ensure cleanliness, including, but not limited to: closing windows when not in use, shutting off all lights and stoves when not in use, cleaning and putting away dishes immediately after use, ensuring that foodstuffs are properly sealed, and ensuring that refuse is properly disposed of.

Common areas are to remain neat and clean this includes common living rooms, bathrooms and kitchens. Food and beverages are to be removed from bedrooms and designated eating areas by 10:00pm.

2. Liability

The Recovery Place is not liable for:

- a) any loss whatsoever associated with personal property, including but not limited to damage to or loss of any property, chattels, or personal effects brought into the house by any Client or visitor of any Client. Female visitors are not allowed in unless special permission has been granted and can result in clients discharge.
- b) any bodily harm, including but not limited to any injuries, accidents or medical conditions in any Client or visitor of a Client as a result of residing in or visiting The Recovery Place.



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Page 2 of House Guidelines and Client Agreement of THE RECOVERY PLACE,

3. Loans

In the interest of limiting disputes between Clients, Clients of The Recovery Place are to refrain from making financial loans of money or property to other Clients or their guests. The Recovery Place shall not be liable for any loss incurred in contravention of this section.

4. Tests

Drug/alcohol screens are administered at the discretion of TRP management. Refusal to supply a substance abuse screen can be cause for immediate discharge from residence.

5. Furniture

Bedrooms at The Recovery Place are furnished with a single /double bed, night stand and drawer chest. Bedding will be supplied, nothing is to be nailed, taped or hung on the walls, unless on a corkboard, painting and repairs to rooms will be at client expense.

6. Admission Refusal and Grounds for Discharge

It is understood clients are in stable condition at time of intake and are a minimum of 3 months free suicidal ideation, attempts, self- injury, arson, and eating disorders or other behaviours deemed inappropriate for admission. If clients have been active in these issues this must be disclosed at time of intake. Otherwise deposits or payments may be forfeited.

Immediate Discharge – A client may be immediately discharged and may not be allowed back on the premises until further notice and up to the staffs discretion, in the event that The Recovery Place has reasonable belief that the client has:

- a. stolen or borrowed without permission property from a Client, guest of a Client, The Recovery Place
- b. threatened or committed violence against a client, guest of a client, The Recovery Place
- c. used alcohol, drugs, or any mind- or mood-altering substance unless as prescribed by an addiction physician, possesses drug's, alcohol and/or drug or alcohol paraphernalia

Page 3 of House Guidelines and Client Agreement of THE RECOVERY PLACE

- b) exhibited self-harm, active in eating disorder, or behaviour deemed incongruent with the level of care provided
- c) after 2 warnings violates the terms of this agreement or the rules of The Recovery Place.
- d) Non-payment of housing fund – A Client will be discharged for non-payment of the housing fund or repeated instances of late payment of the housing fund, at the discretion of The Recovery Place.

7. Rules

The Recovery Place reserves the right to set and enforce reasonable rules regarding day-to-day matters, including but not limited to house rules, appropriate behaviour, noise, furniture and appliances and property matters. Violation of these rules shall be treated as a violation of this Agreement and can be grounds for immediate discharge.

8. Provisions

TRP will provide, lodging, which will include, single or double bed, television and access to high speed internet, food and beverage will be available and will be based on Canada Health Guidelines and will endeavour to meet clients nutritional requirements. Weekly counselling in the form on structured or unstructured/individual or group sessions is also provided. Clients will be required to supply spending money, transportation allowance, toiletries and medications as required. Rooms are open door concept, please valuables with staff. Bedding and towels are supplied but clients are free to bring their own.

9. Expectations

Prior to entry client/clients will present an intake outlining goals for stay. Clients will be required to have 24 hours per week of outside-of-the house activities, this can be any combination of meetings, job search, work, school, day treatment, volunteer etc. Clients should plan activities out of the house between 11:00 – 3:00 unless they are employed or attending school. It is the expectation that clients are involved in three recovery activities, suggested recovery meetings, aftercare, counselling.

10. House Payments and Admissions

A non-refundable deposit of \$1000.00 is required to hold rooms and will be held for one week past an agreed upon date. If entry has been postponed a weekly deposit equal to one week rent is required to continue to keep a room on hold and date of entry will commence on the end of the second week. The first month's housing fund is due upon



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Page 4 of House Guidelines and Client Agreement of THE RECOVERY PLACE

entering into this agreement, and is due on the last day of the month for the following month. One month fees are based on calendar dates. Per-diem rates may apply to bring client housing fund schedule to the last day of the month.

All deposits are forfeited for the following but not limited to:

- client makes alternative living arrangements
- circumstances such as prolonged substance abuse, incarceration or behaviours deemed inappropriate or beyond a level of care that can be provided by staff
- client makes significant life changes that would impact the quality of stay for themselves or others at The Recovery Place i.e. acquiring a pet after intake

Should a client not abide by the housing rules and is asked to leave during their residency, clients will forfeit any housing fund payment made for the period of time remaining in the month. For multiple months prepaid, additional remaining months will be refunded, minus a \$500.00 service fee. Fees as follows:

The amount paid of non- refundable deposit \$ _____ for the first month

Agreed upon monthly rate due upon entry \$_____

Agreed upon multi monthly rate due upon entry \$_____

Client Name

Signature

Date

Print Guarantor Name

Signature

Date

Print TRP Name

Signature

Date

Print Witness Name

Signature

Date

For further inquiries please contact Jay Pasternak at the following:
Jp.anewlife@gmail.com or cell 416-939-0074