

**Grace House**  
**gracehousepa.com**  
**Akron and Ephrata**

## **Resident Application**

Grace House provides a sober and safe living environment for women who are in recovery, and that suffer from the disease of addiction. At Grace House we help facilitate success in sobriety for motivated women who have the sincere desire to remain in a supportive recovering community as they practice and develop their sober lifestyle and continue to grow and work towards full independent living.

**\*Applicant must carefully read and sign all forms and areas indicated, including: Guest Application, Grace House Rules (Code of Ethics), Grace House Understanding and Agreement. (Please print clearly)**

Applicant's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Phone number where you may be reached:

Email Address:

Current home address (prior to current treatment facility):

Street Address:

City:

State:

Zip:

**Current** Treatment Facility. Include length of stay and estimated discharge date.

**Number** of prior treatment facilities or sober living environments where you have resided or sought treatment\_\_\_\_\_. Please list most recent facilities below.

**Facility**

**Approximate date:**

**Length of stay:**

**Facility**

**Approximate date:**

**Length of stay:**

Arrival Date: \_\_\_\_\_

Sobriety Date: \_\_\_\_\_

**Please** list all drug(s) of choice:

**What** specifically is your aftercare program?

\*I hereby authorize Grace House to communicate with previous treatment facilities and Outpatient Programs at any time regarding my status:

**Resident Signature:** \_\_\_\_\_

List any criminal history and current status:

Mental health status and how issues are being addressed:

Other addictive behaviors (i.e. eating, shopping, cutting...)

List two emergency contacts (i.e. family, friend, doctor).

<b>1. Contact</b>	Relationship	Phone #
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<b>2. Contact</b>	Relationship	Phone #
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**Marital Status:**

**House management may notify one of these contacts in the event you are dismissed from the house or to report a medical emergency.**

**List** your approved and prescribed medications and purpose: **\*any current medications must pass drug tests given at the Grace House.** All approved medications must be clearly labeled and stored in a locked box. Management must have access upon request to review medications.

Prescribed Medication \_\_\_\_\_ Dosage \_\_\_\_\_  
Purpose \_\_\_\_\_

Prescribed Medication \_\_\_\_\_ Dosage \_\_\_\_\_  
Purpose \_\_\_\_\_

Prescribed Medication \_\_\_\_\_ Dosage \_\_\_\_\_  
Purpose \_\_\_\_\_

Prescribed Medication \_\_\_\_\_ Dosage \_\_\_\_\_  
Purpose \_\_\_\_\_

Prescribed Medication \_\_\_\_\_ Dosage \_\_\_\_\_  
Purpose \_\_\_\_\_

Prescribed Medication \_\_\_\_\_ Dosage \_\_\_\_\_  
Purpose \_\_\_\_\_

Prescribed Medication \_\_\_\_\_ Dosage \_\_\_\_\_  
Purpose \_\_\_\_\_

Prescribed Medication \_\_\_\_\_ Dosage \_\_\_\_\_  
Purpose \_\_\_\_\_

Signature below verifies information provided is current and accurate:

\_\_\_\_\_

**Management must be updated on any changes to prescribed medication.**

Resident: \_\_\_\_\_

**Guest Fees:**

An initial minimum payment for one month, of 550.00, is **required prior** to or upon entry to the house. **There will be no exceptions to this rule.** This payment is not a security deposit and is, therefore, non-refundable. No payment is refundable.

Weekly guest fee is \$145.00. This includes cable, utilities, and testing. An 8% discount will be applied when payment is made for a full month.

Payment methods include the following:

Visa or MasterCard, Cash, Check (Checks should be made **payable to Grace House**),

PayPal (information for this payment is located on gracehousedenverpa.com).

**List amount and source of your monthly income.** If receiving financial support please provide financial contact and information below:

Grace House is a residential sober living environment with limited structure. Management expects residents to be self-motivated and supportive to other residents. **Please describe in detail why you believe you are a suitable candidate for residency in Grace House:**

Please list three long term goals you intend to work on achieving while a resident of the Grace House:

- 1.
- 2.
- 3.

Signature below confirms Resident has answered each question honestly, fully and accurately.

**Any incomplete or misleading information on this application may be grounds for dismissal.**

\_\_\_\_\_  
**Resident's Signature**

\_\_\_\_\_  
**Date**

**Original copy of Application, Agreement and Financial Responsibility must be received upon arrival to the Grace House**

## Grace House Rules

**Failure to comply with House Rules puts all residents at risk. Violation of any of the following rules will result in consequences as outlined below and at the full discretion of House Management. A resident must understand, agree and initial beside each rule.**

**Rule 1.** Absolutely no drugs or alcohol may be used on or off-site. Residents must submit to weekly and random drug and alcohol testing. Testing is conducted under direct supervision of house management. In certain circumstances the House Manager may authorize the House President to perform a test. Each resident must cooperate fully and follow the specified protocol. \*Residents must submit to urine drug screens upon request. Refusal to submit to a drug screen will be considered an admission of using. Once a urine test is requested the resident must produce a urine sample **within 20 minutes**. A resident is not allowed to leave the area of testing once the testing has begun and may not leave the testing area until test results have been confirmed. Results of first testing is final. Room and personal property may be inspected by Management or House President. \*Grace House utilizes drug tests designed for maximum accuracy with up to 99% accuracy rate and FDA approval. Additional information, concerning test accuracy, can be located at: [www.confirmbiosciences.com](http://www.confirmbiosciences.com). In the event of a positive test result or failure to comply fully, the resident will be dismissed and must leave the house **within 30 minutes**. Management has the authority to notify an Emergency Contact if a dismissal occurs or in the event of a medical emergency. The former resident will not be permitted inside the house or on the property without direct approval from the House Manager. Any remaining belongings will be moved to storage and held for up to one month. Arrangements for collection of belongings must be made in advance with Management. The security of stored belongings cannot be guaranteed. \_\_\_\_\_

**Rule 2.** A former resident may re-apply and be considered for re- admission after successfully completing documented treatment and counseling (generally 20 days). If a resident is required to leave a second time, she cannot re-apply. In the event a resident possesses drugs or alcohol- on-site, the resident must **leave immediately**. Possession of illegal drugs will result in **notification to the police**. In this event, house residents have been put under significant risks. Therefore, this resident will **not be considered for re-admission**. \_\_\_\_\_

**Rule 3.** Room and personal property may be inspected by Management or House President. In the event a resident possesses drugs or alcohol- on-site, the resident must **leave immediately**. \_\_\_\_\_

**Rule 4.** No violent or abusive behavior or language. Residents are expected to be calm and courteous housemates. All residents have experienced recent challenges and trauma in their personal lives. Grace House must be a safe place where individuals can focus on recovery. Please discuss inter-personal issues with the House President. Any resident should contact management if the issue involves the House President or if issues cannot be easily resolved. Any resident not abiding by this rule will be given a written warning. A second offense will result in loss of privileges at the discretion of the House Manager. Chronic violation may result in dismissal from the House. \_\_\_\_\_

**Rule 5.** All residents must participate equally in-house chores. Individual bedrooms must be clean and beds made daily. There is absolutely no food or drinks allowed in bedrooms with the exception of water. Make-up must be used in the bathroom areas only. Any area of the house, including residents' rooms and personal property, are subject to inspection or search at any time and without notice. Management may authorize the House President or designated responsible resident to conduct the inspection. Residents not equally and proficiently participating in house chores, maintaining individual bedroom or having food or drinks, other than water, will be given a warning. A second offense will result in a \$10 fine and loss of an overnight privilege. Chronic violation of this rule may result in dismissal. Although residents must be respectful of personal property and space, absolute privacy should not be presumed.

The Owners must have access to the house at any time for inspection and repairs, including those performed by commercial services such as cable, plumbing, and electrical. When practical, prior notice to the House President will be provided. \_\_\_\_\_

**Rule 6.** Visitors are not permitted on the property without direct approval from house management. The Owner, Philip Shober, must have access to the house at any time for inspection and repairs, including those performed by commercial services such as cable, plumbing, and electrical. When practical, prior notice to the House President will be provided. \_\_\_\_\_

**Rule 7.** Pets are not allowed. Animals are not permitted inside the house for any reason. \_\_\_\_\_

**Rule 8.** Smoking is not permitted in the house. This includes any e-cigarette, JUUL, Vaporizer or any nicotine-delivery device. Smoking is permitted in designated areas only. \_\_\_\_\_

**Rule 9.** Attendance at Weekly House Meetings and House Events are required. \_\_\_\_\_

**Rule 10.** All resident fees must be paid in advance and be current. Weekly fee is \$145.00, if paid monthly, the discounted rate is \$550.00. Fees include all utilities, cable, and drug/alcohol testing. \*A **\$5.00 late fee** will be added for each day past the due date. To receive an overnight privilege payment must be current. Dismissal will occur when payment has not been received within eight (8) days. Additionally, frequent late payments may result in dismissal. Payment methods include: a check payable to "Grace House," credit cards, PayPal or cash. **Fees are not refundable.** \_\_\_\_\_

**Rule 11.** Curfew and overnight away from the Grace House. After Phase One, curfew is 11 PM Sunday through Thursday and 12 Midnight Friday and Saturday. Curfew will be strictly enforced. \_\_\_\_\_

**Rule 12.** Overnight procedures. Residents in Phase Two and Three may request an overnight. Residents are allowed two non-consecutive overnights per month. Overnight requests must be a minimum of seven days apart. An overnight must be reported in writing via text message to the House President and House Managers. Requests must occur at least 24 hours prior to the overnight. In rare and special circumstances multiple consecutive overnight absences may be considered and must be pre-approved by the House Manager. This request must be reported and explained in writing, including accurate time and date of return. Additionally, the resident must provide contact information, including name and telephone numbers of relevant individuals, with the understanding that the House Manager may contact and verify. Notification must occur at least one week prior to the absence. *Due to the potential risk involved in overnight absences, the House Manager Reserves the right to restrict overnight absences, dismiss a resident or bar return to the house. These actions depend upon the House Manager consideration of the circumstances and are at The House Manager's sole discretion.* \_\_\_\_\_

**Rule 13.** The Grace House follows a Three Phase Process to support sober living in a least restrictive environment. Residents must fulfill the requirements in each phase to advance to the next phase.

**Phase One:** First three weeks of residency: **1.** No overnight absences from the house **2.** Ten PM curfew **3.** Documentation of attending a minimum of seven AA/NA Meetings per week. Resident must attend all meetings with a resident, of the Grace House that is in Phase two or three. **4.** Resident must be accompanied by another Grace House Resident for any activity away from the Grace House property with the exception of management approval of family members and sponsors **5.** Participation in an outpatient program **6.** No access to vehicle. **7.** Male black out. \_\_\_\_\_

**Phase Two:** Weeks four through seven: **1.** Resident may submit a written request to house management for an overnight absence. Resident must sign out on Overnight Sign Out Page and specify where you will be staying (this is extremely important in cases of emergency). **2.** Curfew is extended to 11 PM Sunday through Thursday and 12 midnight Friday and Saturday. **3.** Documentation of participating in at least 6 AA/NA Meetings per week **4.** Continue to participate in an outpatient program **5.** Actively be seeking employment and/or volunteering. If this requirement is not being fulfilled resident

will remain in Phase Two. **6.** Resident must have secured a sponsor or temporary sponsor. **7.** Resident may have access to car. \_\_\_\_\_

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**Phase Three:** Starting at week 8: **1.** Resident may submit a written request to house management for an overnight absence. Resident must sign out on Overnight Sign Out Page and specify where you will be staying (this is extremely important in cases of emergency). **2.** Curfew is 11 PM Sunday through Thursday and 12 midnight Friday and Saturday. **3.** Must attend a minimum of 5 AA/NA meetings per week **4.** Continue outpatient until successful finish. **5. Must have a job or be volunteering.** If this requirement is not being fulfilled the resident may be denied an overnight request and/or curfew will be put back to 10 PM. **6.** Resident must have a sponsor and be actively working a 12-step program. \_\_\_\_\_

**All house rules are at the discretion of the House Manager.**

### **Suggestions and Concerns**

Any suspicion of drug or alcohol use should and must be immediately reported to any manager.

Management welcomes any suggestions for improving the Grace House.

Any significant conflicts or safety concerns should be reported immediately to the House President or a Manager. Residents are expected to use 911 or other emergency contacts as needed.

**\*Grace House rules are at the discretion of the House Manager and may be amended at any time.**

Residents will be informed of changes during weekly house meetings. Changes will also be posted on the house bulletin board.

Your signature confirms that you have reviewed, understand and will follow the Grace House Rules.

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**Resident's Signature**

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**Date**

## **Grace House Understanding and Agreement**

### **What Grace House Is and Is Not**

Grace House is a residential property for **self-motivated and supportive women** who agree to abide by a strict, but limited, set of House Rules as outlined in the attached document. Residents are women in recovery from drug and alcohol addiction, have documentation of sobriety and who have completed rehabilitation or an extended care recovery program, and are generally referred directly by the agency. A minimum of 20 days of documented sobriety is recommended for referral.

Residents are guests of the house, not tenants under a lease. **As such, residents are subject to immediate dismissal for failing to comply with house rules.**

Grace House is not a highly structured and monitored residential treatment facility. It is **not a "halfway house."** Staff is typically not on site. No program or treatment of any kind is conducted on-site.

Residents are expected to be actively engaged in a recovery program and to attend AA and/or NA meetings.

### **General Oversight**

The House Manager and Assistant House Managers oversee the functioning of the residents and houses. Applicants for residency are screened and interviewed by management with the occasional involvement of a house resident. Final decisions regarding admission are made by the House Managers.

To maintain a sober living environment, residents are accountable to each other and are expected to support and encourage each other's sobriety. The daily activities such as chores are coordinated by the residents in each house with the guidance of house officers.

The Managers provide oversight during scheduled and unscheduled face to face visits as well as telephone and written contacts. Managers conduct weekly house meetings, random drug and alcohol testing, and house inspections.

### **Guest Waiver**

The applicant understands and agrees that upon admission to the Grace House she becomes a guest of the house, not a tenant and is not protected by any tenant and landlord laws. **\*\*Any resident is subject to immediate dismissal from the house due to rule violation or may be required to vacate the property, without cause, given 30 days' written notice from the House Manager.** In accepting these terms, the applicant expressly excludes herself from the normal due process, which may otherwise be provided by local landlord-tenant laws.

### **Indemnification**

The undersigned applicant for residency in Grace House hereby acknowledges that she has read and understands the information listed above, and agrees to all of the rules, terms and conditions of residency. She further confirms that she has shared, or will promptly share, the above information with her family and any others who may be involved in her recovery.

The applicant agrees that any owner, manager, and other related parties ("principals") are NOT responsible for the health and well-being of the applicant while a resident at Grace House. The principals do not purport to have the ability to, or even attempt to, control the behavior of any Grace House resident or any other person. The applicant therefore agrees to indemnify and hold harmless the principals from any claims, suit or other adverse action whatsoever arising from bodily injury or damage to/loss of any property at any time in connection with their residence at Grace House.



Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Pg. 8

**Signature of agreement and responsibility**

Signature below confirms Resident’s agreement that information provided is accurate and correct. Additionally, Resident consents to following all rules, Understanding and Agreement of the Grace House and financial responsibility.

I have carefully read all of the information on this application form and the related forms “Grace House Rules”, “Grace House Understanding and Agreement” and “Financial Responsibility.” I have answered each question honestly and I am fully committed to maintaining complete sobriety while a guest at Grace House and following all other house rules.

**Any incomplete or misleading information on this application is grounds for dismissal.**

\_\_\_\_\_

**Resident’s Signature**

**Date**

**Video/Photograph Release Signature**

I grant permission for the Grace House to use photographs and/or video recording of me while at the Grace House or when participating in Grace House Alumni Events.

Signature: \_\_\_\_\_

I do not grant permission for the Grace House to use any photographs and/or video recording of me while at the Grace House or when participating in Grace House Alumni Events. I will take the responsibility to be absent from photographs and/or video recordings.

Signature: \_\_\_\_\_

Departure Date: \_\_\_\_\_

9.

Reason for Departure:

### Resident Packet

#### Purpose of a Sober Living House

1. Grace House provides a sober and safe living environment for women who are in recovery, and that suffer from the disease of addiction. Each resident is expected to be motivated to leading a solid, sober life and to be supportive to helping other residents in their journey of recovery.
2. Grace House women provide accountability and camaraderie to other residents of the Grace House.
3. Women are encouraged to practice patience, love and tolerance
4. Residents are learning to be independent
5. Grace House helps residents to Develop new relationships

#### Phone Numbers

As soon as you arrive at the Grace House, immediately put the following numbers into your Phone:

**Gerri** (House Manager): 717-575-1720

**Grace** (House Manager): 717-715-3002

**Colleen Elliott** (Assistant House Manager): 717-481-0263

**Erin Hanna** (Assistant House Manager): 610-401-5459

**Phil** (Owner/Maintenance Technician): 610-780-3915

**Kathleen** (Financial Coordinator) 717-682-7439

After adding these numbers, please text Gerri, Grace, Colleen, Erin, Kathleen and Phil to let them know you have arrived so we can have your contact.

Accountability: weekly Pre- House and House Meetings, weekly schedules, drug testing, weekly phone check in with Gerri (House Manager), documentation of following a 12 Step AA/NA Program, completion of Outpatient Program, attending House Events, and accountability for following all house rules.

House Meetings are mandatory and start promptly. Pre-House Meetings will occur before each House Meeting. Residents are required to attend a weekly House Meeting on Tuesdays. Akron Meeting start at 4:15, Ephrata starts at 5:15 and Adamstown starts at 3:00 PM.

**Important and to note:** It is important to read all Rules carefully. The Grace House is for you and the other residents only. We do not allow visitors into the Grace House. Management will use discretion when family members are initially helping resident upon arrival. **Absolutely no MALE Visitors** are allowed on Grace House Property at any time. Chores must be completed and maintained. Absolutely no food or drinks (water permitted) allowed in bedrooms. Residents will be tested weekly and randomly. Rooms may be inspected by management and designated, responsible resident

Residents must actively be working a 12-step recovery program: obtain a sponsor, a home group and be actively involved in service work. Residents are also encouraged to explore other paths to recovery.

Any questions pertaining, to any of the rules and procedures, please contact House Management for clarification.

All rules are at management discretion. Rules are implemented to provide a guideline to solid sobriety and a safe living environment. Do not ask management to bend the rules.

Payments must be made on time.

Overnight procedures and curfew will be strictly adhered to.

Concerns, pertaining to your house of residency, should first be discussed with House President. If the concern pertains to the House President or cannot be resolved please contact management.

**Violation of rules may result in dismissal or loss of privileges until infraction is resolved by resident.**

**Grace House Rules are guide for women who are serious and focused in their recovery.**

Resident \_\_\_\_\_

10.

### **Mandatory Grace House Events**

Grace House Blessings (GHB) First Sunday of every month.

Sisters in Sobriety Second Tuesday of each month.

In House AA Meeting Third Sunday of each month.

House Events Houses will be assigned a month to provide an activity for all residents.

Phone Calls to Gerri: Every resident must call Gerri, each week, before Friday.

### **Phases**

**Phase One** first 21 days of residency. If resident has met the requirements in Phase One, they advance to Phase Two.

**Phase Two** Starting on day 22 up until your 8<sup>th</sup> week of residency. When resident has met the requirements in Phase Two, they advance to the final and Third Phase.

**Phase Three** Starting on your 8<sup>th</sup> week of residency.

Rules may be amended and are at the full discretion of House Manager. A resident may be required to repeat the first two phases or be on a specific contract if management deems necessary.

### **REMEMBER**

Grace House is a Sober Living Environment for women who are motivated in their recovery. We are not just an apartment or just a place to sleep at night. Please do not treat this incredible opportunity as such. We are here to provide extra structure and support in the beginning phases of your recovery and to help you succeed. Everything we do is for YOU!!! Some things may not make sense to you, some things you may not agree with. That's OKAY. Just trust the process and know that if you follow the few simple, but structured rules and guidelines, you will have a much better shot at sustaining long term sobriety. The reason we have the "Extras" listed above is because your recovery and your interaction with other women must come first. We do not want to stray from the long-term goal, and this is to "Not to lose one more life to the deadly (if left untreated or mistreated) disease of alcoholism and addiction."

**Welcome Grace House Lady. Take this moment in time to follow the true spirit of recovery.  
We are so happy to have you as part of our family.**

**Resident:** \_\_\_\_\_

## Moving into the Grace House

Please review and share this information with your family/contacts before moving into the Grace House.

**Keep this page for your records.**

### What to Bring:

An initial minimum payment for one month, at a reduced rate of 550.00, is required prior to or upon immediate entry of the house.

Linens: twin sheets, blankets, comforter, pillows, and towels.

Toiletries and other personal items.

Food

Television, if desired. Each bedroom has a connection for a cable. A house television is available in the common area(s).

### Be good neighbors:

Residents of Grace House should be quiet, clean and courteous in the neighborhood. It is never necessary to discuss the specific nature of your residency with anyone outside of the house. You are simply a resident of a rental property.

### Parking:

Adamstown: All parking is on the street.

Akron: A single car can park in the driveway. All other cars must be parked on the street.

Ephrata: Three cars can park on the left side and two against the garage. Do not park in the middle of the driveway; it limits parking for other residents. Please do not leave a disabled or otherwise unused vehicle in the driveway or directly in front of the house.

### Contact information: (please put these numbers in your contacts)

Gerri Shober	House Manager	717-575-1720
Grace Shober	House Manager	717-715-3002
Colleen Elliot	Assistant House Manager	717-481-0263
Erin Hanna	Assistant House Manager	610-401-5459
Kathleen Shober	Financial Coordinator	717-682-7439 (contact for payments)
Philip Shober	Maintenance Technician/Owner	610-780-3915

Remember:

Grace House is a Sober Living Environment for women who are **motivated** in their recovery. We are here to provide extra structure and support in the beginning phases of your recovery and to help you succeed. Everything we do is for YOU!

Resident: \_\_\_\_\_

12.

Please complete and hand into management before departure from the Grace House.

## Grace House Exit Survey

**Name**

**Date of Departure**

**Length of Stay at the Grace House**

**Name of the Grace House, you lived in during your residency** \_\_\_\_\_

**Please describe your experience in the following areas:**

**Arrival to the Grace House** (Greeting by residents, upon arrival were house procedures and rules reviewed and clearly explained and describe the cleanliness and appearance of house.)

**Maintenance of House by Owners**

**House Meetings**

**House Events**

**Support and motivation provided by other residents**

**Support and motivation provided by management Grace House Management**

The Grace House continually strives to be a sober living environment that empowers ladies in their solid sobriety. Please provide any additional comments which may include what you thought was beneficial and any suggestions for management.

If you would like to keep in contact and be a part of the Grace House Alumni please provided your contact information below:

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

e-mail: \_\_\_\_\_

Thank you for your input.

**We have been blessed and thank you for the time you spent at the Grace House.**

## Grace House Resident's Personal Inventory

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Please list personal property upon arrival to Grace House:

- 
- 
- 
- 
- 
- 
- 
- 

Resident's Signature: \_\_\_\_\_

\* The security of personal belongings cannot be guaranteed. If you are securing any items in a secured locked box, management must have access upon requested. Any belongings remaining at Grace House after departure will be moved to storage and held for 30 days. An agreement for the collection of belongings must be made in advance with management.