

Grace House Participant Agreement

This program participation agreement is subject to applicable law and does not waive residents' legal rights or required notice or process.

Grace For Addictions · 1311 9th Street, Des Moines, Iowa 50314 Office: 515-220-8771 · gracehouse@graceforaddictions.org

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Grace House Participant Agreement

About This Agreement

This Agreement is between you and Grace House, operated by Grace For Addictions.

It outlines the terms and expectations of your residency.

Please read it carefully. Ask questions about anything that is unclear before signing.

Signing this agreement is a mutual commitment — we commit to you as you commit to us.

This agreement does not waive any of your rights as a resident.

RESIDENT NAME: _____

DATE OF BIRTH: _____

ADMISSION DATE: _____

ASSIGNED ROOM/BED: _____

Part 1: Program Fees and Financial Agreement

Fee schedule per Policy GH-FEES-001 (current).

Room type	Weekly rate	Monthly prepay (due at start of month)
Shared (double) room	\$175 / week	\$650 / month
Single (private) room	\$200 / week	\$700 / month

My room type: _____ My rate: \$_____ (___ weekly / ___ monthly prepay), due every _____ (day of week, or first of month for monthly prepay).

Payment Methods Accepted:

☐ Cash

☐ Money order

☐ Electronic transfer (details provided by House Manager)

I understand and agree that:

- Program fees are due on the agreed day each week. Late fees or payment plans must be arranged in advance with the House Manager.
- Non-payment of fees for more than 7 days, without an approved payment plan, may result in an administrative discharge process.
- Program fees are non-refundable for the current period, except in cases of emergency or administrative error.
- Grace House does not manage, hold, or control my personal finances.
- I am responsible for maintaining my own financial accounts and obligations.

Part 2: Recovery Participation Agreement

I agree to actively engage in my recovery while living at Grace House. I understand this means:

- Completing an Individual Recovery Plan within 72 hours of intake.
- Reviewing and updating my Individual Recovery Plan with the House Manager or peer mentor monthly. The plan belongs to me and is written in my voice.
- Participating in the required number of recovery support activities each week for my current phase: **4 per week in Phase 1, 3 per week in Phase 2, and 2 per week in Phase 3.** Qualifying activities include 12-step meetings, SMART Recovery, Celebrate Recovery, individual therapy, sessions with my life or recovery coach, church or worship services, Bible study, the Tuesday GFA Recovery Community (GFARC) gathering, and other community-based recovery activities. I understand the weekly house meeting does not count toward this total.
- Selecting a life coach or recovery coach at intake, completing daily check-ins through the VRCC app in every phase, and attending coaching sessions weekly in Phase 1, biweekly in Phase 2, and monthly in Phase 3.
- Attending the weekly Grace House community meeting.

- Engaging in employment, education, job training, volunteering, or caregiving at least **30 hours per week by Day 30** (Policy GH-ACTIVITY-001). Exceptions may be approved by the House Manager for medical or other documented reasons.

Part 3: Substance-Free Agreement

I understand that Grace House is a substance-free environment. I agree:

- I will not use alcohol or illegal substances while living at Grace House, whether on or off the property.
- I will not bring alcohol, illegal substances, or non-prescribed medications onto the Grace House property at any time.
- I will submit to drug testing according to the house testing schedule, including random tests.
- I understand that refusing a drug test is treated the same as a positive result.
- I understand that my use of prescribed MAT medications (buprenorphine, methadone, naltrexone, etc.) does not constitute a violation of this policy.

Part 4: Community Expectations Agreement

I agree to contribute to a safe, healthy, and respectful household. Specifically, I agree to:

- Treat all residents, staff, guests, and neighbors with dignity and respect at all times.
- Complete my assigned household chores as scheduled.
- Maintain my personal space in a clean and orderly condition.
- Respect the privacy of all other residents.
- Honor quiet hours as posted.
- Follow the visitors policy, including visitor hours and the prohibition on overnight guests in bedrooms.
- Follow the curfew schedule for my current phase of residency.
- Report any safety concerns to the House Manager promptly.

Part 5: Medication Agreement

I understand and agree that:

- All prescription medications must be disclosed to the House Manager at intake and whenever new prescriptions are obtained.
- All medications will be stored in my personal lockbox or the house medication safe.

- I will not share my medications with any other resident.
- I will provide documentation from my prescribing provider for all controlled substances.

Part 6: Confidentiality Agreement

I understand that the privacy of every person in this household is sacred. I agree:

- I will not share personal information about other residents outside the house.
- I will not post photos or identifying information about other residents on social media.
- I will honor the confidentiality of what is shared in house meetings and peer conversations.

Part 7: Departure Agreement

I agree to provide a minimum of 14 days' written notice before voluntarily departing Grace House. I understand that:

- If I choose to leave without notice, I forfeit any claim to a refund for the current payment period.
- Belongings that cannot accompany me at departure will be documented, securely stored and made available for later retrieval under the belongings policy.
- I am welcome to return to Grace House community events and support as an alum.
- If I depart for a higher level of care, I am encouraged to apply for readmission when ready.

Program-Initiated Removal and Discharge

When a program-rule violation or conduct that threatens another resident's life, safety, or recovery results in immediate termination of program participation, Grace House will explain the decision verbally and give the resident two hours from that notice to leave the property, subject to any longer notice or other process required by applicable law. Staff will document the reason and notice time and provide written confirmation. During an active emergency, staff may take lawful protective action immediately. Grace House will make reasonable efforts to assist with next steps. Belongings that cannot accompany the resident will be documented, securely stored and made available for later retrieval under the belongings policy. Any required legal process will be followed.

Part 8: Grievance Rights Acknowledgment

I understand that I have the right to file a formal grievance if I believe my rights have been violated or a policy has been applied unfairly. I understand:

- The grievance process is described in the Resident Handbook.

- I will not face retaliation for filing a grievance in good faith.
- I may also access external agencies including the Iowa Civil Rights Commission and HUD.

Part 9: Resident Rights Acknowledgment

I acknowledge that I have received, reviewed, and understand my Resident Rights as described in the Grace House Resident Handbook. I understand that these rights cannot be waived or removed as a condition of residency.

Part 10: Emergency and Safety Acknowledgment

I acknowledge that:

- Grace House has naloxone (Narcan) available and I have received or will receive training in its use within 7 days of intake.
- Call 911 immediately for a suspected overdose. Iowa law provides limited protections for qualifying people who seek medical help for a drug-related overdose; it does not guarantee immunity from all legal consequences.
- Emergency numbers are posted in the common areas of the house.
- I will call 911 in any situation that involves a medical emergency, fire, or imminent safety threat.

Part 11: Mutual Commitment

By signing this agreement, Grace For Addictions commits to:

- Treating you with dignity, respect, and compassion at every stage of your recovery.
- Providing a safe, clean, and supportive home environment.
- Supporting your chosen recovery pathway without judgment or coercion.
- Being transparent about policies, decisions, and any changes that affect your residency.
- Responding to your needs, concerns, and grievances in a timely and fair manner.
- Celebrating your growth and walking with you through the hard days as well as the victories.

SIGNATURES

By signing below, I certify that I have read, understand, and agree to all provisions of this Participant Agreement. I have had the opportunity to ask questions and have received answers that satisfy me. I enter into this agreement freely and voluntarily.

Resident Signature

Date

Resident Printed Name

Admission Date

House Manager Signature

Date

House Manager Printed Name

Title

On behalf of Grace For Addictions, 1311 9th Street, Des Moines, Iowa 50314

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A Note From Thomas DeGarmeaux, Executive Director

This agreement is not a contract of compliance — it is a covenant of community.

Every policy in it was written with your dignity in mind.

We believe in you. We are honored you chose Grace House.

When this season of your life is over, we hope you will look back and say that this place helped you become more fully yourself.

Our door is always open.

— Thomas DeGarmeaux, Founder & Executive Director, Grace For Addictions