

Grace House — Residence Rules & Resident Rights

Controlling revision: October 22, 2026. Handbook-aligned resident reference.

Grace For Addictions · 1311 9th Street, Des Moines, Iowa 50314

Office: 515-220-8771 · Warmline: 515-310-DIAL (3425)

gracehouse@graceforaddictions.org

01 · Non-Negotiable Safety Standards

These behaviors create immediate danger to the household. Any program-initiated removal or discharge follows the Unified Removal and Discharge Process:

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.

Violence & Threats

Physical violence or assault toward any person; Threats of violence or intimidation; Weapons of any kind on the property — firearms, knives, or other dangerous objects

Substances & Property

Bringing alcohol or illicit substances onto the property; Possession of drug paraphernalia; Selling, sharing, or distributing substances to others; Theft or deliberate destruction of property

Sexual Misconduct & Harassment

Sexual harassment, assault, or coercive behavior; Non-consensual physical contact; Creating a sexually hostile environment

Endangerment

Behavior creating serious, ongoing risk to self or others; Refusing to follow safety protocols during an emergency; Intentionally putting others at risk

02 · Sobriety & Recovery

Substance-Free Living

Grace House is an alcohol-free and illicit-substance-free environment, on and off the property.

Drug testing follows the house schedule and includes random tests. Refusing a test is treated the same as a positive result.

If you return to use, tell someone immediately. We will support you, not shame you. See Section 14.

Medications Are Supported

All FDA-approved medications are permitted and encouraged, including Medication for Opioid Use Disorder — methadone, buprenorphine (Suboxone), and naltrexone (Vivitrol).

Mental health medications are fully supported.

Disclose all prescriptions to the House Manager at intake and whenever a new prescription begins.

Medications must be stored in a secure, designated personal lockbox. Controlled substances (including MAT medications) must be stored in a house-provided locked medication safe if a personal lockbox is not available. Never share medications. Provide prescriber documentation for all controlled substances.

Coaching & Your Recovery Plan

Select a life coach or recovery coach at intake. Complete daily check-ins in the VRCC app in every phase.

Coaching sessions: weekly in Phase 1 · biweekly in Phase 2 · monthly in Phase 3.

Complete your Individual Recovery Plan within 72 hours of intake; review and update it monthly. Your plan belongs to you and is written in your voice.

Treatment Choice Is Yours

You may seek clinical treatment from any provider you choose. You are never required to use a specific program or counselor.

03 · Weekly Recovery Activities

Complete the supportive activities required for your current phase each week. The weekly house meeting does not count toward this total.

Your Phase Activities Per Week

Phase 1: 4 activities per week

Phase 2: 3 activities per week

Phase 3: 2 activities per week

Change Course Leaders: 2 additional supportive activities per week

Qualifying activities: 12-step meetings · SMART Recovery · Celebrate Recovery · individual therapy or counseling · sessions with your life or recovery coach · church, worship, or Bible study · the Tuesday GFA Recovery Community (GFARC) gathering · other community-based recovery activities approved by staff.

Change Course Leaders: Monday–Thursday programming counts as substantial structured engagement, so only 2 additional activities per week are required. Everything else — house meeting, curfew, coaching, fees, community standards — applies exactly as to every resident. If you exit or pause Change Course, the standard phase requirement resumes the next week. Questions about Change Course go to Change Course staff.

04 · Schedule & Attendance

Curfew: Phase 1 (Days 1–30): 9:00 PM Sunday–Thursday; 10:00 PM Friday–Saturday. Phase 2 (Days 31–90): 10:00 PM Sunday–Thursday; 11:00 PM Friday–Saturday. Phase 3 (Days 91+): 11:00 PM Sunday–Thursday; midnight Friday–Saturday.

Policy ID GH-CURFEW-001 v3.0 — supersedes all prior curfew tables.

Hard ceiling: No curfew at Grace House extends past midnight in any phase, for any reason other than verified current employment.

The only curfew exception is current employment. A participant whose verified work schedule conflicts with curfew may be granted an employment-based adjustment covering scheduled shifts plus reasonable travel time. A copy of the work schedule must be on file with the House Manager. No other exceptions (social, family, recreational, or recovery-activity) extend curfew.

Curfew adjustments are granted only for verified current employment. Submit your work schedule to the House Manager; the adjustment covers scheduled shifts plus reasonable travel time.

Overnight passes may be granted after 60 days of residency to residents in good standing.

Overnight passes require a written request submitted 48 hours in advance, including the location and host name.

More than three curfew violations in a 30-day period will result in a community accountability conversation and potential curfew reset.

Quiet hours: Sunday–Thursday 10:00 PM–7:00 AM; Friday–Saturday 11:00 PM–7:00 AM. House meeting: Thursdays at 7:00 PM. Attendance is mandatory; notify the House Manager in advance if you must miss. Sign out at the front door: time out, destination, expected return. Tell staff if you will be late, away overnight, or your schedule changes.

05 • Visitors & Guests

Visitor Hours

Monday – Thursday 10:00 AM – 9:00 PM

Friday – Saturday 10:00 AM – 10:00 PM

Sunday 12:00 PM – 8:00 PM

All visitors must be pre-approved by the House Manager. No visitors who are actively using substances. Visitors stay in common areas only — living room and kitchen. No visitors in bedrooms at any time. No overnight guests without advance approval. You are responsible for making sure your visitors respect house rules and other residents.

06 • Work, School & Service

Be engaged in employment, education, job training, volunteering, or caregiving at least 30 hours per week by Day 30 (Policy GH-ACTIVITY-001). If unemployed, actively seek work with documented applications. Keep the House Manager informed of your schedule. Exceptions may be approved for intensive outpatient treatment, documented medical conditions, or short-term transitions.

07 • Program Fees

My room type: _____

My rate: \$ _____

Due every: _____

Fee schedule per Policy GH-FEES-001. Cash, money order, or electronic transfer. If you cannot pay, talk to the House Manager before the due date. We will work out a payment plan or hardship accommodation. Do not avoid staff or hide financial difficulty. Fees unpaid more than 7 days without an approved plan begin an administrative review.

08 • Home Care & Shared Space

Keep your bedroom clean and organized. Respect a roommate's space and belongings.

No eating or storing open food in bedrooms — this prevents pests.

Do laundry regularly and put clean clothes away.

Clean up after yourself immediately in the kitchen, bathrooms, and common areas.

Complete assigned chores on schedule. Assigned at move-in, rotated monthly, posted in the kitchen.

Return shared items to their place. Ask before borrowing anything.

Report maintenance issues to the House Manager.

09 • Community & Respect

Respectful Communication

Use kind, respectful language with all residents, staff, guests, and neighbors. No yelling, name-calling, or verbal abuse.

Address conflict directly and calmly. Ask staff for support if you need it.

Confidentiality

What you hear here stays here. What you see here stays here.

Do not share another resident's information, story, or struggles outside Grace House, or post about them without consent.

Boundaries

Knock before entering someone's room. Respect "no." If someone sets a boundary, honor it.

Romantic or sexual relationships between residents are strongly discouraged during early recovery and may be addressed in accountability conversations if they become disruptive to the community.

Report boundary violations to staff.

Inclusive Community

Welcome and respect people of all backgrounds. No discrimination based on race, ethnicity, religion, gender identity, sexual orientation, age, or disability.

Challenge your own biases. Be willing to learn and grow.

Technology, Photos & Social Media

Use headphones for music, video, and games. No loud phone calls during quiet hours.

No pornography, content glorifying substance use, or violent content.

Do not photograph or record anyone without their consent. No live streaming, and no public posting of Grace House or residents without permission.

10 • Health & Self-Care

Attend your medical and mental health appointments. Take medications as prescribed.

Shower daily, wash hands before meals, do laundry weekly, and take precautions when you are ill.

Get adequate sleep and eat nutritious meals.

Know the fire exits, naloxone locations, and posted emergency numbers. Participate in drills and follow staff instructions during emergencies.

11 • Good Neighbor Standards

Grace House succeeds when our neighborhood trusts us. We commit to being among the best-kept, quietest, most considerate homes on the block. (NARR good-neighbor practices.)

Move outdoor conversations inside after dark. No amplified sound outdoors. Gatherings stay indoors.

Park considerately — never blocking driveways or sidewalks, never accumulating vehicles.

Smoke in the designated rear area only — never the front porch or sidewalk. Containers emptied daily.

Keep lawn, porch, walkways, trash, and bins maintained on schedule.

Any neighbor may call the House Manager at 515-220-8771. Concerns are acknowledged within 24 hours and logged.

12 • Your Rights

As a Grace House resident, you have the right to — and these rights cannot be waived or removed as a condition of residency.

Be treated with dignity and respect.

Have privacy in your personal space.

Choose your own treatment providers.

Take all prescribed medications, including MOUD.

Practice your spiritual or religious beliefs.

File a grievance if you feel mistreated.

Leave the program voluntarily at any time.

Be free from discrimination.

Access your own file with 48 hours' notice.

Have your personal information kept confidential, within legal limits.

You will not face retaliation for exercising any right on this list.

13 · Our Commitment to You

By welcoming you into this home, Grace For Addictions commits to:

Treat you with dignity, respect, and compassion at every stage of your recovery.

Provide a safe, clean, and supportive home environment.

Support your chosen recovery pathway without judgment or coercion.

Be transparent about policies, decisions, and any changes that affect your residency.

Respond to your needs, concerns, and grievances in a timely and fair way.

Celebrate your growth and walk with you through the hard days as well as the victories.

14 · If You Return to Use

A return to use is not automatic grounds for discharge. We work with you, not against you.

Tell someone immediately. Your safety is the first priority.

We assess your medical needs, and we will call 911 if necessary.

Together we determine next steps: staying with increased support, a temporary return to treatment or detox with a plan to come back, an adjusted recovery plan, or additional resources and connection.

You will not be automatically removed. Discharge after a return to use is considered only if you refuse to engage with support, repeatedly bring substances onto the property, create imminent danger to the community, or are unable to maintain sobriety despite all available support.

Grace means second chances. And third. And fourth.

15 · How Accountability Works

Our approach is grace-centered and focused on growth, not punishment. Concerns are addressed at the lowest level that works.

Level 1 — Verbal Conversation: An informal, supportive discussion. We understand what happened, agree on a plan going forward, and note it in your file.

Level 2 — Written Warning: A formal written notice naming the specific expectation to be met, a timeline for improvement, and increased check-ins. A copy is given to you.

Level 3 — Accountability Meeting: A meeting with the House Manager and your peer coach to review concerns and build an accountability plan. May include temporary restrictions such as an earlier curfew, a return to the Phase 1 support structure, or added recovery requirements.

Level 4 — Housing Review: A care team meeting — you are invited to participate. Options include continued residence with maximum support, transition to a higher level of care, voluntary exit with a warm handoff to alternative housing, or involuntary discharge only if a safety concern persists. Any program-initiated removal or discharge follows the Unified

Removal and Discharge Process, including its notice, departure period, written confirmation, belongings arrangements, and applicable-law safeguards.

16 • Grievance Process

Step 1 — Informal Resolution (Within 3 Days)

If you are comfortable doing so, speak directly with the person involved.

Be specific about what occurred, how it affected you, and what resolution you are seeking.

If the concern involves a housemate, a peer mediator can be requested.

Many concerns can be resolved quickly through honest conversation.

Step 2 — Formal Written Grievance (Within 10 Days of Incident)

Complete a Grace House Grievance Form (available from the House Manager or in the resident binder).

Submit the completed form to the House Manager.

You will receive a written acknowledgment within 24 hours confirming receipt.

Your grievance will be reviewed within 5 business days.

Step 3 — House Manager Response (Within 5 Business Days)

The House Manager will investigate the grievance by reviewing the facts and speaking with relevant parties.

A written response will be provided to you within 5 business days of receiving your form.

The response will include findings, any action taken, and the reasoning behind the decision.

Step 4 — Appeal (Within 5 Days of House Manager Response)

If you are not satisfied with the House Manager's response, you may appeal to Grace For Addictions leadership.

Submit a written appeal to thomas@graceforaddictions.org with a copy of your original grievance and the response received.

A final decision will be provided within 10 business days.

No resident will face any negative consequences — including threats, changes in privileges, or pressure toward discharge — for filing a grievance in good faith. Retaliation is itself a serious violation and will be addressed through the same process.

17 • Leaving Grace House

You may leave at any time. If you choose to go, we want to help you land well.

Give a minimum of 14 days' written notice before voluntarily departing. Leaving without notice forfeits any refund claim for the current payment period. Belongings that cannot accompany the resident will be documented, securely stored and made available for later retrieval under the belongings policy. Complete an exit interview, return keys and borrowed items, and let us help plan your next steps. You are welcome back at Grace House community events and support as an alum. If you depart for a higher level of care, you are encouraged to apply for readmission when you are ready.

Discharge May Occur If

You violate a non-negotiable safety standard (Section 01). You refuse support after multiple interventions. Your behavior creates ongoing risk to the community. You stop paying fees and refuse to create a plan.

Even in discharge, we provide referrals, support, and a warm transition whenever possible.

18 • When to Call 911

Call 911 immediately — do not wait, and do not call staff first.

Overdose — unresponsive or not breathing; Suicide attempt, or an imminent threat of suicide; Violence with weapons, or serious injury; Medical emergency — chest pain, seizure, severe bleeding; Any life-threatening situation

24-Hour Crisis Lines

988 Suicide & Crisis Lifeline Call or text 988

Your Life Iowa 1-855-581-8111

Grace House Warmline 515-310-DIAL (3425)

House Office / Manager 515-220-8771

Naloxone is available in the Grace House medication cabinet and near the front door. All residents will receive naloxone training 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.

19 • Where to Get Help First

A house or roommate concern: House Manager

A recovery or plan concern: Your coach

A money or fee concern: House Manager, before the due date

A rights or fairness concern: Grievance, Section 16

After hours, not an emergency: Warmline 515-310-DIAL (3425)

Any emergency: 911

You are never in trouble for asking. Reaching out early is always the right move.

24-HOUR CRISIS LINES 988 Suicide & Crisis Lifeline — call or text 988 • Your Life Iowa 1-855-581-8111

This reference reflects the controlling Grace House Resident Handbook revised October 22, 2026. Existing signed agreements and legal rights are not silently overwritten; applicable legal notice and process will be followed. Full governing documents are available from Grace House.