



**Spruce House Inc. – A Sober Living Facility
Admissions Agreement (the “Agreement”)**

Welcome!

This Agreement goes over the terms of what you are agreeing to. These are some basic definitions we will use in the Agreement:

“**Residence**” means 1000 Spruce Lane, Pasadena, California

“**Resident**” refers to you, _____.

“**Start Date**” _____.

“**Initial End Date**” _____.

“**Monthly Rent**” _____.

“**Curfew**” means 10pm on weekdays and 12 midnight on weekends.



Spruce House Inc., referred to in this Agreement as “**Spruce House**”, is a sober living residence intended to help you develop coping skills that will help you master the social, emotional, behavioral, and professional demands of society. It is a home for you to live and function in a drug and alcohol free environment.

You will be living in the Residence with other people who are in a similar situation as you are. You will be assigned a specific bed and a place to keep your belongings. While you remain at Spruce House, you will always sleep in the bed which is assigned to you, but you will have access to all the common areas of the Residence.

Spruce House will have a “**House Manager**” who will be present on the Residence most of the time. He is there to help you when you need it, and to insure that you and the other Residents respect the House Rules, which are listed on pages 5 through 8 of this Agreement.

All residents of Spruce House live as a family system, that is, a group of individuals living and working toward a common goal, which is continued sobriety. Everyone is required to behave in a manner that is calm, civil and respectful of and to themselves and others who live in and are affiliated with the Spruce House.

The House Rules are there to protect you and the other residents and to insure that Spruce House can operate properly. The House Rules are a part of this Agreement, and you are agreeing to be bound by them. Please make sure you read and understand them. If you violate the House Rules, you may be evicted.



We are agreeing to rent to you and you are agreeing to rent from us, use of the Residence in a manner consistent with the terms described in this Agreement. Your stay begins on the Start Date and ends on the Initial End Date. If you choose to stay longer, and Spruce House agrees to extend your stay, then we will enter into an additional short form agreement and you will continue your stay on a month-to-month basis.

In order for you to continue on a month-to-month basis, in addition to complying with all of the other terms of this Agreement or any addendum, your stay will be conditioned on the payment of one month's rent in advance.

In addition to the House Rules, please keep in mind that you must strictly abide by the Curfew. In addition, you must attend the mandatory weekly house meeting, where all who reside at Spruce House will discuss matters pertinent to the house operation.



Rooms are to be kept clean and picked up. Beds are to be made daily by 9AM.

Residents are responsible for supplying their own personal hygiene items (toothbrush, toothpaste, shampoo, razors, shave cream, etc.).

Spruce House does not provide any treatment or counseling and therefor is not involved in any medications you may be using. You are responsible to provide any items you may require for health issues, including prescriptions, medical care, etc.

Spruce House will supply laundry detergent, dish washing soap, toilet paper, paper towels, linen and towels. You will be responsible to provide everything else you need.



NO REFUND POLICY. Spruce House has limited space. If you change your mind after signing this Agreement and chose not to show up, or to leave before the Initial End Date, or if you violate the House Rules and are evicted, you will forfeit whatever you have paid and there will be no refund.

There is a no-refund policy in place for any applicant who changes their mind about moving into the residence after remitting payment, and/or breaks any of the written House Rules. The NO-REFUND POLICY is in place because when a bed or a room is reserved by a resident - that bed or room is not available for use by any other prospective resident, and the resulting vacancy causes a financial hardship to the residence.

The No-Refund Policy also applies if a resident, his family member or his/her representative pays for a room or bed and that prospective or current resident decides (for whatever reason) not to remain in or move-into the house. That payer will not receive a refund for any funds paid in behalf of the Resident. Spruce House Does Not Refund Any Fees.

If you leave the residence overnight or stay out of the house after the (10PM curfew weeknights and 1am curfew Saturday & Sunday) with no advance notice and/or permission from the Resident Manager, you will be subject to disciplinary action up to and including eviction.

If you choose to leave the residence with less than 30 days written notice, you will not receive a refund for any fees, deposits or rents paid.



AS DESCRIBED ABOVE, YOUR RESIDENCY IS A MONTH-TO-MONTH RENTAL. Either party may cancel this Agreement with 30 days WRITTEN notice.

In order for this Agreement to be effective:

- 1. Resident must sign this Agreement;**
- 2. Resident must pay to Spruce House in advance in good funds the Initial Month's Rent;**
- 3. Spruce House must countersign the Agreement.**

****Resident Signature:**

_____Date_____

Resident's Name:_____

By signing here, Resident confirms that he has read this Agreement and agrees to the terms of this Agreement, including the no-refund policy.

****Spruce House, Inc. Signature:**

_____Date_____

By:_____