



## Client Application Forms – Liberty House for Women A Sober Living Environment

Business Office: CD Recovery Services, Inc.  
102 East 2<sup>nd</sup> Street, Suite 110B  
Chaska, MN 55318  
Telephone (952) 454-0468  
Fax (952) 448-6047

### General Information Letter – PLEASE READ CAREFULLY (08-08)

Liberty House is a structured sober environment in Chaska, MN, a community venture sponsored by CD Recovery Services, Inc. Our mission is to provide a clean and sober environment for women in recovery from drug and/or alcohol addiction. We want to help those individuals who have a desire to stay sober and become productive members of society. We mandate that residents attend 12-step meetings and work with a 12-step sponsor. Being active in the recovery fellowships is essential and will enhance the recovery process of our residents. It is our belief that honesty, open-mindedness, and willingness are necessary to facilitate a change in lifestyle in order to deal with addiction. All individuals must be drug and alcohol free upon intake.

#### Admission Requirements:

- Must be an addict or alcoholic by admission.
- Must be detoxed, no drugs or alcohol in system.
- Must be at least 30 days sober, or complete an inpatient treatment program, or 4 weeks of outpatient
- Must work a program of recovery
- Must not have a history of sex crimes or arson.
- Must acquire a 12-step sponsor within 14 days.
- Must attend a minimum of three abstinence based support groups (A.A./N.A.) per week
- Must work regular day job - 40 hours per week.
- Must commit for 90 days minimum.
- Must be 18 years old
- No house arrests

Currently, we have two locations in Chaska, MN and one location in Shakopee, MN. These are home environments, not institutions. Residents of our GRH facilities cook for themselves. We provide food, telephones, cable, bedding and laundry facilities. Bus lines run in the vicinity of the property at the Chaska Community Center.

Please, mail your application to CD Recovery Services, Inc. 102 2<sup>nd</sup> Street, Suite 110B Chaska MN 55318.

Enclosed with this letter you will find a copy of our house policies and application form. If you have any questions, or if we can be of assistance to you, don't hesitate to call.

Sincerely,

Benjamin J. Palmby  
Director of Operations  
CD Recovery Services, Inc.  
(952) 454-0468  
Ben@cdrecoveryservices.org

For more information visit: [www.cdrecoveryservices.org](http://www.cdrecoveryservices.org)



## Liberty House for Women House Policies - Lodging Agreement

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The undersigned understands and acknowledges that Liberty House is an alcohol and drug free shared housing property managed by CD Recovery Services, Inc. The undersigned resides in the capacity of a lodger sharing a housing unit and not as a tenant with rights or possession of space exclusively.

The undersigned agrees to pay a sober deposit of \$200.00, due at the time of intake. Then, after the undersigned's first pay period, the undersigned agrees to submit a fraction of the monthly rent, which is \_\_\_\_\_. Depending on the individuals normal pay period, the fractional payment is equal to the total monthly rent divided by the number of pay periods each month.

The undersigned lodger agrees to participate in and abide by the policies and rules set by CD Recovery Services, Inc. The undersigned agrees to vacate the shared accommodation when cardinal rules are violated or by a vote of Liberty House members. The following house policies are to be observed by all residents. These policies have been set forth by CD Recovery Services, Inc. to maintain a clean, safe, and healthy living environment for those in recovery and to those who are willing and ready to change their lives and transition back into society. Any infraction of these house policies could result in disciplinary action and automatic removal from the dwelling. The decision to stay at Liberty House is based on each resident's behavior, and our goals are to help each resident attain their goal of self-sufficiency by staying clean and sober and finding employment.

THIS AGREEMENT, entered on this day of \_\_\_\_\_ between CD Recovery Services, Inc. and \_\_\_\_\_, regarding clean living residency at Liberty House, includes the following conditions:

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**1. All program fees are due on your payday**, and there is no grace period. If a legitimate emergency occurs, the director shall be informed and may consent to an extension. If a resident moves from the house under emergency circumstances prepaid service fees remaining shall be refunded on a pro-rated basis. Any failure by resident to pay fee's when due, or failure to comply with any other of the conditions of this agreement allows CD Recovery Services, Inc. to immediately void this agreement. Any infraction of the house rules may result in the immediate termination of the lodging agreement and expulsion from the house, and forfeiture of any lodging fees.

**2. Standard Curfew:** All residents who are working will be expected to return to the house by 11:30 p.m. Sunday - Thursday and 12:00 a.m. Friday & Saturday. One needs specific permission to leave any earlier than 5:00 am. Curfews are designed to help our residents change behaviors and learn new skills.

**3. New Arrival Curfew:** All new residents will return to the house by 9:00 p.m. every day. **New residents will abide by the Standard Curfew after showing proof of employment.** Attaining employment immediately will directly benefit each resident.

**4. Medication:** Liberty House does not dispense medication. Our policy prohibits taking mind-altering medications; however, we understand that sometimes we need it. The director, in conjunction with advice from medical professionals, will determine the necessity for prescribed medications. If we feel that a prescribed medication for a resident is detrimental to other residents, we will ask that resident to go without, or resident will have the option to move out with full explanation to any supervisory agencies. Any resident sharing or receiving medication will be terminated without question. All medications need to be entered in medication log. (See manager). Residents that are found to be abusing medications such as, ingesting dosages other than what is written on the prescription label will be discharged. **NO NARCOTIC MEDICATIONS ARE ALLOWED WHILE LIVING IN HOUSE.**

**5. Drug and Alcohol Use:** Occupancy is made available on the strict understanding that the house is to be, at all times, drug and alcohol free. **Should a resident use any illicit drug, consume alcohol, or take drugs not prescribed by a physician, the resident will be discharged immediately from the house.** In addition, guests of visitors of a resident who are under the influence of any type of mind altering substances are not permitted, at any times, in the house or on the grounds. **Protecting and/or knowing a fellow resident is drinking or using may be cause for immediate dismissal.** Reporting all suspicions to house manager will benefit every resident!

**6. House Liability:** CD Recovery Services, Inc. is not liable for any personal property during or after the resident's discharge from the house. CD Recovery Services, Inc. will dispose of all personal property 30 days from discharge date. CD Recovery Services, Inc. assumes no responsibility for the personal property of the resident.

**7. Payment Plans:** Payment plans will be written for all residents that are \$200.00 or more in arrears in program fees. They will be written by the Managing Director and client together. Once resident agrees to plan and signs the document, the document will be enforced. All pay stubs are to be shown to housing coordinator.

**8. Without director's written permission no resident will:**

- ◆ Install paneling, flooring, built in decorations, partitions or railings
- ◆ Drill or attach anything to the floors, walls or ceiling of the house
- ◆ Bring in any dish washing, heating, ventilating, or air conditioning units, or any water filled furniture
- ◆ All personal property not belonging to CD Recovery Services, Inc. is subject to insurance at resident's expense
- ◆ Put in any shades, blinds, window guards, and in or outside of the premises
- ◆ Permit the accumulation of refuse in the residential unit.

**9. No loud music.** Only Walkman type radios allowed. Loud and excessive noise disturbs other residents and will not be tolerated. The TV's will only be played at reasonable volume levels and violation of these rules will be considered disruptive behavior. Have respect for your neighbor.

**10. Visitation:** No visitors except for female sponsors and female spiritual advisors. Men are only allowed at the property if they are a family member. **NO UNSUPERVISED CHILDREN ON THE PROPERTY AT ANY TIMES.** Visitors must sign in and out with the House Manager. Visitors are only allowed for a period of ½ of an hour.

**11. Intimidation and/or violence.** Any open or subtle hints of intimidation or violence towards residents or staff are grounds for immediate termination. No exceptions.

**12. No smoking** in the house. No exceptions. Smoking in designated outside areas only.

**13. No sexual activity** in the house. No exceptions.

**14. Housekeeping:** Each resident is responsible for washing dishes immediately after eating. Sleeping areas are to be clean at all times. Residents are responsible for cleaning of all community living areas. Resident will keep the premises clean at all times, and upon termination will leave the premises in as good of a condition as it was when this agreement was entered. All residents are assigned weekly house chores.

**16. Community Service:** Residents can work off community service at Liberty House if approved by parole/probation officer. Housing coordinator or House Manager will supervise and sign off on all work.

**17. Excessive Utilities:** Be aware of abusing free utilities. Turn off all lights in rooms not being used. Washers and dryers are available for your use. CD Recovery Services, Inc. will pay all water, gas, heat, light, local telephone services, cable, and power to the house. The last person out of each facility each should turn off all lights. Residents are not allowed to have hot plates, heaters, air conditioners, microwaves, small appliances or large appliances in resident rooms.

**18. Out of Bounds:** Residents may not enter another person's room without permission.

**19. No Food Areas:** Food will be eaten in the dining and living area only. No food in bedrooms.

**20. Passes:** Residents need to fill out a pass request form with a minimum of 48 hours notice. A minimum of thirty days in the house is required. The Director will approve all passes based on performance in the house. All program fees have to be current to be approved.

**21. Work:** We require all residents to work approximately forty hours a week. Residents having trouble with acquiring employment are to ask staff for help. Employment opportunity packet is available upon request.

**22. Sleeping:** All residents must be awake, dressed, areas cleaned by 8:00 am on week days. Residents will not sleep in the living room. Lights should be out by 12:00 p.m. on weeknights.

**23. House Activities:** All residents will participate in all house activities including business meetings, group sessions, and weekly housekeeping duties. Mandatory work days for all residents maybe assigned for GI duties each month if the house becomes unsanitary.

**24. Mandatory House Meeting Attendance:** All residents must attend weekly house meetings. This is an important meeting that will cause problems if missed! **This is mandatory with no exceptions.**

**25. Twelve Step Meeting Attendance:** All residents must attend three outside 12 step meetings per week (A.A./N.A.). The meeting attendance slips are to be turned in to the house manager at weekly house meetings.

**26. Sponsorship:** All residents will be required to get a 12 step sponsor within 14 days of move in. We will verify with your sponsor. Experience tells us that we can't recover alone. Read information on sponsorship in intake package.

**27. Outpatient Treatment Programs:** All residents must attend all court, parole/probation, social services referred treatment plans. Furthermore, clients must follow all discharge recommendations from their treatment programs. CD Recovery Services, Inc, may request that residents provide discharge/assessment documentation.

**28. Dress Code:** All residents must be properly attired in the community areas.

**29. Pornography:** No pornography in the house. Liberty House hopes to offer spiritual living in a spiritual environment.

**30. No pets:** Residents are not permitted to have any pets.

**31. Telephones:** Liberty House provides free in-house telephone service. Residents are allowed 10 minutes maximum for each call. Violation of this rule will result in consequences. Telephone service is a privilege. Any problems with the telephones and service will be discontinued.

**32. Weapons:** No weapons of any kind are allowed on Liberty House property.

**33. Notice to vacate:** A written thirty (30) day notice of intention to move and vacate is requested from all residents.

**34. Grievances:** If a resident feels that another resident is not doing their share of the chores, or has any other grievances towards another resident, he may call a meeting with the house manager/housing coordinator with all residents to discuss the grievance. If a resident's action or behavior is found unsatisfactory by a majority of the residents at such meeting, the resident will be given the opportunity and reasonable time to change their behavior. If after two meetings the offending resident fails to make the necessary changes the director will be advised, and subject to his discretion, may terminate the lodging agreement.

**35. Consequences:** The staff of Liberty House reserves the right to enforce the following consequences for infractions of any, or all, of the above house policies. The consequences may include extra chores, restriction to the house, no passes, or termination.

**36. Vehicles:** To operate and/or park a motor vehicle while residing at the facility, a valid driver's license, proof of insurance and registration are required. Copies need to be in file at the main office and house manager's office. They will be towed at your expense. If you own a vehicle and can't legally drive it, park it elsewhere.

**37. Room inspections:** Room inspections may be carried out at any time by the House Manager, which is subject to approval of the Director of Operations or Managing Director.

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Please print the following: **I HAVE READ AND UNDERSTAND HOUSE POLICIES AND LODGING AGREEMENT**

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**Residential Information Concerning Resident May Be Shared With Appropriate Agencies**

Printed Name of Resident: \_\_\_\_\_

Dated: \_\_\_\_\_

Signature of Resident: \_\_\_\_\_

Dated: \_\_\_\_\_

Director of Operations: \_\_\_\_\_

Dated: \_\_\_\_\_



# Client Application Form – Liberty House for Women

Name (First, Middle, Last): \_\_\_\_\_ Today's Date: \_\_\_\_\_ Requested move in date: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_ SS#: \_\_\_\_\_ **Circle One:** Single Married Divorced Separated

**Current** Address: \_\_\_\_\_

**Previous** Address: \_\_\_\_\_

City: \_\_\_\_\_

City: \_\_\_\_\_

Zip Code: \_\_\_\_\_

Zip Code: \_\_\_\_\_

**MUST PROVIDE** Current Contact Phone \_\_\_\_\_ Cell Phone Number: \_\_\_\_\_

If applicable, please name your treatment, halfway house, 3/4 house or other institution please name: \_\_\_\_\_

Have you signed a release of information for this facility to speak with CD Recovery Services, Inc.? **YES NO**

## Financial Information

Currently Employed? **YES NO** Employer: \_\_\_\_\_ Are you capable of paying current rate of rent? **YES NO**

Are you willing and capable of working/volunteering full time? **YES NO**

Have you been approved for GRH funding through your counties Social Services? **YES NO** County: \_\_\_\_\_

If approved for GRH, name of caseworker: \_\_\_\_\_

## Chemical Use History / Legal Obligations

Sober Date: \_\_\_\_\_ What is your drug of choice? \_\_\_\_\_ **CAN YOU PASS A DRUG TEST TODAY? YES NO**

List types of drugs/alcohol you used: \_\_\_\_\_

DWI arrests : \_\_\_\_\_ ( number) Assault: \_\_\_\_\_ (number) Possessions: \_\_\_\_\_ (number)

**CIRCLE ONE:** Probation Parole Pretrial None County or state: \_\_\_\_\_ Agent name: \_\_\_\_\_

Agent's Contact Number:: \_\_\_\_\_ What are your charges? \_\_\_\_\_

Have you ever been arrested for any sex crimes? **YES NO** Have you ever been arrested for arson crimes? **YES NO**

## Physical / Mental Health

Are you under physician's care? **YES NO** Dr. Name: \_\_\_\_\_ Tel: \_\_\_\_\_

Medical Ailments: \_\_\_\_\_

Under the care of a (CIRCLE ONE): Psychologist Psychiatrist Therapist Name: \_\_\_\_\_ Tel: \_\_\_\_\_

List all psychiatric diagnoses: \_\_\_\_\_

Medications Prescribed: \_\_\_\_\_

Have you ever attempted suicide? **YES NO** Have you ever planned suicide? **YES NO**

Are you clear on what is expected of you? **YES NO**

Are you willing to work with a sponsor? **YES NO** Are you willing to attend three 12 step meetings per week? **YES NO**

## Emergency Contact

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone ( ) \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Client Name (Print) \_\_\_\_\_ Client Signature \_\_\_\_\_ Date: \_\_\_\_\_



## Liberty House Responsibility Statement

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I, (please print) \_\_\_\_\_, voluntarily enter into Liberty House, understanding it is an alcohol and drug free facility. Please initial each line item that you understand your responsibilities.

1. \_\_\_\_\_ I will not use drugs or alcohol, or any mind-altering substances.
2. \_\_\_\_\_ I agree to abide by the rules and regulations of the house as outlined in the Lodging Agreement, which I have signed.
3. \_\_\_\_\_ I will pay weekly fees on time.
4. \_\_\_\_\_ I will attend the mandatory in-house meeting each week..
5. \_\_\_\_\_ I will attend three 12-step meetings per week, and have signed sheet in-hand at every Friday night mandatory house meeting.
6. \_\_\_\_\_ I agree to participate voluntarily in assigned work activities at the house.
7. \_\_\_\_\_ I agree not to linger in front of the house. I will only smoke outside the House in the backyard. Smoking in the house is automatic termination. No exceptions.
8. \_\_\_\_\_ I understand that, when I vacate the premises, I must take all of my belongings at that time. Any personal property remaining thirty days after my departure shall be given to other residents in need or otherwise donated.
9. \_\_\_\_\_ I agree to return all keys to House Manager upon leaving the facility.
10. \_\_\_\_\_ I understand that the house is not liable for loss or theft of my personal property, including money.
11. \_\_\_\_\_ I understand that I will treat everyone with courtesy and respect, including the neighbors; and, in turn, I will be treated the same.
12. \_\_\_\_\_ I have never been arrested or convicted of any sex crimes or arson.
13. \_\_\_\_\_ The only regular visitors allowed on property are PO's and female sponsors. There will be no male visitors on property, unless they are a family member. No unsupervised children on the premises. Visitors are allowed to be at the house a maximum of ½ hour.

I have read and understand the foregoing, and I have initialed all line items and understand that my failure to comply with this agreement may result in my being terminated from the program.

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

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

Director and/or Witness: \_\_\_\_\_



# Liberty House for Women



## Chaska Area AA Meetings

### Monday:

Monday Night AA: Step-Tradition

**7:00PM** Closed / Mixed

300 4TH Street  
Chaska, MN 55318  
ST. JOHNS LUTHERAN CHURCH  
(Lower Level, 1st classroom on the left)

Monday Morning "As Bill See's It"

**9:00AM** Open / Mixed

102 2<sup>nd</sup> Street East, Suite 110B  
Chaska, MN 55318  
FIVE STARS RECOVERY CENTER

### Tuesday:

Candlelight Group: Topic Meeting

**6:00PM** Open / Mixed

115 4TH Street  
Chaska, MN 55318  
MORAVIAN CHURCH  
(Enter through the back door, in the cafeteria)

Brothers in Arms Big Book / Little Red Book Meeting

**7:30PM** Open / Men's

145 Engler Blvd  
Chaska, MN 55318  
Shepard of The Hill Presbyterian Church

### Wednesday:

Worthy Women's Big Book Study

**7:00PM** Open / Women Only

115 4TH Street  
Chaska, MN 55318  
MORAVIAN CHURCH

### Thursday:

Thursday Morning AA: Topic Meeting

**11:00AM** Open / Mixed

102 2<sup>nd</sup> Street East, Suite 110B  
Chaska, MN 55318  
FIVE STARS RECOVERY CENTER

Chaska Bonne Vista AA: Topic Meeting

**7:00 PM** Closed / Mixed

102 2<sup>nd</sup> Street East, Suite 110B  
Chaska, MN 55318  
FIVE STARS RECOVERY CENTER

### Thursday Continued:

Thursday Night AA: Step-Tradition / Topic Meeting

**8:00 PM** Open / Mixed

102 2<sup>nd</sup> Street East, Suite 110B  
Chaska, MN 55318  
FIVE STARS RECOVERY CENTER

Thursday Night AA: Topic Meeting

**8:00 PM** Closed / Mixed

300 4Th Street  
Chaska, MN 55318  
ST. JOHNS LUTHERAN CHURCH  
(Lower Level, 1st classroom on the left)

### Friday:

Friday Night AA: Step-Tradition

**7:00 PM** Open / Mixed

215 West 2nd Street  
Guardian Angels Catholic Church  
(Offices across from the Church)

River City Round Up: Topic Meeting

**8:15 PM** Open / Mixed

102 2<sup>nd</sup> Street East, Suite 110B  
Chaska, MN 55318  
FIVE STARS RECOVERY CENTER

## Chaska Area NA Meetings

### Wednesday:

Chaska May Day NA: Step-Tradition / Topic

**6:30 PM**

115 4TH Street  
Chaska, MN 55318  
MORAVIAN CHURCH  
(Enter through the back door, meeting in the basement)

### Saturday:

Recovering On the River: Basic Text Study

**12:00PM**

102 2<sup>nd</sup> Street East, Suite 110B  
Chaska, MN 55318  
FIVE STARS RECOVERY CENTER



## Liberty House for Women

### Employment:

Top Temporary Inc. (Main office) -----	(651) 457-9003
Ultimate Staffing -----	(952) 903-9600
Express Personnel Services -----	(952) 448-9488
Award Staffing Services Inc -----	(952) 448-4535
Command Center Shakopee -----	(952) 445-7662
Valley Staffing Inc -----	(952) 445-1180
Masterson Personnel Inc -----	(952) 496-0640

### County Resources:

Carver County Workforce Center -----	(952) 361-1711
Carver County Social Services -----	(952) 361-1600
Scott County Workforce Center -----	(952) 445-7087
Scott County Social Services -----	(952) 445-7751
CAP Agency -----	(952) 496-2125

### Legal / Corrections:

MN Department of Corrections -----	(952) 361-3077
Carver County Court Services -----	(952) 361-1500
Scott County Court Services -----	(952) 496-8260

### Transit:

Southwest Metro Transit -----	(952) 949-2278
Shakopee/Chaska Taxi-Cab Service -----	(952) 403-9750

### Health & Medical:

MNET (Minnesota Non Emergency Transportation Program) -----	1-866-467-1724
St. Francis Regional Medical Center, Shakopee -----	(952) 403-3000
Ridgeview Medical Center, Waconia -----	(952) 442-6030

### Recovery:

Narcotics Anonymous (UMSO) -----	(612) 822-9472
Alcoholics Anonymous Intergroup -----	(952) 922-0880
Five Stars Recovery Center -----	(952) 448-6557



## Liberty House for Women



All residents will be required to get a 12 step sponsor within 14 days of move in. We will verify with your sponsor. Experience tells us that we can't recover alone.

### **RESPONSIBILITIES OF A SPONSOR**

1. A sponsor makes him / herself available, 24 hours a day for a phone call from his / her sponsee.
2. A sponsor will phone his / her new friend in AA once in a while and see how he / she is doing.
3. A sponsor's job is to teach the AA program, as he / she knows it, to his / her new friend. This means that someone you select to be your sponsor, must be active in AA.
4. Sponsors also share fun things with their sponsees. They just go out and have a good time, have dinner and that sort of thing.
5. A sponsor lets you know how he / she sees you, is willing to be honest

### **RESPONSIBILITIES OF A SPONSEE**

1. A sponsee will call his / her sponsor on at least weekly basis, not only when he / she has a problem.
2. He or she will let his / her sponsor know what is going on with him / her, both the positive and the negative.
3. He or she is committed to be completely honest with his / her sponsor.
4. The sponsee will share fun things with his / her sponsor.