

Willamette Living Group – House Manual (v1.0)

Welcome Letter

Willamette Living Group (WLG) welcomes you to our program. Our homes are built on respect, structure, and community support. Each house operates as a shared-living environment led by a House Captain appointed by WLG management. This manual provides the guidance, policies, and expectations that help keep every WLG home safe, stable, and positive.

We ask all housemates to read this manual carefully and live by these principles daily. Together, we maintain a community based on accountability, recovery, and mutual respect.

Sincerely,
Willamette Living Group Management

Purpose of the Program

Willamette Living Group (WLG) was created to provide safe, structured, and supportive shared housing for individuals seeking stability and growth. Each home operates under the same principles of respect, accountability, and community, guided by WLG's commitment to integrity and proactive care.

The goal of this program is to help every housemate build a foundation for long-term success — whether that means continued sobriety, financial independence, improved relationships, or personal development.

By combining structured expectations with compassionate guidance, WLG ensures that each home operates as more than just housing — it becomes a community built on trust, contribution, and shared responsibility.

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1. Roles and Responsibilities

Willamette Living Group (WLG) Management

- Provides leadership, oversight, and resources for each property.
- Conducts periodic inspections to ensure safety and compliance.
- Supports the House Captain with training, tools, and guidance.
- Handles major incidents, maintenance escalation, and enforcement of red-line violations.

House Captain (Appointed by WLG)

- Oversees daily house operations.
- Ensures all housemates follow the rules and maintain a respectful environment.
- Conducts weekly meetings and keeps minutes for WLG records.
- Assigns and tracks chores fairly.
- Reports maintenance, behavioral, or safety issues through the designated WLG channels.
- Acts as liaison between housemates and management.

Housemates

- Follow all house rules and maintain a cooperative attitude.
 - Participate in meetings, chores, and community responsibilities.
 - Keep personal and shared spaces clean.
 - Respect the privacy, property, and recovery journey of others.
 - Communicate honestly and calmly about issues.
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2. House Rules and Expectations

These rules keep every WLG home safe and consistent:

- **Drug- and alcohol-free** property. Possession or use of alcohol, illegal drugs, or paraphernalia is strictly prohibited.
 - **Visitors:** Must be pre-approved by the House Captain and must not stay overnight.
 - **Quiet hours:** 10:00 p.m. to 7:00 a.m.
 - **Respect:** No bullying, intimidation, or harassment.
 - **Cleanliness:** Housemates must complete assigned chores and clean up after themselves immediately in shared areas.
 - **Shared spaces:** Kitchen, living room, and bathrooms must remain tidy and ready for use by others.
 - **Smoking/vaping:** Allowed only in designated outdoor areas.
 - **Technology:** Use personal electronics responsibly; avoid loud music or videos during quiet hours.
 - **Pets:** Only if approved in writing by WLG management.
 - **Mail:** Each housemate is responsible for collecting their own mail; do not open another person's mail.
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3. Curfew Policy

To ensure safety and structure:

- **Sunday–Thursday:** All housemates must be inside by **10:00 p.m.**
 - **Friday–Saturday:** Curfew is **11:00 p.m.**
 - Quiet hours start at 10:00 p.m. nightly.
 - If you must return late, notify the House Captain in advance.
 - Repeated curfew violations may lead to written notice and review by management.
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4. House Meetings

- Held weekly and led by the House Captain.
 - Attendance is mandatory unless prior approval for absence is granted.
 - Meetings cover chores, maintenance, new housemates, and community issues.
 - Everyone is expected to speak respectfully and contribute ideas.
 - The House Captain submits meeting notes to WLG management.
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5. Safety and Security

- Keep all doors locked.
- Report any broken locks, lights, or hazards immediately.
- Do not tamper with cameras, smoke detectors, or other safety devices.
- Follow the posted evacuation map during emergencies.

- Fire extinguishers and first aid kits are located in accessible areas—know their locations.
 - Report all injuries or safety incidents using the WLG Incident Form.
 - Follow all city and state safety codes as posted.
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6. Corrective Action and Red-Line Violations

Corrective Process

1. **Verbal Discussion:** The House Captain discusses the issue directly with the housemate.
2. **Written Notice:** If behavior continues, a written notice will outline expectations and timelines for improvement.
3. **Management Review:** WLG management reviews unresolved issues and determines next steps (may include probation, transfer, or removal).

Red-Line Violations (Immediate Removal)

- Possession or use of alcohol, illegal drugs, or paraphernalia.
 - Violence, threats, or harassment.
 - Theft or property damage.
 - Tampering with safety or security equipment.
 - Unauthorized overnight guests.
 - Refusal to comply with evacuation or safety rules.
 - Discrimination or hate-based behavior of any kind.
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7. Move-In / Move-Out Procedures

- Each new housemate completes an orientation and review of this manual.
 - A move-in checklist is completed with the House Captain.
 - Upon move-out, the housemate and Captain complete a final inspection.
 - Keys and access codes must be returned before departure.
 - Any damages or missing items may be billed to the departing housemate.
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8. Maintenance and Reporting

- Report all maintenance issues promptly using the WLG Maintenance Request Form.
 - The House Captain ensures repairs are logged and completed within a reasonable timeframe.
 - Emergency maintenance (water leaks, electrical issues, etc.) must be reported immediately to WLG management.
 - Do not attempt repairs without approval.
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9. Communication and Resources

- Contact the House Captain first for day-to-day concerns.
 - For emergencies or urgent issues, contact WLG management directly.
 - Confidential concerns (e.g., harassment, safety) can be reported directly to management using the Confidential Report Form.
 - Community and crisis resource information is posted in the common area.
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10. Acknowledgment

- I have read and understand the Willamette Living Group (WLG) House Manual.
- I agree to follow all rules, policies, and expectations as a condition of my stay.
- I understand the corrective and red-line violation policies.

Housemate Name: _____ **Date:** _____

Signature: _____

House Captain Name: _____ **Date:** _____

Signature: _____

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