



P. O. Box 2404  
Dayton, Ohio 45401  
(937)979-4400  
FAX (937)979-4393

## RULES AND REGULATIONS

- The use of alcoholic beverages or any other type of drugs (not prescribed by a physician), and gambling will not be permitted for the duration of your attendance at the Weekend Intervention Program.
- Verbal and physical abuse or threats thereof will not be tolerated.
- You are a guest of the Weekend Intervention Program. You will be fully respectful of all individuals with whom you come into contact. Any harassment or behaviors perceived to be harassment--which includes any sexually-oriented remarks; comments which may be so interpreted; whistles and similar sounds; inappropriate gestures, and the like--directed at others, will not be tolerated.
- You will be confined to the premises for the duration of the weekend. No one is allowed to leave the assigned area unless authorized by program staff.
- You will be required to find your own transportation to and from the Weekend Intervention Program.
- ATM may not be available.
- No cigarette machine is available. Cigarettes brought in must be in unopened packages. Single use disposable e-cigarettes are permitted; refillables are not.
- While in any public area, shirt, shoes and name tag must be worn.
- Cell phones are permitted but must be **powered off** during all program activities.
- You may not have visitors. The above telephone number (937-979-4400) can be given to family members in case of an emergency during the times that your cell phone is powered off.
- Notify WIP security personnel or the Program Director immediately upon arrival of any room damage or malfunction.
- You are to stay in your assigned room. No visiting or telephone calls to other rooms is allowed. You may not loiter in the hallway.
- Lights must be out, and all quiet by 11:30 p.m. every evening. Room checks will be made each night.
- No phone calls may be made from your hotel room telephone.
- Absolutely no outside deliveries of food or any other items are allowed.
- Housekeeping will empty trash and provide fresh towels only. You are responsible for keeping your room clean and orderly.
- You are responsible for getting yourself up on time. Set your alarm!
- At 8:15 a.m. you will receive a knock on your door. This is the signal that it is time to leave your room for the day. When leaving your hotel room, bring all items that will be needed for the day. **Wear your name badge.**
- Keep all valuables with you. The WIP does not assume responsibility for any property that is not in your possession during the day.
- Breakfast is provided at approximately 8:15 a.m. Smokers will be allowed time for a short break prior to breakfast being served. All food and beverage is to be consumed in the area assigned.

IT IS YOUR RESPONSIBILITY TO COMPLY WITH THE ABOVE RULES AND REGULATIONS. FAILURE TO DO SO CAN, AND LIKELY WILL, RESULT IN YOUR SUSPENSION FROM THE WEEKEND INTERVENTION PROGRAM.



P. O. Box 2404  
Dayton, Ohio 45401  
(937)979-4400  
FAX (937)979-4393

## YOU NEED TO KNOW

- Participants are required to present themselves to the program sober.
- Participants are required to show picture identification, or in the absence of picture identification, two alternate forms of identification (i.e., social security card, birth certificate, passport, etc.)
- There is no charge for parking at any of the facilities. Parking at the Dayton location is in the garage adjacent to the hotel. Bring the ticket you receive upon entering the garage inside with you. You will take it to the front desk for validation the day of departure.
- You will report to your **assigned program** location. The registration period for all sessions begins at 4:30 p.m. and closes promptly at 5:30 p.m. Persons arriving after 5:30 p.m. will not be admitted. The program will end on Sunday afternoon by 3:30 p.m.
- Firearms are prohibited at all times. Gaming systems that connect to a T.V. are not permitted.
- Both your person and possessions (including bags, purses, back-packs, pockets, etc.) will be subject to search for liquor, drugs, and/or weapons.
- Bring only clothing and personal items necessary for your stay. Dress style will always be informal. Bring a jacket or sweatshirt as meeting room temperatures vary. Do not bring a large sum of money or valuables with you. The Weekend Intervention Program will not be responsible for any lost or stolen items.
- If you are a smoker, bring a sufficient quantity of cigarettes with you. Cigarettes will not be available for purchase. Bring unopened packages only. Cigarettes you have rolled will not be permitted. All program facilities are non-smoking facilities. Smoking (including e-cigarettes) is only permitted in areas designated by the Weekend Intervention Program staff. **No refillable e-cigarettes** will be allowed; single use, disposable e-cigarettes are permitted.
- The program registration fee covers your meals, lodging in a double occupancy room, and all services you receive while you are a participant in the program. On a space available basis, a single occupancy room may be possible at an additional cost of \$200.00. **Arrangements must be made in advance.**
- All meals after the first night are provided. It would be advisable that you have your dinner meal before arriving since no meal is served on the first evening you are there.
- You may bring a small amount of snacks/beverages for personal consumption. They must be unopened packages. Coolers are not permitted. Rooms have small refrigerators but **no** microwave is available.
- In case of emergency during the weekend, your family may contact you by calling the Weekend Intervention Program at 937-979-4400 during hours that the program is in progress.

### AND ESPECIALLY...

- **Return all necessary paperwork to the Weekend Intervention Program along with the appropriate fees. You are not considered confirmed until fees and paperwork are received by the Weekend Intervention Program office, at least two weeks prior to your scheduled program.**
- **If you are under a physician's care and/or taking any medication(s), this must be reported on the registration forms submitted prior to the program. YOU MUST BRING PRESCRIBED MEDICATIONS IN BOTTLES CLEARLY INDICATING THAT THEY HAVE BEEN PRESCRIBED TO YOU. BRING ONLY THE AMOUNT OF MEDICATION NEEDED TO GET THROUGH THE WEEKEND.**
- **Over-the-Counter medication brought to the Weekend Intervention Program must be in a sealed, unopened container. This includes Aspirin, Tylenol, Advil/Motrin, and Antacids, etc. as well as any Vitamins, Supplements, Ointments, or Creams.**