

SHELTER RULES

It is important that the Severe Weather Shelter operates with a spirit of respect and consideration for others, therefore we require that the guests have the shelter rules read to them by whoever is Lead Volunteer at the time of intake. If guests do not abide by the Shelter Rules they may be asked to leave the shelter immediately and could be refused admittance in the future.

Guest, please read the following rules and ask if you have any questions to ensure you understand what you have just heard. Both the guest and the Lead Volunteer sign at the bottom of the form. The signed form should be kept as their admission paperwork.

1. **Guests must remain in the shelter after checking in.** Anyone leaving the shelter cannot be readmitted unless there is an emergency and the shelter staff approves the re-entry.
2. **Guests must be settled in their beds by 10:00pm with lights out.** Any necessary toilet preparations should take place before this time.
3. **Illness must be reported to a volunteer on duty.**
4. **Volunteers can refuse admittance to guests at any time who are under the influence of drugs or alcohol.** If a guest is found to have either drugs and/or alcohol in their possession, at any time, the guest will be asked to leave the shelter immediately and will be denied future admittance.
5. **Absolutely no weapons of any kind are permitted in the shelter.** If weapons are found in a guest's possession after a guest has been admitted, the guest will be asked to leave immediately and denied future admittance. Sharp objects like pocket knives, scissors or nail files that could pose a danger to children must be surrendered during intake and will be returned to the guest when they depart.
6. **Medications.** In order to protect other guests, especially children, all guests must surrender all medications including OTC medications at intake for safe keeping in a locked container. Guests can get any needed medications by contacting a volunteer. All medications will be returned to guests when they depart.
7. **No violent or argumentative behavior will be tolerated.** Police will be called immediately at any evidence of violence. Guests exhibiting this behavior will be asked to leave immediately and denied future admittance.
8. **No smoking in the shelter.** Any guest found smoking in the shelter will be asked to leave immediately and denied future admittance.
9. **The bathroom should be used only for guests restroom needs.** Guests are expected to leave the bathroom in a neat and orderly condition.
10. **Guests are not permitted to bring anyone else into the shelter on their own.**
11. **Guests must leave the building and the shelter area by 7:00 am each morning.** Anyone loitering in the area may be denied access to the shelter for future nights.

(Continues on reverse)

SHELTER RULES (continued)

- 12. Guests are not to use profanity or other insulting language to other guests, volunteers or staff.**
- 13. Guests must be considerate of other guests as appropriate in a group setting and keep noise at a minimal level.**
- 14. Parents or guardians shall be responsible for the conduct of their children and must remain in the immediate area of their children at all times.** Failure to properly supervise you children will result in guests being asked to leave the shelter.
- 15. Guests are responsible for their own personal belongings.** Guests must keep money, personal papers, etc. with them at all times. Shelter staff personnel and partnering organizations are not responsible for guest's belongings and not liable for loss or theft of those belongings. Shelter staff are not responsible for transporting any personal belongings and any guest leaving belongings at the site should be aware that they will be disposed of as seen fit.

I have had the shelter rules explained to me and I agree to abide by them. I also understand that this emergency severe weather shelter is only open during periods of severe weather at the discretion of the Church and the Volunteer Staff. In agreement to use this facility, I agree to release insert church name and the shelter volunteers from liability on my behalf during my stay.

Guest signature: _____ Date: _____

Adult Guest 1 _____

Adult Guest 2 _____

Child 1 _____

Child 2 _____

Child 3 _____

Child 4 _____

Child 5 _____

Volunteer signature: _____