



Hope at the Inn - Guest Contract

Welcome to Hope at the Inn. Guests are provided a safe, clean place to stay beginning at 6:00 p.m. each day, until 8:00 a.m. the next morning.

In order to receive assistance from Hope at the Inn, you must agree to the following rules:

- 1. CHECK-IN / CHECK-OUT TIMES:** Hope at the Inn is an overnight shelter. Guests may check-in between 6 and 9 p.m., and are required to leave the hosting church by 8 a.m. each morning. Guests are not permitted on Host Church property during the day, and will be considered as loitering and may result in removal from the program.
- 2. PERSONAL BELONGINGS:** Guests will be provided with up to two (2) storage totes. Arrangements must be made to store excess personal belongings elsewhere. Abandoned belongings will be moved to The Salvation Army weekly and discarded if Guest cannot be contacted. Guests must have all personal belongings in their totes for the **Sunday** morning shelter move.
- 3. SEARCHES:** Guests and all their belongings will be searched before enter is permitted into the shelter area. Alcohol, weapons, drugs, and drug paraphernalia will be confiscated and may result in removal from the Program. Knives, screwdrivers, straight razors, scissors (i.e. any object that can be deemed a potential weapon), and **inappropriate or excessively violent movies, video games, or print materials** will be labeled and held in a locked box and may be retrieved when leaving each day.
- 4. ALCOHOL SCREEN:** Guests are required to complete a breathalyzer screen each evening upon entry into the shelter. A tolerance standard will be set by HATI boards and posted at the check-in station. Hope at the Inn reserves the right to change this standard at any time. Guests may be subject to additional breathalyzer screens during the evening if behavior warrants.
- 5. DRUGS / MEDICATIONS:** Illegal drugs, substances, and paraphernalia (including medical Marijuana) are not permitted at any shelter location. Public Safety officers will be asked to evaluate any questionable items or behaviors. Prescription medications shall be recorded in Guest file but **not held or dispensed** by shelter Volunteers or Coordinators.
- 6. INAPPROPRIATE BEHAVIOR:** Personal displays of affection, lying together, or other intimate behaviors are not permitted in the shelter. Threatening/aggressive behavior, obscene language/gestures will not be tolerated and may result in removal from the program. Use of weapons, acts of violence, or destruction of property will result in **IMMEDIATE** removal from Program.
- 7. PRIVATE INTERNET / PHONE SYSTEMS:** Access codes to secure church or shelter Internet systems or phone systems will not be disclosed to Guests or other unauthorized users.
- 8. SLEEPING AREAS / REST ROOMS:** Sleeping areas and rest rooms are separated by gender. Guests are not permitted in opposite gender areas. Lights-out will be at about 10 p.m. in the sleeping areas. All electronics (cell phones, computers, and music players) must be turned off by this time or only used in the separate designated social area. **Guests are responsible for keeping their assigned sleeping area clean and orderly.**
- 9. LATE ARRIVAL (after 9 PM):** Only Guests who have prior approval by shelter staff will be permitted late entry. New or unapproved late Guest admissions may be accepted with interventions from a social service worker, clergy, or Public Safety officer.

10. **HOPE for the DAY CASE MANAGEMENT SERVICES:** All Guests are required to meet with the case worker at Hope for the Day. Individualized case management is offered for free to all shelter Guests to assist with what is needed to return to independent living. Guests refusing to see or work with the Hope for the Day Caseworker or another case manager may be limited to 14 collective bed nights at the shelter.
11. **SMOKING:** Smoking is not permitted in **any** of the Hope at the Inn hosting church buildings or warming center. Guests will be informed of designated smoking areas and times. Smoke breaks will be supervised by shelter Volunteers.
12. **PERSONAL HYGIENE:** All Guests are required to maintain personal hygiene standards that are conducive to communal living. Hope for the Day offers shower and laundry facilities. Guests refusing to comply may result in dismissal from the program.
13. **PERSONAL PROPERTY / VALUABLES:** Hope at the Inn and the Host Churches are not responsible for the loss or theft of Guest medications, money, and/or valuables. Hope at the Inn and the Host Churches are not responsible for any damage to personal property. No space heaters or cooking devices are allowed in the Shelter.
14. **PERSONAL INJURY:** Hope at the Inn and the Host Churches are not responsible for personal injury to Guests or their property. All Guests are required to sign a Waiver of Liability prior to admission to Hope at the Inn.
15. **TRANSPORTATION SERVICES:** Guests are expected to utilize the pick-up schedule and adhere to the drop-off locations arranged by the Shelter. Transportation arrangements outside of the posted times must be approved and arranged by the Hope for the Day Case Worker. Guests suspended from any of the transportation companies, agencies, or locations used by the shelter will also be immediately suspended from the shelter program.
16. **RULES:** Guests are expected to follow all rules and regulations of Hope at the Inn, Hope for the Day, and **each Host Church.** Shelter Volunteers, Coordinators, and Staff reserve the right to deny admission and/or have Guests removed from the Shelter for failing to follow rules, closing of the program, limited space, etc.
17. **PROGRAM REMOVAL:** Guests removed from the Hope at the Inn program may request Executive/Utilization Committee review their circumstances to be considered for re-admission.
18. **Mail:** Guests may only use The Salvation Army address as a personal/return address for documents such as housing applications, MSHDA paperwork, and other such items as approved by Hope for the Day Caseworker.

The shelter Volunteer whose name appears below has reviewed this Contract with me.

I acknowledge that I have received a copy of the Contract and by my signature, I acknowledge that I understand and agree to the terms.

Guest Signature: _____

Date: _____

Volunteer Signature: _____

Date: _____

Copy to Casewkr or HARA Copy to Shelter Files