



Emergency Shelter Guest Information and Expectations

Welcome! The Friends of the Homeless is a temporary shelter operated in a faith-based environment designed to help guests to access resources to achieve independence, stability, and permanent housing. Shelter staff is available to help address problems. Below is a list of rules and regulations designed to accommodate guests during their stay. These rules will enable us to provide a safe and comfortable shelter for all guests.

- _____ 1. SHELTER USE: The use of a room in the shelter is in no way to be considered a landlord-tenant relationship. A guest's stay in the shelter is a privilege that can be revoked at any time.
- _____ 2. LENGTH OF STAY: The shelter is for short term stays up to 40 days. Extended stays up to 90 days may be approved if justified by hardship(s) and progress toward self-sufficiency.
- _____ 3. PERSONAL BELONGINGS: Guests must follow the Permitted Items List and all personal items must fit in the storage space provided. FOTH staff and volunteers are not responsible for any loss of guest property including loss, theft, etc. After a guest leaves, on their own or at FOTH request, possessions must be picked up within 48 hours (2 days). After 48 hours, possessions are considered donations and become the property of the shelter.
- _____ 4. ENTRANCE: Guests and visitors must enter using the back door only and may not open the front door for anyone, including other guests of the shelter except in the event of an emergency. All guests and visitors are required to sign in and out when entering or exiting shelter property.
- _____ 5. CURFEW is 10 p.m. every night. Doors are locked, and the alarm is activated. The only exceptions to curfew extension must be approved by case manager. All curfew violations without prior approval are subject to consideration for immediate exit from shelter and shelter services. FOTH has the right to make adjustments in setting the curfew when a situation warrants.
- _____ 6. SMOKING and VAPING: No smoking or vaping within 25 ft of the building. Smoking and vaping is permitted in designated areas only and only during designated times. **Guests who are caught smoking or vaping anywhere inside the shelter will be asked to leave shelter property immediately.** There is NO smoking on property on Sunday, from 9a.m. to 1 p.m.
- _____ 7. MEDICATIONS: **All** prescription and over the counter medications (including vitamins) must be turned into staff, counted, and logged. All medications must be taken according to the Friends of the Homeless Medication Procedure or by specific direction from the prescribing physician.
- _____ 8. GROOMING/HYGIENE: Guests will shower regularly. Guests must wear appropriate attire at all times, including when sleeping. Shoes must be worn at all times outside of sleeping area. Appropriateness is at the discretion of staff. Single guests must change clothes in the bathroom, not in the dormitory.
- _____ 9. CHORES: Guests must complete assigned chores. Chores are assigned weekly and as needed by staff. Guest must sign off on assigned chores when complete. Guests must keep their dorm area neat and clean. Staff will complete daily room checks for cleanliness. Guests must follow staff directives as to cleanliness of their dorm area and the facility as guest assistance and cooperation is important to keep the facility free of pests.

_____ 10. LIGHTS OUT is at 11 p.m. Sunday through Thursday and 12 a.m. on Friday and Saturday. All guests are expected to be in bed by lights out. Children under the age of 13 must be in bed by 9 p.m. Children 13 and older must be in bed at 10 p.m. All cell phones or other electronic equipment being used after lights out must be turned on vibrate or silent, and must be used with earbuds/headphones as to not disturb other guests.

_____ 11. WAKE UP: Doors are opened at 5am, and alarm is deactivated. Lights come on at 6 a.m. Guests are expected to be out of bed, showered, groomed, and finished breakfast by 9 a.m. each day.

_____ 12. LAUNDRY: Guests may use the laundry facilities. Guests must sign up on the Laundry Sign-Up sheet posted next to washer. There are no laundry privileges after 10 p.m.

_____ 13. COMPUTER/INTERNET ACCESS: Guests are permitted to use the guest Wi-Fi. All other employment or housing searches can be done at the Library or Ohio Means Jobs.

_____ 14. PASSES: All passes will be issued on an as needed/emergency basis, to be determined by FOTH staff, and must be approved by the Case Manager or Director.

_____ 15. VEHICLES: All guest vehicles must be tagged, registered, and operable. Guest parking is at the end of the parking lot by the dumpster. There is to be no maintenance performed on any vehicle in our parking lot.

_____ 16. HOUSE MEETING: **Attendance at the weekly house meeting is mandatory** unless a guest is working or at an approved appointment. Physical verification of excuse may be required. Meetings are held on **Mondays at 8:30am** in the dining area.

_____ 17. PROGRAMS: Guests are expected to participate in shelter programming as outlined in their individual case plan. Programs are designed to assist in maintaining stable housing and provide skills for self-sufficiency.

_____ 18. CASE MANAGEMENT: Guests are required to meet with the case manager on an as needed basis. It is the guests' responsibility to update the case manager regarding any and all progress toward their individual case plan.

_____ 19. DAILY ACTIVITY: Guests are expected to be out of the shelter most of the day, seeking employment, searching for housing, obtaining a skill, etc. Guests who are unemployed or under-employed are required to actively seek employment.

_____ 20. MAIL: Guests may use the shelter's business address to receive mail during their stay. Mail is collected and distributed by staff. Guests may not remove mail from the mail box unless approved by staff. After exit, guests must contact individuals, agencies, and business to change their mailing address. Forwarding services are not available through the United States Postal Service.

_____ 21. INJURY: Friends of the Homeless, its staff, and volunteers are not responsible for any injury to guests. Please report any injuries to staff immediately.

_____ 22. MEALS: Guests are responsible for preparing their breakfast and lunch and cleaning the kitchen and dining area. Guests are responsible for cleaning and putting away the dishes they use.

Eating and drinking is restricted to the kitchen and dining room only. Volunteers from the community will prepare and serve the evening meal at 6pm. There is no eating on property between the hours of 4 p.m. and 6p.m. Please be helpful and courteous to those providing the 6pm meal. If you are working late, guests may sign up for a meal to be saved. **There is to be no eating at all after 9:00 PM.** Guests are allowed to snack between the hours of 7-9. **No food and drinks are permitted in the dorms.** Cooking and use of the microwave are prohibited outside of the designated meal times without staff approval. Meal times are as follows:

a. **Breakfast: 6am – 9am**

b. **Lunch: 11:30am – 1pm**

_____ 23. **TRANSPORTATION:** All rides are subject to the availability and approval of staff. Transportation services are limited in nature. Guests must sign up for rides at least 24 hours in advance unless receiving emergency approval from the Case Manager or Director. Guests with Medicaid / Medical Insurance are expected to access transportation through their provider for all medical and counseling appointments. Shelter staff or volunteers may transport guests to work in certain geographic areas as approved by staff up until guests' first paycheck. Guests are then expected to access Horizons or other means for work transport.

_____ 24. **PARENTS/GUARDIANS:** Guests with children must follow the required supplemental rules.

_____ 25. **PETS:** No pets are permitted in the shelter, with the exception of documented service pets.

_____ 26. **VISITORS: Visitors are not permitted at the shelter at this time due to Covid-19.**

_____ 27. **RULE VIOLATION CONSEQUENCES:** Violation of any rule may result in disciplinary action up to and including request to leave the shelter. Guests who are exited for rule violations may not be eligible for future services for a minimum of 30 days.

_____ **28. The following violations may result in immediate expulsion from the shelter:**

- a) Fighting, acts of violence, or possession of weapons
- b) Use, abuse, or possession of drugs and / or alcohol
- c) Criminal activity on or off shelter property while a guest
- d) Staying out overnight without a pass or prior approval
- e) Use of profanity, threats, verbal abuse of guests, staff, volunteers, or visitors
- f) Exiting the shelter after curfew
- g) Switching assigned areas, rooms, or beds
- h) Unauthorized room visiting and/or engaging in public displays of affection or sexual activity on shelter property
- i) Using the Fire Escape except in an emergency
- j) Smoking or Vaping in restricted areas, including anywhere inside the shelter
- k) Destruction or theft of shelter or guest property
- l) Continual non-compliance with their case plan and shelter requirements

_____ 29. Friends of the Homeless staff may change the policies, procedures, rules, and regulations of the shelter at any time without prior notice to guests. Every effort will be made to advise guests in advance of changes.

By initialing each rule, I have stated that I have read and understand each rule.

Signature

Date

Relationship (if minor)

Witness Name (PRINT)

Witness Signature

Date