

Guest printed name: _____

Guest Guidelines for Room at the Inn

By signing, you agree to follow the rules below and understand that if you choose not to follow these you may be asked to leave the shelter.

Yes, I have read and understand Shelter Rules for Room at the Inn.

Guest signature _____ Date _____

Manager's Signature _____ Date _____

At Room at the Inn, our mission is to provide a safe and supportive environment for all our guests. To ensure the well-being and comfort of everyone in our shelter, we have established a set of rules and guidelines that we kindly ask all guests to follow. These rules are designed to promote a peaceful and respectful atmosphere within our facility.

Room at the Inn Shelter Rules

1. Operating Hours:

- The shelter opens at 6 PM and reservations are held until 7 PM. No entry allowed after 9 PM.
- Shelter closes at 8 AM.
- Shelter grounds are off-limits between 9 AM and 5 PM.

2. Substance Policy:

- Room at the Inn is a drug-free and alcohol-free shelter.
- Any alcohol or drugs must be surrendered upon arrival and will be returned upon departure.

3. Weapon Policy:

- Weapons or potential weapons are not allowed within the shelter.

4. Smoking Policy:

- Smoking is prohibited inside the shelter.
- Designated smoke breaks are provided in the evening and morning.
- Tobacco products should be surrendered upon entry.

5. Behavior Expectations:

- Disruptive behavior will result in a single warning.
- Continued disruption or violence is not tolerated and will result in removal from the shelter.

6. Quiet Hours:

- Quiet hours are from 10 PM to 6 AM. No group conversations, headphones required.

7. Vandalism:

- Vandalism is not tolerated.

8. Belongings:

- Personal belongings should not be left at the shelter. They may be disposed of.

9. Personal Hygiene:

- Upon complaints, a guest may be required to shower and/or do laundry before they can return.

10. Keep the shelter clean:

- Maintain a clean and neat cot area.
- Keep common areas clean.
- Throw away all trash.

11. Respect and Non-Discrimination:

- No racial, gender, or ethnic slurs or intimidation allowed.
- Respect for other guests' personal spaces and belongings.

12. Respect and Courtesy:

- Treat staff, volunteers, and other guests with respect and courtesy.

13. Compliance with Staff Requests:

- Guests are expected to comply with reasonable staff requests.

14. Lost or Stolen Items:

- Room at the Inn is not responsible for lost or stolen items.

15. Smoking any substance or tampering with fire alarm system will result in 30 day suspension.

Your understanding and adherence to these rules are not only essential for your safety but also for the well-being of your fellow guests and our dedicated staff and volunteers. We strive to create a welcoming and supportive atmosphere, and we sincerely appreciate your cooperation in making Room at the Inn a place of respite and dignity.

Complaints of unfair or unequal enforcement of these guidelines can be left in the suggestion box.