

Norfolk Rescue Mission General Guidelines

1. All guests must sign in before 5:00 pm each evening and remain on the property until 6:00 am the next morning. Exceptions may be granted for employment or medical issues **only if called in prior to 5:00 pm**. Guests cannot leave the grounds after 5:00 pm except by the permission of the Staff Person on duty.
2. **All guests are required to attend our Chapel service every evening at 5:30 pm**. If your regular work hours conflict with Chapel, you will be required to attend Devotions at 8:00 am.
3. All guests are required to help with the daily work and chores around the Mission.
4. Guests are to be in their own sleeping rooms every night from 10:00 pm–6:00 am. Guests should not enter others' sleeping rooms. All lights are to be out, and it is expected that all guests will remain quiet during these hours.
5. The doors to the Guest's Dorms are locked at 7:50 am Sun–Fri (10:00 am Sat.) and unlocked at 4:00 pm. Guests must be out of the dorm buildings during these hours. The Drop-In-Center (DIC) is open weekdays from 8:30 am until 4:00 pm.
6. Breakfast is served at 7:00 am, Lunch at 11:45 am (Sunday 1:00 pm) and Supper at 6:00 pm everyday. **No Food or Drink is allowed in the Dorm Rooms.**
7. All guests are required to make their bed neatly every morning and clean up their living area, storing their belongings in the two totes provided. Belongings found in inappropriate places will be discarded. All guests must shower daily. Clean clothing and toiletries are available.
8. Bare feet are allowed in the bathrooms only. Footwear must be worn everywhere else.
9. There is to be NO tobacco/nicotine use in any Mission building at any time. All tobacco/nicotine use is only permitted in the designated smoking area behind the Faith House (men) and behind the Hope House (ladies). Cigarettes (or any other tobacco/nicotine products) are not to be traded, given, nor sold to any other guest.
10. Cell phones are not allowed to be used in the Dining Hall and are to remain on silent everywhere else on campus.
11. All medications (prescription and over the counter) and weapons MUST be turned in to a Staff member to be locked up. Meds will be available after all meals and before bed.
12. Guests are to avoid conversations and other contact with persons of the opposite sex or with children on Mission property and in our community. Public displays of affection or any sexual (heterosexual or homosexual) conversation or contact are prohibited on our grounds and in our community.
13. Guests may not use the office phones without permission from a Staff member. There are phones available for local calls in the Men's Dorm area, the Hope House and the Drop-In-Center.
14. The following will be cause for being barred from the Mission. (Note: This is not an exclusive list.)
 - Possession (or use of) alcohol, drugs, pornography, or weapons
 - Inappropriate conversations or content on cell phones
 - Abusive or violent behavior or language toward Staff, guests, or visitors
15. All belongings may be searched by Staff at anytime to ensure compliance with our guidelines.
16. Guests must first visit with the Staff person on duty prior to checking out of the Mission. Any belongings left behind after three days will be disposed of, or the Mission may find an alternate use for them.
17. Guests being asked to leave must take all of their belongings immediately. Anything left behind will be disposed of at the end of the day.
18. Personal mail can be forwarded for 30 days upon checking out. (A forwarding address must be provided) No mail will be held.

I _____ understand these guidelines, and agree to cooperate with them as a condition for staying at the Norfolk Rescue Mission.
(PLEASE PRINT NAME)

Check in Date ____/____/____ Signature _____ Revised 12-13-2018

Traditional Overnight Guest Program Specific Guidelines

In addition to the general guidelines on the previous page, please read and sign the following section.

1. If you choose this option, your primary focus will be to secure full-time employment. You will have 3 weeks to do so.
2. During your stay, you will be expected to submit at least five new job applications each day (Monday–Friday). You are allowed two online applications per day. If working a spot job, you must still submit at least one application per day. These need to be recorded on a Job Search Sheet and made available for the Staff to review.
3. Once you are employed full-time, you will be expected to keep your job, be accountable with your paychecks and begin saving for independent living.
4. **Extensions will only be available to those who have obtained a full-time job** within three weeks and are continuing to be responsible regarding all of the Mission's guidelines. Upon receiving an extension, in addition to maintaining the current guidelines, you will be required to be financially accountable to Staff.
5. If you are denied an extension or check out, then after 30 days, you may return to try again.

I agree to the terms of the **Traditional Overnight Guest Program**

Signature

*I waited patiently for the Lord;
And He inclined to me, And heard my cry.
He also brought me up out of a horrible pit, Out of the miry clay,
And set my feet upon a rock, And established my steps.
He has put a new song in my mouth - Praise to our God;
Many will see it and fear, And will trust in the Lord.
(Psalm 40:1-3)*