



Winter Shelter Network Guest Guidelines

Welcome to the Winter Shelter Network. For the comfort and safety of all of our guests, the following guidelines have been established. Failure to comply with these Guidelines may result in being asked to leave the Network. Parents are responsible for informing their children and assisting their children with complying with these Guidelines.

1. I will remain drug-free and alcohol-free while in the Network. I understand that using drugs or alcohol will result in my being asked to leave. Guests who appear under the influence of drugs or alcohol will be asked to leave the Overnight Host Church or partner hotel immediately.
2. To ensure the safety of all, I will sign in at the Overnight Host Church beginning at 5 pm and leave by 7:30 am. I understand that no one can be admitted after 8 pm unless given prior approval due to a work schedule. I will show a picture ID when I check in at the Overnight Host Church.
3. I understand that I must make a reservation in advance, at the host church or by contacting the WSN Coordinator by noon. After the 1st night, reservations can be made for up to 7 nights in advance.
4. To provide safety and security for the guests in the Network, I understand that I will receive the location of the shelter each night when making or confirming my reservation. I will not share that information with others.
5. I understand that if I make a reservation for the night and do not show, my reservation will be cancelled. A second no show will result in my termination from the Network. Guests who do not show up for their reservation at the partner hotel will no longer be eligible for WSN.
6. I understand that no visitors are allowed on the campus of any of the host churches or partner hotels; except to drop off a guest. Visitors to the partner hotel will result in immediate removal from the network.
7. I understand that the Network provides short-term overnight shelter for a maximum of 60 days.
8. I will provide a nurturing environment for my children. I understand that I am solely responsible for the care and safety of my children and will not leave children of any age unattended at any time, including at a partner hotel.
9. I will discipline my children with patience and gentleness. Corporal punishment (spanking) is not permitted while staying in the WSN and may be grounds for removal from the Network. I understand volunteers and staff of WSN are required to report any concerns of child abuse or neglect to Child Protective Services.
10. I agree to abide by all of the policies of the partner hotel. Failure to do so will result in my immediate removal from the hotel and the network.
11. Service dogs and emotional support animals are permitted into the shelter with proper documentation and proof of a current rabies vaccination. These animals may be denied entry if they are disruptive, aggressive, or not house broken. It is the guest's responsibility to maintain control of their animals at all times. Animals may not be left in a guest's car overnight. Partner hotels may charge additional fees related to emotional support animals. Those fees are the responsibility of the guest.

12. NO WEAPONS or things that can be used as weapons are permitted on the campus or inside of the Overnight Host Churches. Bringing in a gun or any other weapon will result in my being asked to leave the Network.
13. There is NO SMOKING in any Overnight Host Church or partner hotels. I will smoke only in specified areas outside the buildings during posted times.
14. I will treat staff, volunteers, and other guests with RESPECT and COURTESY. Stealing, fighting, or abusive language will not be tolerated.
15. I will keep all areas clean by picking up after my family and assisting with housekeeping chores at the host church. I will only eat in the dining areas unless otherwise specified.
16. I understand that I am expected to comply with the guidelines for each Overnight Host Church and to use only the areas assigned to the Network.
17. I understand that the Network and Overnight Host Churches are not responsible for lost or stolen items. Guests are responsible for any charges related to their hotel stay, including damages or stolen items.
18. I understand that for the safety of the children and other guests, all medications must be safely stored to prevent accidental ingestion. I understand that I am responsible for seeing to it that I store my medication safely and that I take needed medication.
19. I understand that once I have arrived at the host church for the evening, I am not able to leave, except for medical reasons, without forfeiting my reservation for the night.
20. I understand that at no time will I ask volunteers for assistance with finances, transportation, childcare, or any other needs while I am in the Network.
21. I understand that guests are not to ask WSN churches for any assistance outside of what is provided through WSN, even during the months that the shelter is closed. Guests are always welcome to attend services and events at any of the host churches.
22. Guests are advised not to loan money amongst themselves.
23. I will inform the WSN Coordinator of any allergies and all medical conditions (including medications) upon admission as a health safety measure.
24. I understand that anyone with a significant contagious illness must leave the Network until the period of contagiousness is over. I will inform the WSN Coordinator if I suspect that anyone in my household has or has been exposed to COVID-19. Alternative housing arrangements may be made if necessary.
25. If asked to leave the Network for violation of the Guest Guidelines, I will leave the church campus or hotel immediately. Failure to do so will result in a call to law enforcement.
26. I understand that if I am asked to leave the Network for any reason, I will not be eligible to return to the Network during the current winter season.

I have read and understand the rules and policies above and agree to abide by them while staying with the Winter Shelter Network.

Signed: _____

Date: _____

Printed Name: _____

Family Members: _____
