



## Guest Guidelines

Welcome to the Interfaith Hospitality Network shelter (IHN), a program of Family Promise of Greater Indianapolis. We aspire to a culture of *Respect, Acceptance, Compassion, and Gratitude*. The following guidelines have been established to provide a safe and comfortable environment for all who pass through our doors.

1. I will seek childcare, employment and financial assistance, and/or housing on a daily basis while I am staying in the IHN, and I will meet regularly with the Program Manager to tell him or her of my progress.
2. IHN is a drug-free and alcohol-free environment and does drug testing. I will remain substance free while in the program. I understand that anyone under the influence of alcohol or drugs will not be accepted into the program and will be discharged if evidence of illegal drugs or alcohol is found.
3. No weapons or things that can be used as weapons are permitted onto the property of the Day Center or any Host Congregation.
4. There is no smoking in any IHN building. I will only smoke in defined smoking areas outside the buildings and will properly dispose of butts, etc.
5. Safety is a priority. I will contribute to a safe environment by monitoring my children's activities and behavior, proactively addressing potential dangers, and keeping all medications out of the reach of children.
6. I will treat staff, volunteers, and other guests with respect and courtesy.
7. I will wear appropriate clothing at all times. Clothing will not display any profanity, inappropriate depictions/photos. My clothing will cover all areas of my body not exposing private areas.
8. I will provide a nurturing environment for my children. I will discipline my children with patience and understanding. I will keep them with eyesight and earshot.
9. I will keep all areas clean by picking up after my family and assisting with the housekeeping chores. I will eat only in the kitchen and dining room areas, unless otherwise specified by the host congregation.
10. My family will eat dinner as provided by the host congregation every night. I will notify the Case Manager and hosts in advance if I will miss dinner or come in late. I understand that dinner and evening curfews are firm and my bed cannot be guaranteed if I choose not to return at night.
11. I will use the IHN van for transport between Day Center and Host Congregation. If I miss the IHN van, I will find public or other transportation to the host congregation. Personal vehicles are to be used for employment and appointments only; exceptions must be made in advance.
12. I understand that IHN and the hosts are not responsible for lost or stolen items.
13. I understand that no visitors are allowed at any host congregations. I may receive visitors at the IHN Day Center in the front office area. Only those persons listed on the intake form may stay with me.
14. Permission to stay out overnight is granted in special circumstances and is needed at least 48 hours in advance. This must be discussed and arranged with the Program Manager, and only after I am established in the program.
15. I understand that IHN is a short term solution.
16. I understand that school-aged children are expected to attend tutoring sessions Tuesday through Thursday at 4pm and that exceptions should be made in advance with the Shelter Case Manager.

I understand the rules and policies above and agree to abide by them while using the services of IHN. Failure to follow the above guidelines can be cause for immediate discharge. [Signature(s) follows.]

*Note: At the request of the Board of Directors, a three-month process to update all organization policies and procedures is being undertaken from May-August 2017.*