



# Community Shelter & Resource Center Manual

## GUEST AGREEMENT

Guests at the Lincoln County Community Shelter & Resource Center remain at the shelter overnight from approximately 6:00 pm. to 7:00 am. Dinner and breakfast will be provided. To register in the shelter program and receive assistance, all guests must sign below that they agree to abide by its policies and rules.

- 1. Consecutive night program.** The Lincoln County Community Shelter is a temporary shelter program for houseless guests. Guests must register each evening to stay in the shelter. While waiting in line, staff can prioritize entry based on disability needs.
- 2. Schedule and responsibilities.** All guests of the program must register at the shelter location only and not through other agencies. Newcomers must sign this form before admission to the shelter. Dinner/Breakfast will be served on site. There will be supervision throughout the stay. Once admitted, guests will not be allowed to leave the site except for scheduled smoking breaks outdoors. The shelter is a temporary community for mutual warmth, safety, and comfort; therefore, it is essential that all individuals abide by the following rules in consideration of the safety and convenience of everyone else. The Winter Shelter will not tolerate loud or foul language, obscene gestures, disruptive behavior, or arguments at any time. Sexual activity of any kind is forbidden; guests are not allowed in the sleeping area of the opposite sex. Sexual harassment will not be tolerated. Guests who do not abide by these rules will be asked to leave. Guests are to feed/water their pets. Authorized pets must stay in kennels except for designated break times.
- 3. Further prohibitions.** Lincoln County Community Shelter does not allow the use of alcoholic beverages or illegal drugs anywhere at the shelter. Guests are expected to abide by this rule or face being turned away at the discretion of the program staff. Guests are not to bring in pens/highlighters to use inside the shelter. Absolutely no firearms or explosives of any kind are permitted. Other potential weapons—axes, knives, penknives, box cutters, tools, etc.—are equally forbidden and must be voluntarily surrendered at bag check-in. They will be returned the following morning.
- 4. Medications.** Medications needed for the night is to be placed in your bag given to you during bag check-in. Medications will be given back along with your personal property as you leave the shelter.
- 5. Personal belongings.** Lincoln County Community Shelter has no storage facilities; therefore, guests may bring only what they need for the night and be small enough to fit in a lap. When a guest enters the program, the individual will be given a designated bag to store clothing, medication, and personal belongings. This will be safely kept at the shelter. Keep your number given to you at bag check-in to claim your personal belongings the next



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morning. Staff will not retrieve items placed in the bag once secured. Guests can bring electronic devices (cell phones, iPad, computers, etc.) to the shelter to use until 10:00 pm. The guest must show respect for the other guests and volunteers when using these devices. Taking photos is prohibited. Usage is not allowed in the sleeping areas. Lincoln County Community Shelter does not assume responsibility for any devices a guest might bring to the Winter Shelter. Guests are to take their personal belongings from their designated bags each morning. Guests are allowed to leave limited items on their beds such as a pillow, blanket, or their shower bag.

- 6. Food, drink, and tobacco.** The shelter provides dinner/breakfast after registration for guest only. Guests may not bring food or any drink to the shelter. Smoking will be allowed at scheduled, supervised, outdoor breaks at the shelter until 8:30 pm. Otherwise, smoking and vaping is absolutely forbidden at the shelter.
- 7. Transportation.** Lincoln County Community Shelter cannot allow volunteers or staff to give personal transportation to guest and their pet(s) anywhere. Please do not ask.
- 8. Personal injury and theft.** Lincoln County Community Shelter cannot assume responsibility for personal injury to guests or theft of their belongings. Be mindful of your safety and possessions!
- 9. Posted Shelter Rules**
  - Registration is between 6:00 pm - 7:00 pm or until occupancy filled.
  - Once doors have been secured there will be no exiting the shelter except for scheduled breaks.
  - If occupant leaves for any reason other than scheduled break, they will not be permitted to re-enter. They will be issued a warning letter.
  - Do not enter areas marked "Restricted".
  - Backpacks, bags, and large items must be stored in a secure bag provided by the shelter upon check in. They will be picked up as guests leave.
  - Clear liquids need to be put in designated check-in bag each night the guest enters the shelter.
  - No personal cups allowed (empty or not).
  - No medication bottles with the guests, only what you need for the night.
  - Valuables that are not stored in the designated bag must always be kept with the guest.
  - Keep quiet around established QUIET AREAS and SLEEPING AREAS.
  - Respect established 10:00 pm light out. Cell phones are to be turned off.
  - Keep noise level to a minimum during awake hours.



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- Cell phones usage must not violate lights out/quiet area.
- Phones or computers provided by the shelter shall not be used for more than 15 minutes at a time.
- **Showers and Bathrooms:** Use the shower and bathrooms respectfully and limit time to no more than 15 minutes. No writing on the walls or shelter property. Clean area after use. Inform staff of issues immediately.
- **No smoking or vaping is allowed in the shelter.** Designated smoking areas with scheduled breaks will be established outdoors.
- Unacceptable Behavior includes:
  - Foul or offensive language
  - Physical and/or verbal abusive conduct
  - Stealing or destruction of property of both shelter and guests
  - Opening windows at the shelter
  - Disrespectfulness towards staff, volunteers, and guests
- No food or drinks allowed in SLEEPING AREAS.
- **NO WEAPONS** are allowed in the shelter, including but not limited to firearms and knives.
- **NO USE OF ALCOHOL or DRUGS** will be allowed in or on the property of the shelter.
- Authorized **PETS (including ESA/Companion animals)** in the shelter unless authorized and must remain in a kennel.
  - Service animals are permitted but must not be aggressive or disruptive. (The shelter has the right to remove if needed.)

**If disturbances occur and are not dealt with at the lowest level, then the next step will be to have law enforcement address the situation. This will lead in the removal of the involved individuals from the facility and the property.**



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I have read the above rules or had them explained to me. I was given the opportunity to ask questions about anything I did not understand. By signing below, I acknowledge receipt of this document. Furthermore, I understand the rules and agree to abide by them as a condition of nightly enrollment in the Lincoln County Community Shelter program. I realize that any violation of these rules could result in being either suspended or permanently barred from the shelter—even for a first offense.

Guest Printed Name \_\_\_\_\_

Guest Signature Date \_\_\_\_\_

Witness Printed Name \_\_\_\_\_

Witness signature Date \_\_\_\_\_