

NAME: (PRINT CLEARLY) \_\_\_\_\_

## MALDEN WARMING CENTER GUEST AGREEMENT

**We want our guests' stay with us to be as safe and pleasant as possible.** For this to happen, all must do their part. This agreement ensures that each guest is aware, understands and agrees to abide by the following rules and behavior while the guest is in the center.

**IN AND OUT HOURS** — The center opens at 7:00 p.m. and closes at 7:30 a.m. seven (7) days a week. You may arrive at any time during the hours of operation and must vacate the premises by 7:30 a.m. You are not to congregate on the church/center property any earlier than 4:30 p.m., when you can wait by the back wall of the parking lot. Do not line up at the door before 6:00 p.m.

**LENGTH OF STAY** — You are welcome to stay as long as you like while the center is open. You may leave at any time, but you all must leave at closing time. If you choose to leave the center before 7:30 a.m., you will not be permitted to reenter the center until the next opening.

**PICTURE & IDENTIFICATION** — You agree to have your picture taken when entering the center, the first time and to provide your first and last name. This information is for MWC purposes only.

**SMOKING** — For the health and safety of all, this is a smoke-free place. There is to be **no smoking** in the building. Smoking is only allowed during smoke breaks. Use of vapes is prohibited.

**PERSONAL BELONGINGS** — Any items that you would like access to throughout the night can be kept in a backpack or grocery-sized bag. This bag will be wanded with a metal detector and/or searched to ensure the absence of weapons, lighters, alcohol, and drugs to create a safe and comfortable environment in the center. Additional items or bags you wish not to be wanded and searched will be placed in a large, clear plastic bag sealed with a zip tie. This sealed bag is to be kept in your area, and you agree not to open it until you leave the center. The center assumes no responsibility for any personal item.

**ALCOHOL, ILLEGAL DRUGS, WEAPONS, LIGHTERS** — You are not allowed to possess, use, or distribute alcohol or drugs in or around the center and its property. No weapons are allowed. No cigarette lighters are allowed. If you arrive physically impaired or unsafe due to being under the influence of alcohol and/or drugs, you may not enter the center. We'll call an ambulance for you, and you may wait at the center until the ambulance arrives.

**TELEPHONES** — You are welcome to use your own cell phone. The Center phone is not for personal use. Internet access is available via Wi-Fi.

**COMPUTER** — There is a computer available for guest use. If you use the computer, you agree to respect and abide by the 30-minute use limit and will not use it for inappropriate sites.

**MEALS** — Dinner and breakfast are provided. Additional snacks and drinks are available by request.

**PERSONAL SPACE & QUIET HOURS** — You agree to respect others’ personal space and belongings. Quiet hours are 11:00 p.m. - 6:00 a.m. For safety reasons, your face is not to be covered when resting in your cubicle.

**SEXUAL ACTIVITY** — Sexual activity is not allowed anywhere on the property or premises.

**SAFETY** — The safety of all staying or working in the center is critical and requires all to work together. Respect for yourself and others is a must. Any behavior that creates an unsafe or scary place to stay, such as but not limited to threats, sexual harassment, lewd comments, discrimination, bullying, having a weapon on site, theft, violent actions, or substance use on site will result in immediate penalties up to and including being banned from the center.

**ANIMALS** — No pets are allowed. Service animals are welcome.

*By signing this agreement, you are consenting to abide by the policies and procedures of Malden Warming Center. We are sensitive to the reality that the elements contained in this agreement may be difficult to follow due to housing insecurity and other stressors. However, in order to maintain a safe environment for all guests and volunteers and limit unfair treatment of guests, it is imperative that you adhere to this agreement and to other rules communicated to you by MWC staff. **Failure to keep the agreement will result in consequences including:***

- *Staff asking you to leave immediately and not returning for one or two nights.*
- *Staff calling the police if necessary. If the police become involved you will be asked to leave the center and will not be allowed to return to the center for the following two nights.*
- *A ban for the remainder of the season for:*
  - *Repeated offenses (if you have experienced 3 two-night/48-hour bans), or*
  - *Certain serious offenses (including violence against other guests or staff, accessing or using a weapon, and using or distributing drugs or alcohol on the premises).*

Malden Warming Center reserves the right to decide what the consequences of any offense will be.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Staff Initials \_\_\_\_\_