

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, December 1 through March 31. 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.

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 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 7:00 p.m. 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 official smoke breaks. Use of vapes or marijuana is prohibited at all times.

PERSONAL BELONGINGS — Any items that you would like access to throughout the night can be kept in a container we will provide to you upon check in for the night. Once your container has been searched, we ask that all guests consent to being wanded with a metal detector to ensure guest safety. Any additional items that do not fit inside the provided container or you wish not to be searched will be placed in a large, clear plastic bag and sealed with a zip tie. This sealed bag is to be kept in your area, and you agree not to open it until you are ready to leave the Center. The Center assumes no responsibility for any personal items.

PROHIBITED ITEMS: ALCOHOL, 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 inside the Center. No cigarette lighters or matches are allowed inside the Center. If you arrive physically impaired or unsafe due to being under the influence of alcohol and/or drugs, you may not be allowed to enter the Center. We'll offer to call an ambulance for you, and you may wait in the foyer at the Center until the ambulance arrives. Otherwise, you must leave the Center and its property.

MEDICATION — Medications may not be kept in your accessible personal belongings. Any medications (including vitamins, Tylenol, nasal spray, etc.) are to be given to staff upon check-in to be stored in a safe in the front desk area. If you need to take medication during your stay, a room monitor will retrieve your medication for you. You must take the dose of medication at the front desk area and immediately return the medication back to the room monitor. Staff cannot provide medication to you other than what you bring in. Upon check-out, come to the front desk to have your medications returned to you. Rescue inhalers and EpiPens are exempt from this policy and can be kept with you throughout your stay.

TELEPHONES — You are welcome to use your own cell phone at an acceptable volume. 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 to visit inappropriate sites.

MEALS — Dinner and breakfast are provided. Additional snacks and drinks are available by request. Because we abide by rules of a commercial kitchen, accessing food or beverages from outside the Center is prohibited.

BATHROOM — Bathrooms remain locked at all times, and may be accessed by asking staff. Until 8:30 p.m., a bathroom monitor will be stationed outside of the bathrooms to let you in. After 8:30 p.m., a room monitor will provide you with a bathroom key, which you must return after exiting the bathroom. To ensure guests' safety, staff will do wellness checks every 5-15 minutes while you are in the bathroom. You may not stay in the bathroom for more than 30 minutes at a time.

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. Couples are not to be under the same blanket.

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 access to 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 on the premises).*

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

Signed: _____

Date: _____

Staff Initials: _____