

# Shelter Guidelines

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The staff and volunteers at the Torres Community Shelter are committed to providing our guests with a safe, clean and healthy environment in which to live and work towards not needing our services anymore. We ask our guests to help us by agreeing and adhering to the following guidelines.

\_\_\_\_\_ **Positive Atmosphere:** I agree to help maintain a positive atmosphere where each person is accepted for who they are. I agree to refrain from making comments or gestures that promote discrimination against others based on their race, creed, religion, sexuality or other personal beliefs. I agree to avoid the use of profanity while on shelter property.

\_\_\_\_\_ **Safety:** I agree to help maintain the shelter as a safe place to stay. I agree not to engage in behavior that may endanger shelter property, other guests or staff. I understand that I cannot stay at the Torres Community Shelter while under the influence of non-prescribed drugs or alcohol. I agree to help control the spread of disease by keeping control of my body fluids and to practice universal precautions. I understand that the shelter conducts testing for drugs and alcohol and understand that failure to participate in these tests constitutes a forfeiture of the shelter services.

\_\_\_\_\_ **Health & Comfort:** I understand that the shelter is a communal living environment and as such a baseline level of cleanliness must be maintained. I agree to maintain my personal hygiene at a level appropriate for living in a communal environment and to keep the area around my bunk clean and all common areas free from clutter and other items that may attract rodents, pests or distract from the overall appearance of the shelter. I agree to remove all personal property from the dorm during the day, to make my bed and ensure that the area around my bunk presents a neat appearance.

\_\_\_\_\_ **Medication & Healthcare:** I agree to provide staff with a list of all prescription medication and to take that medication in accordance with the instructions provided by the doctor; I understand that staff may request to count my medication at any time and agree to facilitate any count. I agree to keep the staff of the shelter apprised of my health status and will report any changes promptly when I return to the Shelter. I understand that Prop 215 subscriptions do not allow me to medicate or store my medication on shelter property.

\_\_\_\_\_ **Case Management:** I agree to participate in case management while staying at the shelter. I understand that remaining compliant with my case plan is a condition of my stay and agree to actively work towards resolving the issues that have me staying at the shelter.

\_\_\_\_\_ **Consecutive Stay & absences:** I understand that I will be required to check-in between 4:30pm and 6:00pm daily. I agree to pre-arrange any absence or late arrival with my Service Coordinator or other shelter staff and that any unapproved absence or late arrival to the shelter will constitute a forfeiture of services.

\_\_\_\_\_ **Personal Electronic Devices (PED):** I understand that PED, including but not limited to: cell phones, radios, laptops and handheld gaming devices, may be used between the hours of 4:30pm and 9pm. I understand that use of PED after 9pm may disturb the sleep of others and agree to turn off all PED at or before 9pm and to leave these devices off until 6am the following morning. Further, I agree to mute the volume of my PED or to use headphones; I agree to keep the volume at level that does not disturb those around me.

\_\_\_\_\_ **Internet Access:** I understand that the shelter provides access to the internet to facilitate job and housing searches, homework and resume preparation; this can include use of e-mail and job networking sites and limited use for entertainment and social networking. I understand that use of the Shelter's internet signal constitutes agreement to monitoring that may include screenshots, keylogging and other tracing technologies. I agree not to access websites that promote discrimination against others based on their race, creed, religion, sexuality or other personal belief; I agree not to access websites that contain pornographic content, engage in

illegal activities including but not limited to the illegal downloading of music and other copyrighted material, or promote violence.

\_\_\_\_\_ **Personal Property:** I agree to limit my personal property to only those items that can be safely stored in either my storage bin or locker and that all other personal property must be removed from the shelter within five (5) days of arrival/departure and that after five (5) days these items will be considered abandoned property. I understand that the shelter assumes no responsibility for the safety & security of my personal items.

\_\_\_\_\_ **Attire:** I agree to remain fully clothed while at the shelter except when I am behind the shower curtains in the bathroom. I understand that I will not be permitted to wear clothing that is overly revealing or has images or messages that promote drugs, alcohol, violence, discrimination or is overtly sexual in nature. I understand that tattoos or other body art that promotes drugs, alcohol, violence, discrimination or is overtly sexual in nature must be fully covered while on shelter property.

\_\_\_\_\_ **Personal Behavior:** I agree to refrain from behavior that might create a negative image of the shelter. This behavior includes, but is not limited to, panhandling, trespassing upon private property and shoplifting. I agree to avoid public displays of affection while on shelter property. I agree to bring any concerns I have regarding the behavior of other guests at the Shelter to the attention of staff and not compound the problem for staff through confrontation.

\_\_\_\_\_ **Staff Direction:** I understand that the staff members of the Torres Community Shelter have the final say regarding who is appropriate for services at the Shelter. I also understand that these guidelines and the redirections from staff are needed to ensure the safety of everyone at the shelter.

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Signature

Date