

# GRACE YOUTH AND FAMILY FOUNDATION WINTER RELIEF CENTER PROGRAM

Guest Rules REV 102917

1. The WRCP operates from November 1<sup>st</sup> through March 31<sup>st</sup>. All WRCP Guests must obtain a Voucher from Grace Youth and Family Foundation by calling 724-282-0507 to schedule a personal appointment. Appointments will be schedule for Monday through Friday from 2:00PM to 4:00PM. All Guests must provide a form of verifiable personal identification.
2. Guests must enter the WRCP between of 9:00pm and 9:30pm. Special arrangements must be made in advance with WRCP staff in order to enter outside of the listed hours.
3. Anyone who has been found guilty of a violent or sexual crime and/or is required to report and/or register under Megan's Law will not be admitted.
4. Anyone who is intoxicated, suspected to be under the influence or displays impaired normal function will not be admitted. This decision is at the discretion of GYFF WRCP staff. In an effort to ensure safety, when in question a urine drug screen and/or breathalyzer may be required.
5. The WRCP facility is under 24-hour video surveillance in all public areas. Guests choosing to voluntarily participate in the WRCP are acknowledging that their participation will be recorded.
6. Alcohol, illegal drugs, drug paraphernalia, weapons or items that can be potentially used as weapons will not be permitted in the WRC or on the surrounding property. Any like item above including over-the-counter and prescription medications must be turned over to WRCP staff upon entering. These items will be returned in the morning.
7. Guests are not permitted to open any door to allow anyone else to enter the WRCP and must remain in the designated areas until the WRCP closes at 8:00am. Anyone who leaves before that time will not be permitted to re-enter.
8. No food or drinks are permitted anywhere in the building other than the café area.
9. Guests' belongings may be searched at the discretion of WRCP Staff. Guests' belongings that cannot be kept with them will be stored in a separate location under supervision of WRCP Staff. Guests' must take ALL of their belongings with them when the WRCP closes each morning. Any items left behind will be discarded.
10. Smoking is not permitted once Guests enter the WRCP.
11. All electronic devices must be turned off at 9:30pm. Out of respect for other guests and staff, all noise is to be kept at a minimum.
12. Guests must remain in their cot during the time allotted for sleeping and are not be permitted to wonder outside of the sleeping area until being awakened by WRCP staff.
13. Appropriate behavior must be maintained by all guests at all times. No sexual, erotic, lewd, aggressive, violent or disrespectful behavior will be permitted.
14. Guests are not permitted to borrow or exchange personal items with anyone once they enter the WRCP. (Ex: *money, cigarettes, food stamps, medication of any kind, etc.*)
15. Guests are responsible for cleaning up after themselves in all areas.

I have read, do understand and do agree to comply with the Winter Relief Center Program rules. I understand that any violation of WRCP rules may result in my expulsion. I acknowledge that I am entering the Winter Relief Center Program voluntarily and agree to hold harmless any and all persons and organizations involved with its operation. I hereby authorize GYFF to disclose my personal information whenever necessary to help me obtain needed services and resources.

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Guest's Name (printed)

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Guest's Signature

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Date

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Volunteer's Name (printed)

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Volunteer's Signature

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Date