

RULES & INFORMATION

NO ALCOHOL, DRUGS, OR WEAPONS WITHIN THE SHELTER AT ANYTIME.

You are not allowed to possess or use alcohol or illegal drugs while residing in the shelter. No weapons are allowed, except those designated to law enforcement. **Rules will be strictly enforced. Failure to obey rules could cause eviction from the shelter.**

NO SMOKING, MATCHES, OR LIGHTERS INSIDE THE SHELTER.

As long as the weather permits, smoking will be allowed *outside* of the building in designated areas. During the height of the storm however, departures will not be allowed for safety precautions. Please dispose of cigarettes in cigarette urns, if available. Do not throw on the ground. **Absolutely no smoking is allowed in any part of the shelter at any time.**

TAKING PHOTOGRAPHS IN THE SHELTER IS PROHIBITED TO ENSURE PRIVACY.

NO PETS.

Public health codes forbid pets in the shelter however, service animals will be allowed.

PARENTS ARE RESPONSIBLE FOR THEIR CHILDREN.

Parents, please do not leave your children unattended. You are responsible for keeping track of and controlling your children at all times. Do not allow them to wander in facility unattended.

HELP KEEP THE SHELTER CLEAN.

Pick up after yourself and your children. Help staff with cleanup of the shelter when possible. Food and drinks are not allowed in sleeping areas.

SHELTER STAFF IS NOT RESPONSIBLE FOR PERSONAL BELONGINGS.

Valuables should be locked in your car or kept with you.

NOTIFY HEALTH SERVICES STAFF OF MEDICAL CONDITIONS OR MEDICATIONS.

Notify our staff of any medications that you are taking. If you have a medical condition or are not feeling well, please contact staff immediately.

EACH RESIDENT IS ENCOURAGED TO HELP IN THE SHELTER.

Please see a staff member if you would like to help. Many jobs do not require special training.

PUBLIC TELEPHONES ARE AVAILABLE IN THE LOBBY.

Other telephones are reserved for reporting and update purposes.

PLEASE SIGN OUT IF YOU LEAVE FOR ANY REASON.

For **permanent departures**, please leave a forwarding address and contact number with staff where you'll be relocating.

QUIET HOURS IN THE SLEEPING AREA ARE BETWEEN 11 P.M. – 7 A.M.

Quiet hours will be strictly enforced. Please be respectful of others.

SPECIAL DIETS OR NEEDS SHOULD BE REPORTED TO SHELTER STAFF.

DIRECT ALL COMPLAINTS TO THE SHELTER MANAGER ON DUTY.

NEWS MEDIA MUST ASK YOUR PERMISSION FOR INTERVIEWS OR PHOTOGRAPHS. IT IS YOUR RIGHT TO REFUSE. Media representatives often visit shelters during disaster operations. Please report any problems with media to the Shelter Manager.