



# Occupancy Agreement

The purpose of the Warming Center is to assist individuals and families lacking safe, permanent housing. Guests of the Warming Center are encouraged to participate in property decisions that affect the peaceful enjoyment of the premises by providing input to the Warming Center Outreach and Operations Manager.

As a guest at the Warming Center, I agree to and will abide by the following:

1. **Warming Center staff has the right to refuse service to anyone at any time for any reason.**
2. **The Warming Center is open 7:00PM to 7:00AM, November 1<sup>st</sup> through March 31<sup>st</sup>.** Guests must check in prior to 11PM. Guests must leave Warming Center premises by 7:00AM. Quiet hours are from 10:00pm to 6:00am. Personal phones must be silenced after 10:00PM. Please alert staff if you need an early wakeup call.
3. **Guests who depart from the Warming Center after check in will not be allowed back inside that evening.**
4. **No use, possession, or distribution of drugs, alcohol, or illicit substances is allowed anywhere on Warming Center property.** This includes medically prescribed marijuana. Prescription and over the counter medications must be taken as prescribed or labeled.
5. **The use of tobacco products is prohibited inside the Warming Center.** This includes electronic devices and smokeless tobacco. Smoking is allowed in designated areas only and at designated times – 8:00PM, 9:00PM, 10:00PM, 5:00AM, and 6:00AM.
6. **The Warming Center is a WEAPON FREE ZONE.** Absolutely no firearms are allowed on the Warming Center property at any time, including inside guest vehicles. Any other weapon such as a knife, pepper spray, multi-tool or any other similar weapon must be stored with a staff member upon arrival where they will be safely stored and returned upon departure.
7. **Inappropriate behavior will not be tolerated.** Inappropriate behavior includes, but is not limited to, violence, racial or sexual comments and conduct, bullying, intimidation, harassment, excessive swearing, aggressive behavior, and non-compliance with staff directions. Respect for fellow guests, staff, and volunteers is expected at all times.
8. **Pets are not allowed in the Warming Center.** Pets are allowed to stay in a guest's vehicle. Please alert staff if there is a pet in your vehicle in order to obtain assistance.
9. **No outside bedding allowed.** This includes sleeping bags, blankets, pillows, and sheets. Guest bedding is provided.
10. **Coats and bags are not allowed in bunk areas.** Guest belongings will be stored and locked for the duration of their stay. Guests may access their belongings at any time with staff assistance. Guests are responsible for their possessions. The Warming Center Staff and Volunteers are not responsible for any lost or stolen items.
11. **No outside beverages are permitted inside the Warming Center.**
12. **No loitering or trespassing is allowed outside the Warming Center.** Vehicles are not to be left in the parking lot during the times the Warming Center is closed. All vehicles left are subject to towing at the owner's expense.

By signing this Agreement, I understand that Warming Center staff have the right to share all pertinent information regarding my stay with other service agencies and organizations.

In consideration of my stay at the Warming Center, I shall hold all participating staff and volunteers —including HRDC Warming Center agents, volunteers, employees, officers, and directors — free and harmless from any claim or liability that may arise as a result of my stay.

***I/We have read, understand, and agree to the Warming Center's Occupancy Agreement***

_____ Guest's Printed Name	_____ Guest's Signature	_____ Date
_____ Staff's Printed Name	_____ Staff's Signature	_____ Date

# Warming Center Subsequent Visits

## Occupant:

Today's Date \_\_\_\_\_ Time \_\_\_\_\_ Occupant's Initials \_\_\_\_\_ Staff Initials \_\_\_\_\_ IN CW \_\_\_\_\_

Today's Date \_\_\_\_\_ Time \_\_\_\_\_ Occupant's Initials \_\_\_\_\_ Staff Initials \_\_\_\_\_ IN CW \_\_\_\_\_

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## Appendix

### Behavior Guidelines

**Note:** This is intended as a guideline and is subject to situation, environment, and individual circumstance. \*Must be witnessed by staff and/or volunteer based on objective reasoning

<u>Level 1 Actions</u>	<u>Level 1 Staff Action</u>
Inappropriate behavior (examples) <ul style="list-style-type: none"> <li>Excessive swearing</li> <li>Name calling</li> <li>Raised voice in an aggressive/angry tone</li> <li>Excessive hugging or kissing</li> <li>Sexual statements</li> <li>Whistling or making sexual noises</li> </ul>	<ul style="list-style-type: none"> <li>Guests are asked to leave for 1 night***</li> </ul> <p><b>Multiple Infractions:</b></p> <ul style="list-style-type: none"> <li>7 (consecutive) nights, 30 nights, 1 season, indefinitely.</li> <li>Must speak with the OOM during 30 nights exit before returning.</li> </ul>
Smoking in the building	
Loitering or trespassing <ul style="list-style-type: none"> <li>Contact BPD – ask to remove guest from WC property, but NOT to press charges</li> </ul>	

<u>Level 2 Actions</u>	<u>Level 2 Staff Action</u>
Use, possession or distribution of drugs, alcohol, or illicit substances (including mind-altering substances)	<ul style="list-style-type: none"> <li>Guests are asked to leave for 7 (consecutive) nights***</li> </ul> <p><b>Multiple Infractions:</b></p> <ul style="list-style-type: none"> <li>30 nights, 1 season, indefinitely.</li> <li>Must speak with the OOM during 1 month before returning.</li> </ul>
Inappropriate/Unwanted touching	
Leaving after check in not during a scheduled smoke break	
Any displays or threats of violence <ul style="list-style-type: none"> <li>Aggressive posturing,</li> </ul>	
Refusing to store pocket knives with staff or bringing a gun onto the premises	
Continued flagrant or inappropriate behavior	
A second Level 1 offense	

**Length of time asked to leave begins the night following the infraction.**

**\*\*\*When safety is not a concern:**

- staff action will be *effective the following night*

**\*\*\*When safety IS a concern:**

- The guest is asked to leave *immediately* and must speak with the OOM before returning.
- Depending on the temperature, contact dispatch to report exit

**PHYSICAL VIOLENCE OF ANY KIND = IMMEDIATE EXIT FOR AT LEAST 1 MONTH AND MUST SPEAK WITH THE OOM BEFORE RETURNING**