

GENERAL INFORMATION FOR ALL VOLUNTEERS

GUEST ARRIVAL, SCHEDULE, AND DEPARTURE

- Guests arrive between 4:00 and 6:00 PM
 - Early arrival and Late Arrival (except as prearranged because of guest work commitments) are not allowed
 - Guests are required to turn over medications at the time of arrival
 - Medication is to be locked by hosts in the Sunday School closet and dispensed by hosts at the appropriate times
 - Guests must show intake vouchers at check-in
 - Guest bags will be searched at check-in
 - Upon arrival guests are not to leave unless for work or medical care. If a guest departs for any other reason, they are not allowed to return
- Supper is served at 6:00 PM
- Quiet time is from 10:00 PM until 7:00 AM
 - During this time the guests will not have use of the kitchen and living room area
- Wake-up is at 7:15 AM
- Breakfast is at 7:30 AM
- Guest departure is at 8:00 AM

DOORS

- All exterior doors will be locked at all times. At the main north entrance it is the interior door of the double entry that is locked. The telephone in the entryway is used by persons to call in and have the door opened to gain entry.

SMOKING, MEDICATIONS AND EMERGENCIES

- Smoking is allowed outside the main north entrance (not the back door in the stairwell) Guests must be observed by one of the hosts while smoking.
- Medications are dispensed by hosts at the appropriate times from the locked cabinet.
- No alcohol or illegal drugs are allowed. Immediately evict from the church anyone who violates this rule
- In emergencies call 911

BATHROOMS

- The bathrooms to be used by Guests are the ones behind the Fellowship Hall kitchen

GENERAL CONTACT INFORMATION

If you run into a situation where you have a question, please feel free to call:

Tony Nicholson at 759-2099, or
Pastor John at 308-1923