



Pacific Building Shelter Facility Guest Agreement

This Agreement is made this ____ day of _____, 20__ between Kitsap Rescue Mission (KRM, also referred to in this document as “shelter” or “shelter staff”) and _____, a registered shelter guest.

KRM Acknowledgement

- KRM will provide shelter, food, clothing and wraparound services for you (and a service/companion animal registered with you) at no charge.
- KRM staff will observe personal boundaries and maintain professional relationships with all registered guests at all times. Any personal information about a guest will be maintained in a guest file and secured in a locked cabinet.
- KRM will provide a Case Manager and Housing Navigator to meet with all registered guests at regularly scheduled sessions (based on the progressive engagement model of care), to develop and review guests' goals. Staff may share and/or secure information about guests with other staff to help facilitate progress towards goals; however, a guest's right to confidentiality and privacy is always protected.
- KRM will encourage all guests to work towards the goals identified on the guest Housing Stability Plan as required by Kitsap County to achieve health and well-being, become self-sufficient, and to seek a more permanent housing solution.

Guest Acknowledgement

- I understand I am joining a shared co-shelter environment, and I have chosen to live in a diverse community of people and their service/companion animals.
- I will participate in Case Management and Housing Navigation meetings and take advantage of the resources that I request or that have been made available to me.
- I agree to provide Kitsap Rescue Mission staff with my personal history that may include but is not limited to marital status, income verification, education, employment and prior housing. I understand this information will be documented in Mission Tracker in my guest file and kept on a secure database.
- I am not in need of critical medical care or supervised medication administration.
- I am not suicidal.
- I will not harm myself, another guest, service provider, or service/companion animals.

- I will notify my onsite service providers or call 911 if I need urgent care or critical care intervention. I understand that I will receive professional care by an EMT, or I may be transferred to a medical facility or Urgent Care.
- I understand that as a registered guest at KRM, I am required to follow the following the below outlined “Code of Conduct” while living in this shelter community.

Code of Conduct

I understand and agree to follow the Code of Conduct while staying at the Pacific Building shelter: I understand that my failure to voluntarily comply with these guidelines will result in corrective actions that may include a meeting to clarify rules, education, loss of privileges, voluntary exit from the shelter, and/or removal from the shelter by law enforcement.

- No visitors, family members, neighbors, former guests or interested applicants are allowed in the shelter or on the property, unless pre-approved by shelter staff. This protects the confidentiality and safety of the registered guests and their service/companion animals in the shelter community.
- Prescription drugs without a valid prescription, illegal drugs, chemicals, marijuana, cannabis, THC, or other substances are not permitted in the shelter or on the property for any reason. Guests with over-the-counter medications or prescription drugs must store them in their personal lockers for safety purposes. Illegal drugs, substances, (contraband or prescription drugs without a valid prescription) may not be stored, consumed, shared, or sold on the premises.
- No alcohol is permitted in the shelter or on the property for any reason. It may not be stored, consumed, shared, or sold on the premises.
- No weapons of any kind are allowed in the shelter or on the property. Even with a concealed weapons permit, all weapons must be voluntarily surrendered upon entry to the facility. This includes but is not limited to handguns, target pistols, bb guns, ammunition, explosives, knives, hunting equipment, sling shots, or toys of a violent nature. The Kitsap County Sheriff will be called to remove any weapon discovered inside the facility.
- Cigarette smoking and vaping nicotine products are allowed in the outside designated areas only. No smoking or vaping of chemicals other than a nicotine product will be permitted on the property.
- No tampering with smoke detectors, sprinklers, and fire alarms. You may not break, disassemble, block, or otherwise alter a smoke alarm, sprinkler, or fire alarm in the shelter.
- No entering staff offices or storage areas labeled as “Staff Only” or “Restricted Access Only” unless accompanied by a staff member.
- Doors open at 7 a.m. and shelter curfew is 10 p.m. every night. Exceptions may be granted for employment or in the case of an emergency. Guests are required to make prior arrangements by contacting the shelter office. The KRM shift phone number is (360) 824-2043. If no one answers, please leave a detailed voicemail.

Good Neighbor Policy

- You are expected to be a good neighbor. This means you are fully responsible for your conduct, actions, and social interactions inside and outside the shelter facility.
- You will respect residential and commercial property lines and use designated sidewalks, roadways, and bike paths to enter/exit the shelter facility. Trespassing on commercial or residential property is illegal, and residents and business owners will contact 911 to file a report. KRM will review any incident report filed on shelter staff or guests.
- All complaints/grievances that originate from you, other guests, service providers, neighbors, or other community members will be investigated by KRM leadership. Grievances will be documented by KRM and include the name and contact information of the individual reporting the grievance, a record of the grievance, research performed by KRM staff, and steps taken to resolve the grievance.
- A report of verbal threats, violence, or abusive or inappropriate behavior by you toward staff, guests, volunteers, neighbors, service providers, or service/companion animals may result in your immediate arrest and/or termination of your shelter stay.
- Guests have the right to a fair and impartial appeal process regarding any decisions made that affect their welfare, shelter, or status as an individual receiving services.

Guest Responsibilities

- If you are the guardian of a minor, you are solely responsible for the needs of your minor children. You may NOT leave a minor **unattended** in the shelter at any time. You may NOT leave a minor in the shelter with another guest. You may NOT leave a child unattended in a parked vehicle in the parking lot or in the children's play area. You must use an appropriate car seat if you travel in a KRM van, your own vehicle, or public transportation.
- If you have a service/companion animal: You are solely responsible for the needs of your companion animal. You may not leave your animal **unattended** in the shelter at any time. You may not leave your pet in a parked vehicle in the parking lot or in the pet sanitation area. Temporary kennels with food and water are available and can be reserved. Staff can assist with the oversight/safekeeping of your companion animal (for up to 8 hours) when you are at work or have an offsite meeting. This must be arranged in advance.
- IF you own a vehicle: You may request one parking permit. You must complete a parking permit form and agree to all terms and conditions. Loss of parking privileges will result in your vehicle being towed at your expense.

Care For Your Area

- You will contribute to a positive, safe, and clean shelter environment and actively participate in housekeeping and community life to the extent that you are able.
- You agree to keep clean and maintain your shelter bed, sleeping area, and personal and animal lockers to the best of your ability. The staff will schedule rotating cleaning days for all guests and a standard procedure will be established for linen changes, laundry days, and locker cleanouts.

- You agree to comply with the routine inspection of your sleeping area, locker and the vehicle you park on the premises. This inspection will be conducted by two or more shelter staff if an incident report highlights any of the following concerns:
 - Suspected storage or hoarding of food.
 - Potential fire or other safety hazards.
 - Suspected storage of contraband, alcohol, illegal drugs, or a concealed weapon.
 - Suspected animal abuse or hiding an unregistered animal.
 - Suspected stealing or storage of stolen goods.
 - Need to perform a maintenance task.
- Failure to allow shelter staff or the Sheriff deputies reasonable access to your sleeping area, locker or vehicle may be grounds for termination from the shelter.
- All linens and furnishings provided by KRM in the Pacific Building facility are owned by KRM. All furnishings and linens shall remain in the facility when you leave or transition to another housing opportunity.
- No candles or open flames are allowed inside the facility. No campfires will be allowed on the property.
- Clothing and personal items may be stored in containers provided by KRM. Clothing and belongings will be searched at the time of intake and are subject to the bedbug protocol.

Length of Stay

- You will be encouraged to participate in programs and resources designed to support and enhance your physical and emotional health.
- If you are unemployed and able to work, you will actively seek employment using the resources available to guests in the community and at the shelter.
- You will meet with your assigned Case Manager on a regular basis to develop a Housing Stability Plan.
- You will meet with your Housing Navigator on a regular basis to seek longer-term and/or more permanent housing opportunities.
- The Pacific Building shelter facility may provide temporary emergency safety, comfort, meals, and services, but it is not designed for permanent stays.

Termination of Guest Agreement

- Any termination of this Guest Agreement by KRM staff or by a guest shall be documented in writing.
- A registered guest has the right to request and receive written documentation of incident reports and reasons for termination of shelter services.
- Guests may pick up their personal property within ten days of termination upon appointment only by calling the KRM staff phone number at (360) 824- 2043. KRM staff will bag and tag your property and hold your property for 45 days at which time it will be disposed of if no contact by you has been made to pick it up.

Reasons for Termination

- KRM staff utilizes a progressive “Corrective Action” process to facilitate voluntary cooperation and compliance with community guidelines. If a guest does not voluntarily follow the guidelines of this Guest Agreement, corrective actions will be taken that can range from additional meetings with KRM services staff, setting new goals, minor restrictions, or as a last resort, removal from the shelter facility. In the case of threats of assault or other volatile behavior, law enforcement may be called, and you will be required to leave property immediately.
- If a guest leaves the shelter and abandons a minor child at the facility, KRM will contact Child Protective Services to arrange for the care of the minor. This may be cause for the guardian’s removal from the shelter facility and other appropriate legal action. Please note that corporal punishment and abuse of children of any kind will not be tolerated in shelter including but not limited to hitting, slapping, punching, pulling hair, pinching, yelling, screaming, etc.
- If a guest leaves the shelter and abandons a service/companion animal (for more than 24 hours) the animal may be removed from the facility by Animal Control and cared for at an animal welfare facility or placed into foster care. If the guest returns, they must arrange for the return of their service or companion animal or grant permission for the animal to be adopted.
- If a guest leaves the facility and does not return within 72 hours, their status as a registered guest is suspended and may be cause for removal from the shelter.
- If a guest abandons the shelter, and leaves their personal belongings, KRM will attempt to contact the guest, a relative, or emergency contact. KRM will store guest belongings for up to 45 days. If no contact is made or the belongings are unclaimed, the shelter may dispose of the items.
- If KRM determines a registered guest becomes a significant danger to themselves or others, assistance or intervention will be provided; however, participation in the shelter community may be immediately terminated and another housing solution plan implemented.

Reinstatement of Guest Status

- A guest who was asked to leave the shelter may want to return. A guest may file a written grievance with KRM and request a hearing to reinstate their participation in the shelter community. If the outcome of the KRM hearing determines they may be reinstated, the guest may be required to meet with the Housing Solutions Center to reapply.

Guest Confidentiality

- Everyone living and working within the shelter is required to respect the confidentiality of registered guests. You may not share any personal information about other registered guests. If you have a concern about a guest, you may discuss that privately with your Case Manager or KRM staff.

Miscellaneous

- Revisions: Any modifications to this Guest Agreement shall be discussed with each guest and will be provided in writing **30 days** prior to the change taking place.
- Change of space. There will be times when KRM needs to reconfigure shelter sleeping arrangements. This may occur for facility maintenance reasons, to accommodate a guest with a special situation (isolation), or to accommodate a guest with physical disabilities. Changes of space will only occur when absolutely necessary as determined by the KRM Program Director.

By signing this Guest Agreement, you acknowledge the guidelines have been discussed with you and you agree to abide by them. You also understand and agree to abide by the Code of Conduct as presented in this document.

Guest Signature

Date

Staff Signature

Date

