



**Interfaith Hospitality Network
(IHN)
Guest Guidelines
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We welcome you to the Family Promise of Knoxville, Interfaith Hospitality Network (IHN). For the comfort and safety of everyone, the following guidelines have been established. Please read this agreement, list family members, and sign in the signature area on the last page.

1. ELIGIBILITY CRITERIA TO THE FAMILY PROMISE IHN PROGRAM

I acknowledge that my family has been accepted into the Network based on the following eligibility criteria:

A family is two or more people, who reside together and are related by birth, marriage, or adoption. Families must have one or more children, or be currently pregnant (must provide proof of pregnancy); or be persons who meet all of the following conditions:

- They reside with the family,
- They see themselves as members of the family
- Other family members see them as members of the family
- Excluding them from the Network would be detrimental to the family's progress.

Adults must provide a picture ID at intake. (If no ID is available, adult family members must provide us with the name and telephone number of a professional person who would be willing to verify their identity.

Adults may be asked to obtain a background check completed by the Knox County Sheriff's Department. Family Promise is not responsible for the cost of this.

2. CONDUCT THAT WILL RESULT IN IMMEDIATE DISMISSAL FROM THE FAMILY PROMISE IHN PROGRAM:

The Network is a drug-free and alcohol-free environment. I will remain substance-free while in the program. I understand that anyone under the influence of alcohol or drugs will be immediately dismissed. Guests attempting to sell/distribute drugs while in the shelter will also immediately be dismissed.

No weapons, or things that can be used as weapons, are permitted onto the property of the Day Center or any host congregation. Possession of these items will be grounds for immediate dismissal.

- A) Guests that get into a physical altercation with an IHNGK staff member, volunteer, or other guest will be immediately dismissed.
- B) Misrepresentation or dishonesty in the information given to staff during the intake process or while in the network will possibly result in immediate dismissal.

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3. MEDICATION AND CONTAGIOUS DISEASE OR ILLNESS GUIDELINES:

I will not share my own medications with other guests. This includes over-the-counter and prescribed medicines. If you are in need of an over-the-counter medication, alert the Network Director, the Director of Family Support Services, or the Volunteer Coordinator at the host congregation you are currently staying with.

I understand that for the safety of children and other guests, I am responsible for keeping my own prescribed/over-the-counter medications in a safe and secure place, away from small children. IHNGK is not responsible for lost or stolen medication.

I understand that anyone with a contagious disease or illness must leave the Network until the period of contagion is over. Other housing arrangements will be made by the Director of Family Support Services.

4. GUEST RESPONSIBILITIES:

I will seek housing, financial assistance, and/or employment on a daily basis while staying in the Network, and I will meet regularly with the Director of Family Support Services to tell them of my progress. During weekly meetings, I will submit weekly expense logs and employment contact logs.

I will respect the confidentiality of all other guests and their children. I will not repeat anything I learn regarding them to anyone either while in the Network or after I leave it.

There is no smoking in any Network building. I will smoke only in defined smoking areas outside the building and I will deposit butts in the designated receptacle.

I will treat staff, volunteers, and other guests with respect and courtesy.

I will provide a nurturing environment for my children. I will not leave them unattended at any time. Failure to do so can result in dismissal from the program depending on the severity of the infraction. I will discipline my children calmly, with patience and understanding.

I understand that the Network and the hosts are not responsible for lost or stolen items.

I will not discipline other guest's children. If I have a problem with another child that is not my own, I will talk with the parent.

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Guests are not allowed to ask staff or volunteers to baby-sit their children. During extreme circumstances, guests can ask other guests to baby-sit if the Director of Family Support Services has approved it. In some cases where adult guests are required to attend a class, arrangements will be made in advance for child care.

I will participate in all classes that are scheduled by the Network Director. These classes may include, but are not limited to: Parenting, Budgeting and Nutrition.

If I have my own vehicle, I will provide copies of my drivers' license and proof of my motor vehicle insurance coverage. I will not transport other guests in my vehicle unless approved by the Network Director or Director of Family Support Services in advance.

I will keep all areas clean by picking up after my family and assisting with housekeeping chores both at the Day Center and at the host congregation. At the Day Center, chores will be assigned weekly. Each host congregation will have specific chores and they will be explained and designated on Sunday night orientations.

5. GUIDELINES PERTAINING TO HOST CONGREGATIONS:

Guests are required to abide by specific rules the host congregation sets, even if the last congregation did things differently.

To ensure the safety of all, I will sign out and/or notify a volunteer when leaving the congregation. I will give 24 hours notice to the Network Director if I will miss dinner one evening. If an unexpected emergency arises, I will call the IHNGK cell phone and alert the on-call worker as soon as possible. Host congregation's doors lock every night promptly at 11 pm. Guests who arrive after 11 pm will not be let in. I understand that my bed cannot be guaranteed if I choose not to return.

I will not enter another guests' room unless invited

Bedtime for ALL children is 9 pm Sunday through Thursday. This means children are to be in bed by 9 pm with the lights out. At the parents' discretion, teens will be allowed to remain up past 9 pm, as long as they are in their rooms involved in quiet activities that will not disturb others.

I understand that no visitors are allowed in host congregational facilities. Visitors at the Day Center must be approved in advance by the Network Director. Only those persons listed on my intake form may stay with me.

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I will not create any “drama” or problems while at the host congregations. If I have a problem with another guest or a family member, I will work it out with the help of the Director of Family Support Services, or in his or her absence, the Network Director.

I realize the time and effort volunteers spend fixing nutritious and tasty meals for me and my family. In an effort to be respectful of their efforts, I will refrain from bringing fast food into the host congregation for a meal.

I will refrain from asking individuals at any of the host congregations for any specific needs I might have for myself or a family member unless it is a TRUE emergency. I will instead discuss these needs with the Director of Family Support Services or Executive Director and they will help me obtain the needed items.

VAN GUIDELINES:

If I miss the IHN van, I must find public or alternative transportation to the host congregation.

I will wear my seat belt while on the van and make my family members do the same.

My children, age 8 and under, will ride in booster or car seats in the van.

I will not eat or drink in the van.

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With the exception of the guidelines in Section 2 of this document, breaking a guest guideline or host congregation rule will result in the following consequences:

1st offense: Verbal Warning, given by the Family Promise Executive Director.

2nd offense: Written Family Warning, given by the Family Promise Executive Director.

3rd offense: Written Family Warning and dismissal from the Family Promise IHN program by the Family Promise Executive Director.

Please be aware that the Executive Director has the discretion to ask a family to leave the Network for a legitimate reason not mentioned above.

Signed: _____ Date: _____

Signed: _____ Date: _____

Family Members: _____

