



## Guest Agreement

Welcome to Dartford Churches Winter Shelter. We hope and pray you will have a peaceful and restful stay with us.

Dear.....

We are here to serve you. We commit ourselves to providing hospitality to you, which includes a cooked evening meal, breakfast and a warm bed for the night. If there is anything we can do to make your stay more comfortable, please ask a volunteer and they will try their best to help.

We also provide friendship, support and encouragement. We are a community of church people who are seeking to offer a practical solution to rough sleepers and 'hidden homeless' in Dartford.

The morning after your first night at Dartford Churches Winter Shelter you will be asked if you want to register for the following night, which will be at a different venue.

We have a Project Coordinator who will engage with you whilst you are in the shelter, to help you access longer term accommodation and assist with health and social problems. Your place in the shelter will be dependent upon your agreement to engage with the coordinator and this will be reviewed regularly. Your initial stay will be for a maximum of 28 days.

The safety of our guests and volunteers is our primary concern and so we cannot admit anyone to Dartford Churches Winter Shelter who is not prepared to respect the following conditions of our hospitality:

- No anti-social behaviour or bad language
- No Controlled Drugs
- No Alcohol on the premises
- You will not be admitted if you are drunk or stoned
- No Smoking (inc. e-cigarettes) inside the Church Buildings
- No smoking between 11.00pm and 7.00 am
- No Offensive Weapons
- No pets allowed
- You agree to pack up your bedding and leave venues at the time asked.

Ver 11-18

## Other important information

1. Fire Safety: On your first night at any Dartford Churches Winter Shelter venue please ask a volunteer to show you around the facilities and please make sure you know where the fire exits and assembly points are located.
2. Searches: The project reserves the right to require a consensual search of guests before they are admitted to the shelter if the Venue Manager or Project Coordinator considers it likely that the guest is trying to conceal drugs or alcohol.
3. Valuables: If you wish to give in any personal items, valuables or money for safekeeping, please speak to the team leader or one of the volunteers.
4. Movement: Only volunteers are allowed in kitchen.
5. Money: Volunteers do not give out money. If you need financial advice, please speak to the Winter Shelter Project Worker or Project Administrator.
6. Booking in: If you reserve a place for the following night you must book in by 8:00pm. If you do not turn up in time at 8:00pm your bed will be offered to someone on the waiting list.

If you are willing to agree with the above conditions of Dartford Churches Winter Shelter hospitality set out on this Guest Agreement please print and sign your name below.

Name:

Signature:

Date:

.....

(For official use only)

Registered by:  
Name:

Winter Shelter Venue taking Registration:

Date: