

Safe Harbor Inn

Guest Agreement to Abide By Hotel House Rules

Name of Guest(s) _____		
Referred by _____		
Unit number _____	Date _____	Time _____

I understand that Safe Harbor Inn will provide transitional guest lodging for me and my family so that I/we can move successfully to permanent housing. The relationship between Safe Harbor and me and my family is one of hotel operator and guest, not landlord and tenant.

I agree to work diligently during my stay at Safe Harbor Inn toward my goal of securing permanent housing, to work closely with my referring case manager, and to comply with the House Rules outlined below:

Safety and security

- I will check any and all weapons at the office desk and have them placed in the hotel safe for the duration of my stay at Safe Harbor Inn.
- I understand that no visitors are allowed in my hotel room, except for representatives of my referring agency and essential medical or law enforcement personnel.
- I understand that other Safe Harbor residents are not allowed to visit in my room and that I am not allowed to visit in other residents' rooms.

Alcohol, drugs, and smoking

- I will not smoke cigarettes, cigars, or anything else inside the hotel rooms, or burn candles, incense, or any similar objects.
- I will not possess or use illegal or contraband drugs either in my room or on the hotel premises.
- I will not give medication to other guests or take medication from other guests. I will keep any and all medications safely out of the reach of children.
- I will not possess or use alcoholic beverages either in my room or on the hotel premises.
- I understand that I will not be allowed to return to my room if, in the judgment of the hotel staff, I am drunk or otherwise intoxicated, and that my stay at Safe Harbor may be terminated immediately if I am intoxicated.

Care of hotel facilities

- I will not abuse, destroy, or take any hotel property. I will report any problems with equipment or room furnishings immediately to management.
- I will do my own laundry and housekeeping, take out my trash, and be responsible for keeping my room clean and uncluttered during my stay. If my disability requires assistance with cleaning or laundry or trash removal, staff will be glad to help me with it.
- I will not touch or disturb any fire alarm or sprinkler system equipment, and I will not use any electrical appliances in my room other than those already provided by the hotel (microwave, refrigerator, coffee maker, hairdryer, etc.) or specifically approved by hotel staff.
- I understand I am not allowed to have pets of any kind on the hotel premises.
- I understand that hotel staff will enter my unit from time to time to check on the condition of the unit's smoke alarms and carbon monoxide detectors. Staff or its agents may also enter my unit as necessary to perform routine maintenance, repairs, and other housekeeping tasks.

Conduct and behavior

- I will not do anything to disturb the other guests or the staff. I will report disturbances directly to the office.
- I will not engage in any loud, disorderly, abusive, or illegal conduct or activity either in my room or on the hotel premises. I understand that if I am arrested or if I spend any time in jail during my stay at Safe Harbor Inn, I will be required to leave immediately and will not be allowed to return to the hotel.
- I understand that if I am absent from my room for more than 48 hours without prior arrangement with Safe Harbor Inn, my referral and stay may be terminated immediately. I will notify Safe Harbor Inn staff if I plan to be away from the hotel overnight.
- I will supervise my children at all times and will not leave them unattended. I understand that hotel staff are required by law to report to OCS if I leave my children unattended or use physical or verbal violence in their presence. I have signed and agree to abide by the House Rules for Parents with Children.

My referral

- I understand that my stay at the Safe Harbor Inn is limited to the number of days specified on the Referral Form from my referring agency, and that my stay will end unless the agency renews my referral to the hotel at least 24 hours before the final day of my stay.
- I understand that, if I am responsible for payment of my lodging fees, I will not be allowed to continue my stay when the previous referral period has ended unless payment for the previous period has already been made in full. I understand that lodging fees are due on the first day of each 30-day period.

- ❑ I understand that my referring agency may elect to terminate my referral at any time, and that I will not be allowed to remain at Safe Harbor Inn unless my case manager certifies that I am complying with the case management plan established with my referring agency.
- ❑ I understand that, since the purpose of Safe Harbor Inn is to enable guests to move expeditiously and directly to permanent housing, I am obligated to conduct an active search for permanent housing once I have received my voucher or other offer of rental assistance. If my voucher or rental assistance expires before I have secured permanent housing, Safe Harbor and/or my case manager may elect to terminate my referral at Safe Harbor Inn.
- ❑ I understand that hotel staff will contact my case manager, my probation officer, representatives of law enforcement, medical personnel, and/or contact persons listed on the Referral Form when necessary in staff's judgment to protect my safety, security, or well being or the well being of other guests and staff.
- ❑ I understand that once I have left Safe Harbor Inn, my possessions will be stored at Safe Harbor for 30 days and then disposed of if I have not collected them.
- ❑ I understand that once I have left Safe Harbor Inn, no return stays are allowed. The only exception, at management's discretion, is for guests who require immediate medical inpatient treatment during their stays and can then return to Safe Harbor immediately after their inpatient treatment.

Vehicles

- ❑ I understand that if my vehicle does not have the mandatory insurance coverage required in Alaska, I cannot drive my vehicle onto the Safe Harbor Inn property or park the vehicle on the Safe Harbor Inn property.
- ❑ ***I understand and agree that if I violate any of these House Rules,***
 - ***My privilege to remain on the premises ends, and***
 - ***I may forfeit any refund due for time not yet spent in order to pay for damages and/or housecleaning.***

Guest

Guest

Agency contact person

Referring agency

Safe Harbor Inn staff (name)

Safe Harbor Inn staff (signature)