



The Salvation Army of Dane County Emergency Family Shelter Rules

Dear Families,

Below is a listing of Emergency Family Shelter Rules. These rules are in place to ensure your shelter stay is safe and successful. Failure to follow the rules outlined below may result in a verbal warning, written warning and/or discharge.

- Families utilizing Emergency Family Shelter are welcome on property at 5:00pm for dinner. All families must leave property by 8:00am. The Road Home Day shelter is available the following day to families staying in Emergency Family Shelter.
- Families are given 15 days of shelter. Extensions past 15 days will only be granted if you are working with a case manager and following a case plan. Extensions in EFS past 15 days are not guaranteed.
- Inappropriate language, including swearing and hate language, and/or verbal abuse towards staff and/or residents is not permitted.
- Spanking or hitting children is not permitted. CPS will be notified.
- Confidentiality of other clients/residents must be maintained at all times.
- Visitors are not allowed on property. This includes inside the building, in the parking lot and green space.
- All approved guests must sign-into Shelter by 6:30pm unless other arrangements are made with Staff. Your spot may be given to another family if you have not contacted shelter by 6:30pm.
- All families must be in the building by 10:00pm.
- Emergency Family Shelter space must be free from food and drinks. Exceptions are made for formula or milk inside of a bottle.
- Assigned chores must be completed by 9:30pm.
- All guests must be fully and appropriately dressed. This includes wearing shoes at all times.
- Families must clean up after themselves after mealtime.
- Due to space constraints, all belongings must be taken with you in the morning.
- Smoking is only permitted in the green space outside. Smoking is not allowed in the building or under the "Entrance" awning. Smoking is not allowed between the hours of 10:00pm-6:00am, as the doors are locked at this time. Emergency Family Shelter residents may only exit the Emergency Exit onto East Washington Avenue in *emergencies*, not to smoke.
- In the morning, families must have their beds put up by 7:30am. Linen must be put in bins and inside linen room by 7:30am. All families must exit EFS by 7:50am.

The following actions may result in immediate discharge:

- Possession of a weapon or weapon-like object.
- Violence or threats of violence towards residents or staff. Police will be notified.
- Possession of drugs, alcohol or paraphernalia.
- Under the influence of drugs or alcohol.
- Burning objects or smoking inside the building.