Welcome Center Policies and Procedures

(Developed by and for Participants of the Welcome Center)

1. This is a drug and alcohol free environment.

- a) No Alcohol/Drugs on the premises
- b) Do not come to the Welcome Center intoxicated.
- c) Do not discuss drugs or illegal behaviors
- d) Anyone suspected of being under the influence will not be allowed in.

2. This is a safe environment.

a) No raised voices/ posturing/ physical threats

3. We respect each other.

- a) No name calling
- b) No cussing or racial slurs
- c) Do not take items that you did not bring in without checking with staff

4. We respect the Center

- a) No feet on the furniture (do not lie on couches). Please move for an activity if relaxing.
- b) 1 Movie on Thursday only
- 5. Take care of your own items. Do not leave food or personal items unattended

KITCHEN/FOOD RULES

- 1. The kitchen area is off limits to anyone unless accompanied by staff.
- 2. We are not able to wash dishes or cups. Use paper goods only.
- 3. Throw away food not eaten or paper goods used to eat off of.
- 4. Clean up after yourself
- 5. Food must be packaged or made specifically for an event. No *unpackaged* food brought in to share unless we're having a potluck.

All Policies and Procedures were created and approved by active Welcome Center participants.

If any of these rules are broken you will be asked to comply or to leave immediately for 1-3 days.

Quickly comply with staff requests.

**Staff will not be responsible with finding fault. Whoever is involved in breaking the above rules will be asked to leave.