

# HAVEN HOUSE EMERGENCY SHELTER

550 High St. Hamilton, Ohio 45011 (513) 863-8866

P.O Box 15099 Hamilton, Ohio 45015

**Welcome to Haven House!** *Our job is to make you safe, and comfortable tonight.*

*Your job is to cooperate with our staff and to obey the House Rules*

## HAVEN HOUSE RULES

1. Please fill out paperwork carefully.
2. You may **ONLY** bring in things, which will **FIT UNDER YOUR BED**. You are asked to place personal possessions under the bed as soon as you arrive, and to leave them there until your departure from Haven House. **NO ELECTRICAL APPLIANCES**, such as blow dryers, hot rollers, curling irons, electric shaver, irons, etc. allowed in rooms. Alcohol, Dangerous Objects, or Weapons are **NOT ALLOWED**.
3. If you are signed in after 4:00pm, you must see the Office Staff the next morning. Each client case will be reviewed every two or three days.
4. For the benefit of personal hygiene, and Haven House, it is recommended that everyone take showers in the evening.
5. Before every meal you must sign the menu log. **Dinner is served at 5:00pm**. No food or drink is permitted in the sleeping room areas.
6. Do not smoke in Haven House. You may smoke outside, behind the shelter.
7. **YOU MUST BE IN THE SHELTER BY 8:00pm. EVERYONE IS EXPECTED TO HELP WITH THE DAILY CLEANING CHORES UNLESS EXCUSED BY THE DIRECTOR**. Lights out at 10:00pm. Please be in your bed by then. Remain in your room except to use the restroom.
8. You are to be up and dressed by 7:00am when the morning meal is served. Everyone must leave the sleeping rooms and be in the dining hall by 7:30am. **EVERYONE IS EXPECTED TO HELP EACH DAY WITH THE DAILY CLEANING CHORES UNLESS EXCUSED BY THE DIRECTOR**.
9. Make sure your bed is made each morning. When you find permanent housing and leave Haven House for good, make sure you take all of your belongings and do not leave behind anything that you brought with you. There is no storage area for items left behind and we will have to throw out any items left in the garbage.
10. Children are **NOT** allowed to be left alone or unsupervised. Children must be supervised by their **PARENTS** at all times and **NOT** by other clients.
11. To receive a clean towel and washcloth, you must turn in your used one. Please do not leave them in the shower areas.
12. No guests please.
13. No loitering in front of Haven House.
14. You are not allowed to associate or be around the Whistle Stop Bar which is located one block from Haven House.
15. Please respect one another. Do not use profanity.

**YOU WILL BE ASKED TO LEAVE IF YOU ARE DISRUPTIVE, VIOLENT, DRUNK. OR HIGH ON DRUGS**

**HAVEN HOUSE EMERGENCY SHELTER  
REGISTRATION FORM**

**Office use only**

**Housing** \_\_\_\_\_  
**F.T Jobs** \_\_\_\_\_  
**P.T Jobs** \_\_\_\_\_  
**Male** \_\_\_\_\_  
**Female** \_\_\_\_\_  
**Children** \_\_\_\_\_

**Single Father with Children** \_\_\_\_\_  
**Single Mother with Children** \_\_\_\_\_  
**Familles with Children** \_\_\_\_\_  
**Race** \_\_\_\_\_  
**Date of Departure** \_\_\_\_\_  
**Total Number of Nights** \_\_\_\_\_

Clients Name \_\_\_\_\_ S# \_\_\_\_\_

Date of Admittance \_\_\_\_\_ Time of Admittance \_\_\_\_\_

Marital Status \_\_\_\_\_ Assigned Room Number \_\_\_\_\_

Age \_\_\_\_\_ Race \_\_\_\_\_ Number of Dependent Children \_\_\_\_\_

Referral Source \_\_\_\_\_

Most Recent Address \_\_\_\_\_

Person to Nohfy in Case of Emergency \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Assessment of Physical Condition \_\_\_\_\_

**NOTE**

I understand that I am subject to the search of weapons and of illegal contriband. I do not hold Haven House responsible for any loss of or damage to any property I bring into the shelter with me, in additon, I do not hold Haven House responsible for any physical injury to me or any other person while we are residing in the shelter. Haven House is not responsible for any prescriptions I am currently taking. My signature below indicates I have read (or had explained to me) these conditions and accept them.

*Signature* \_\_\_\_\_ *Date* \_\_\_\_\_

**CLIENTS MUST SEE DAY DIRECTOR EVERY 3 DAYS (MANDATORY)  
OR YOU WILL BE DISMISSED**

**HAVEN HOUSE EMERGENCY SHELTER**

**550 High Street  
P.O. Box 15099  
Hamilton, Ohio 45015**

**REFERRAL**

Date \_\_\_\_\_

Referral To: \_\_\_\_\_

We are referring \_\_\_\_\_  
residing at 550 High Street Hamilton, Ohio 45011 to your agency for the purpose of  
obtaining \_\_\_\_\_ assistance.

We appreciate anything you can do to help these homeless people to go on with their lives,  
if you need to contact the Haven House concerning this referral ask for Bobby *Jr.* Grove  
Assistant Director.

Thanks,

Faye Grove Director  
(513) 863-8866

## **Drug-Free Workplace Policy**

It is the goal of Haven House to maintain a drug-free workplace. The Haven House has adopted the following policies:

- (1) The unlawful manufacture, possession, distribution, or use of controlled substances is prohibited in the workplace.
- (2) Employees who violate this prohibition are subject to corrective or disciplinary action as deemed appropriate, up to and including termination.
- (3) As an on-going condition of employment, employees are required to abide by this prohibition and to notify, in writing, her/his supervisor of any criminal drug statute conviction they receive.
- (4) If an employee receives such a conviction Haven House shall require the employee to participate satisfactorily in an approved drug-abuse assistance or treatment program.
- (5) Haven House reserves the right to search and inspect for the maintenance of a safe workplace.
- (5) Employers may refuse to hire or may fire an employee who cannot perform job duties or endangers his/her, or others health or safety duty or current use of alcohol or other drugs.
- (6) Haven House reserves the right to request a drug or alcohol test of any employee who is suspect of being under the influence. Positive test may result in termination of employment.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_