



RALLY POINT CEDAR VALLEY VETERANS

105 Sunset St. SW
Waverly, IA 50677
(319) 464-1711

DISCLAIMER

I understand that the persons associated with Rally Point Cedar Valley Veterans are not attorneys and will not give legal advice. I have been advised that I should obtain professional legal representation if it is available to me. I understand that the advocates who are working with me cannot represent me in court. If I do not have an attorney, I will have to make legal decisions myself and represent myself in court.

Client Signature

Date

Staff Signature

Date



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SHELTER GUIDELINES AND CONTRACT

Confidentiality:

- The shelter is here to keep veterans and their family members safe; for that reason it is important that you do not disclose other individuals who are staying in the home. Adults and children are required to maintain the names, identifying information or number of individuals who are in the shelter at any given time, even after you've found permanent housing.
- If you are getting a ride or meeting someone that is not a staff member of Rally Point Cedar Valley Veterans, you must meet them at a public place such as the library, gas station or restaurant.

Safety Procedures:

- No alcohol, illegal drugs or weapons of any kind are allowed on the property; this includes items in vehicles in the home's parking lot.
- Bartering, whether for monies or other benefit, shall not take place between residents or between residents and staff.
- Residents must enter using the front door only.
- During a tornado or other weather emergency, you will make your way to an interior wall of the basement.
- To lessen the risk of fire, please take care with appliances and hair irons. No candles, incense or other flammable materials may be used in any part of the building. In case of fire, leave the building with your children, move to a safe place, call 911 and do not return until instructed by staff or emergency personnel.
- Room inspections, with the veteran present, will be conducted every seven days to ensure a healthy living environment for all occupants of the shelter. If, for some reason you're unable to be present every seven days, we will accommodate one day leeway to be present. Room inspections may also be held without prior notice and you are therefore encouraged to keep your room tidy. Included in the room inspection is a bathroom inspection and you must coordinate with other residents on the cleanliness of the bathroom.
- Residents shall be assigned a work assignment each week consisting of cleaning one of the common areas and will ensure to consider your particular disability, if one exists.
- Only professional visitors (such as staff and maintenance personnel) are allowed on the property. Other visitors are not allowed on the property for any reason or for any length of time.
- Common area cameras are for your protection. Disabling the cameras (i.e. breaking or unplugging them), for any reason may result in immediate discharge from LZ Phoenix.
- You are not allowed to let anyone into the shelter at any time. Inform a staff member if someone wants to be let inside. If a staff member is not present, **DO NOT** open the door.

Resident Initials _____

Updated 9.6.18



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- Food and drinks are only allowed in the kitchen and dining room. You may have bottled water (unflavored and uncolored) in your room.
- Close all doors leading to the outside every time you open them. Do not prop or hold a door open for any reason or any amount of time.
- Other shelter residents are not permitted in your room at any time. If you wish to converse with other residents, you may do so in one of the common areas of the shelter.
- Physical contact between residents is strictly prohibited.
- Malicious damages to Rally Point CVV property that are incurred by any member of your party may result in immediate exit from LZ Phoenix and its programs. You may be held liable for any other damages to the property of Rally Point CVV including those damages by your pets and personal property.

Grievances:

- You are to respect the boundaries of other clients. No abuse of any kind will be tolerated and this includes abuse directed at children or animals.
- If you have a conflict with either a staff member or another client, we suggest:
 - Discussing the concern with the other person(s) involved.
 - Discussing the concern with a(nother) staff member.
 - If the situation is not resolved, you may speak to the Director of Rally Point Cedar Valley Veterans or address the Board of Directors.

Length of Stay:

- Rally Point Cedar Valley Veterans provides temporary, emergency and transitional shelter only. For that reason, I will:
 - stay no longer than a period of time identified by Rally Point Cedar Valley Veterans and the permanent housing organization have agreed upon.
 - if residents have not found housing within the time agreed upon, residents may request an extension describing the reason for the extension and new goals for meeting your proposed deadline, in writing, at least one week before your initial discharge date.
 - set goals that will lead to self-sufficiency
 - work on carrying out the responsibilities necessary to achieve these goals
 - meet with the assigned permanent housing organization case worker within the first week of arriving.

Being Out:

- Rally Point Cedar Valley Veterans does have a curfew. The exterior doors will be locked at 11:00 pm on weeknights and 12:00 am on weekends. After these times, you will not be granted entrance into the shelter and you must find an alternative place to sleep, off of LZ Phoenix's grounds.



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- Residents are required to exit the shelter nine hours per day beginning at 8:00 am and ending at 5:00 pm. During this time, residents are expected to seek employment or volunteer opportunities, housing, and attend professional appointments, etc. Continued shelter residency will depend upon your willingness to be proactive in adapting to self-sufficiency. Residents are required to turn in a job search, volunteer, and professional appointment sheet per the required timeline that staff and residents agree upon. No loitering is permitted around the property during those periods you are required to be off property.
- Residents may remain in the shelter for the first three days of their stay, weekends, and federal holidays.
- Working residents must provide an official copy of their job schedule.
- Since this is intended as an emergency shelter, we can only hold your place for a limited time.
 - You may be gone two nights without contact. If you are out more than that, we will assume you have found another place to go and you will be exited.
 - Additionally, if you are gone repeatedly, you may be exited despite maintaining contact.
 - If you are exited, we will hold your belongings for 48 hours and you must call during business hours to arrange picking up your items.

Shared Space:

- You are responsible for all of your belongings. Rally Point Cedar Valley Veterans is not liable for any of your possessions.
- All medication (prescription, over-the-counter, vitamins, and supplements) must be kept locked in your room at all times. Sharing any medications with other residents is strictly prohibited.
- All common areas in the building are for everyone to use at all times. However, staff may close off certain areas as needed.
- Residents must be fully clothed (including shoes or slippers) in appropriate, unrevealing clothing when outside of their bedroom or bathroom.
- You may be required to share or switch rooms at any time. Staff may move your items if you are not available.
- Public displays of affection between residents are strictly prohibited.
- Rally Point Cedar Valley Veterans provides a limited amount of food for client's use. All food provided by Rally Point CVV is for everybody's use and must stay in common areas of the kitchen or dining room. You are expected to use resources available such as WIC, food stamps or local food banks to purchase items like food and diapers. We recommend writing your name on any food you purchase. All food must be prepared and eaten in the kitchen or dining room. Food is not allowed in the living room or bedrooms.
- In compliance with the Iowa Smoke-Free Air Act, smoking is only allowed directly outside of the first floor kitchen entrance. Please pick up your used cigarettes and put them in the disposal provided.



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- Quiet Hours begin at 9:00 pm on weeknights and 11:00 pm on weekends. Quiet hours end at 7:00 am daily. During this time, you must keep the volume on televisions and radios down, ensure your voices stay low, and keep other noise (including that from cooking and laundry) to a minimum.
- You may utilize the shelter phone for your use. Please be considerate of other residents to ensure that everyone is able to utilize the phone for an appropriate amount of time. International calls are strictly prohibited. The shelter phone number is (319) 483-5087. Note that any messages received will be accessible to all.
- Computer use is designated for employment and housing searches and is monitored by shelter staff. If not being utilized for such purposes by other residents, you may use it at your leisure however, if used inappropriately, computer privileges shall be removed.

Communication

- Visual contact will be made between each member of your party and a staff member on a daily basis. This exchange may simply be a “hello,” however; it may include a weekly update or other interaction. Therefore, each member of your party must be seen by staff daily whether by camera or in person.
- You may use our address (105 Sunset St. SW, Waverly, IA 50677) to receive mail. Upon exit you must change your address with your contacts. Mail will only be forwarded for two weeks after discharge.
- Staff will communicate about shelter events and policy issues. Verbal communication might not always reach everybody, so we may put up signs as a further reminder. Since signs are used for official communication, you may not put up, alter or take down any signs.

Children

- Your children must be supervised by an adult member of YOUR party at all times, as you are responsible for their safety. Children may not be cared for by another resident or staff at any time.
- Children under 7 must be with their parent until they are in bed.
- All minors must be in their rooms during quiet hours.
- You may not leave your children (of any age) unsupervised in shelter while you are out.
- If you see anything that may be considered abuse or neglect towards children, please inform a staff member immediately.



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I absolve Rally Point Cedar Valley Veterans of any responsibility for myself, child(ren), pets, or service animals in the event of any accidents, even if they result in property damage, injury or death. I will not place Rally Point Cedar Valley Veterans in danger of accidents by any deliberate or careless act of my own or that of my child(ren). I agree to the rules established by Rally Point Cedar Valley Veterans.

I understand that if I do not fulfill this contract and the guidelines it sets, I will be required to give up my privilege of staying in the shelter and possible eligibility for other services by Rally Point Cedar Valley Veterans.

Client Signature

Date

Staff Signature

Date