While you are using a hotel voucher for housing during this time, there are some basic guidelines that you must follow in order to maintain safety of the building and the people staying there, as well as to help as many people as possible with these vouchers. Not following these guidelines could result in being asked to leave the hotel.

1. Hotel vouchers are authorized for the individual/ family referred only- no other individuals or guests are allowed onsite during your stay.
2. Hotel vouchers are authorized for a limited amount of time, and payment will end if a more long-term option is available, such as emergency shelter or housing.
3. Residents must work with individualized support services/case management to devise a plan for next steps in housing.
4. Residents have the right to be treated with respect. Residents also have the responsibility to treat hotel spaces and staff with respect.
5. Residents have the right to expect that their stay and any other information about them will be treated confidentially by staff. Conversely, residents may not disclose any information about OTHER residents.
6. Residents are to keep their personal rooms clean and tidy. Damage to rooms is not covered by the hotel voucher. Hotel and/or community service provider is not responsible for theft of or damage to any of my personal possessions. I understand that there is no littering on the hotel property. I am responsible for cleaning up after myself.
7. Residents who experience conflict with another resident must report it immediately to their case manager.
8. Smoking inside is prohibited. Please smoke outside in the designated area. Residents must dispose of butts, wrappers and other trash in the designated garbage can.
9. Residents may not possess or use anything considered to be flammable including candles and incense in their rooms.
10. Sharing, exchanging, and/or selling any form of medication is prohibited.
11. Please keep your rooms locked, do not lend others your keys. The hotel and community service provider staff are not responsible for any lost, damage or stolen items.
12. Use of drugs and/or alcohol is prohibited.
13. Residents may not borrow or lend items or money to residents and/or staff.
14. Residents are expected to abide by hotel quite hours.
15. Parents may not leave the building for any reason without their children. Children should not be left alone in their rooms.
16. Parents must always supervise their children. Children should not be in the common area or the dining area unsupervised. Residents may not under any circumstance watch other residents’ kids.
17. Residents discharging from a hotel stay must take all personal belongings with them.
18. **To abide by Social Distancing, Hotel Staff will not be performing daily room cleaning, please work with hotel staff to get linens and towels properly laundered. Additionally- it is your responsibility to keep you room clean and tidy during your stay. To ensure that rooms are kept clean and tidy and in proper working order, random room checks may occur by Milwaukee County/ Impact staff persons.**

**\*\*\*\*\*If you begin to experience any of the following COVID-19 symptoms; Cough, trouble breathing, fever, chills, Or are concerned you may have been exposed to COVID-19, please contact your primary care doctor for screening or call 211 to speak with a public health nurse regarding testing.**

If you have any questions or concerns with the guidelines; please feel free to communicate those with **Milwaukee County Community Intervention Specialist, Ryan Hurse 414-902-0748.**

**Emergency Shelter Voucher Agreement**

I, **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** have read or have had this agreement read to me, I understand I am a guest in the ­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ hotel and my stay is voluntary **(I do not have tenancy rights and may be directed to permanently leave the premises upon verbal notice).**

**1. I understand if I fail to adhere to the guidelines I can be asked to leave immediately.**

**2. I understand this placement is temporary, I am a guest in this hotel/ motel and I am not allowed to have guest or visitors during my stay. This will lead to immediate discharge.**

**3. If I have any questions or concerns related my placement, I will communicate my needs with my case manager or the Community Intervention Specialist.**

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Signature Date

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Additional *approved* guest Date

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Community Intervention Specialist/Witness Date