

# WYDAN GUEST AGREEMENT

*This document clarifies what guests can expect from their time at the shelter and what is expected from them. On arrival at the venue, a volunteer will go through this document with them, and the guest will then be asked to sign and date it. In the event that a guest breaks any part of the agreement, it is useful to refer back to their signing-up to the shelter rules.*

This is an agreement between

WYDAN Night Shelter

Name of Guest:  
\_\_\_\_\_

Name of First Venue:  
\_\_\_\_\_

WYDAN NIGHT SHELTER volunteers are here to care for you. We commit ourselves to providing hospitality to you, which includes a cooked evening meal, breakfast and a warm bed for the night. If there is anything we can do to make your stay more comfortable, please ask a volunteer and they will try their best to help. We also provide friendship, support and encouragement. We are a community of people who are seeking to offer a practical solution to destitute asylum seekers in the city of LEEDS.

The safety of our guests and volunteers is our primary concern, and so we cannot admit anyone to the WYDAN Night Shelter who is not prepared to respect the following conditions of our hospitality:

- **No Anti-Social Behaviour or Offensive Language**  
Anyone using violent, aggressive or disruptive behaviour or language will not be allowed into the shelter; even if they have been booked in.
- **No Illegal Drugs (including “Legal Highs”)**  
Illegal drug use or possession will result in a permanent ban. We cannot take responsibility for any prescription drugs during your stay.
- **No Alcohol**  
This is NOT a wet shelter. You cannot consume alcohol inside or immediately outside the shelter. Please do not turn up drunk or with alcohol on you. Alcohol will not be allowed on the premises.
- **No Smoking Inside The Shelter**  
Smoking inside the shelter is not permitted. Guests will be able to have a cigarette in a smoking area outside the shelter.
- **No Weapons**  
No weapons of any kind will be permitted in the shelter. Possession of weapons will result in a permanent ban.

**The dignity and safety of our guests and volunteers is VERY important to us.**

- Failure to meet these conditions will result in a warning.
- Two warnings or a serious incident will result in a permanent ban from the shelter.
- It is not our intention to exclude anyone. However, if guests cannot respect these conditions, we will have to take appropriate action.

## Other important information

**Fire Safety:** If this is your first night at this venue please ask a volunteer to show you around the facilities and please make sure you know where the fire exits and assembly points are.

**Kitchen:** Only volunteers are allowed in the kitchen unless otherwise agreed with the Lead Volunteer.

**Money:** Our WYDAN Night Shelter does not give out money with the exception of money for a bus pass for the week.

IF YOU AGREE WITH THE ABOVE CONDITIONS OF OUR WYDAN NIGHT SHELTER HOSPITALITY SET OUT ON THIS GUEST AGREEMENT PLEASE PRINT AND SIGN YOUR NAME BELOW.

<b>Booked in by:</b> (name of worker and referral agency)  _____	Name:
	Signature:
	Date:

## GUEST GUIDELINES/RULES

To ensure a safe, welcoming and enjoyable stay we have put in place these guidelines for our guests.

1. You must inform us in the morning if you are not returning to the shelter. You will lose your place if you are absent from the shelter for two nights and have not informed us you are going to be absent.
2. You must inform us in the morning if you are going to return late that evening so that the volunteers can save you some food.
3. The shelter closes at 10pm every evening. You will not be admitted after that time, unless you have arranged this with volunteers. You also must leave on time every morning.
4. No mobile phones to be used in the 'bedroom' after 10pm.
5. We cannot cater for individual meals, ordinarily you will be offered two choices for your evening meal or alternatively we can provide a sandwich for you.
6. We will not tolerate threats of or actual violence. You will be asked to leave the shelter immediately.
7. You must engage with the Night Shelter Manager and Lead Volunteers when asked to do so, this may be to review your stay at the shelter or to discuss other issues.
8. We do not have room to store belongings for you. You can have only **two** large bags or suitcases with you.
9. It is your responsibility to look after your valuable items and important papers (eg. passport; papers relating to your asylum claim).

I agree to follow these guidelines:\_\_\_\_\_

You are most welcome to stay at the WYDAN night shelter. If you have any problems at the shelter please talk to the Lead Volunteer or the Night Shelter Manager.