

GENERAL RULES

1. Common courtesy prevails, be respectful of others' need for rest.
2. ABSOLUTELY No Guests. The only people permitted on the premises are paying customers. This is for our customers' comfort and security.
3. NO SMOKING Indoors. If you smoke outside, properly dispose of your waste.
4. Clean up after yourself. Leave it like you found it or better.
5. Keep your area tidy, make your bed and keep your possessions orderly.
6. What fits in your provided bins is how much you may keep at the facility and a few items in the closet.
7. Any articles left on the premises must be marked with your full name.
8. Please remove shoes at the door. This is just sanitary, you don't know what your shoes have been through.
9. Do not pull bags through the facilities and be careful not to hit the walls or doors while carrying through.
10. Never put any luggage on a bed. Your bags are the most likely way to transport hitchhikers (bedbugs, fleas, spiders etc.)
11. The sheets and towels are your responsibility to wash and maintain (except Newark).
12. Everyone contributes to the accumulation of waste, take a turn putting out the trash.
13. Recycle where offered. Bins provided. Be green for our grandchildren please.
14. Thermostats need be kept 73 degrees in the summer months and 70 in the winter.
15. Two or more days off requires vacating the premises. This is a commuter facility.
16. Do not switch assigned rooms or beds without prior request. The bed you may be using may already be assigned.

KITCHEN RULES

1. All canned and dry goods need to be stored in your food bag with your name on it in the designated food storage area.
2. Anything that you store in the refrigerator or freezer **must** have a name and date on it.
3. No gallon sized containers in the refrigerator. ½ gallon or smaller.
4. All leftovers, opened containers or anything that has the potential to leak (packaged meats etc.) **must** be in a Ziploc bag with your name and date.
5. Wash, dry and put away any dishes you use. Do not use any of the dishwashers.
6. Clean up any mess you make inclusive of countertops, sink, floor, microwave, refrigerator and stove.
7. Make certain the food and beverages you consume belong to you.

BATHROOM RULES

1. Do not leave any personal items in the showers or anywhere in the bathrooms.
2. Clean up any mess you make inclusive of splatter on the mirror and faucet, hair clippings, toothpaste in the sink, etc.
3. Where shower curtains are present, pull closed to allow proper drying (mildew prevention).
4. Don't leave dirty towels on the floor or hanging in bathrooms.

Please acknowledge that you have read and understand the above rules by signing here_____