**Hotel Grace Description**

• Hotel Grace is an emergency overflow shelter for men and women located at Ascension Church, Mnsgr Tinsley center 44 Vernon St, Worcester.

• Covid -19 protocols are strictly enforced with guests, employees, and volunteers

• 3 shifts for volunteers 5P-9P, 9P-1A, 5A – 9A

• We are open 24/ 7 from 11/1/20 -3/31/21

• Admission and intake for overnight is at 1PM

• Guests can be admitted for warmth only at any time

• Guests who stay overnight are welcomed to stay, a 2-hour window for appointments will be granted on a case by case basis

• Maximum capacity 50 people. 1st come 1st serve.

• Sobriety is not a requirement for admission

• Guests are allowed to line up in advance outside but must remain orderly and respectful, or jeopardize their admission.

• Every effort will be made to locate shelter elsewhere when we have reached capacity.

• Women and men sleeping quarters are divided into two areas,

• Unaccompanied minors cannot be accepted. Every effort will be made to locate shelter for them

• Guests must register with staff upon arrival

• All bags will be voluntarily checked in, registered, and put in storage until the morning or when leaving

• It is not our policy to confiscate anything unless there is an attempt to smuggle it in to the shelter

• Guests must inform registration of any medications that need to be taken during their stay

• Medication will be put in a medication cart for storage until dispensing

• All guests are subject to search for contraband or weapons

• Beds will be assigned to each guest

• Dinner will be served when all the guests are situated approximately 7PM

• There is a common area for all until lights out

• Supervised group smoke breaks at designated times will be allowed

• Light out at 10PM quiet time until 6AM

• Guests who are disruptive will be subject to removal

**Registration**

• All guests must register at check in Name and Date of Birth

• Guests will receive a wristband with identification number

• Guest will check in all their bags. All bags will be labelled with the same number on the registration wristband for retrieval in the morning

• Guests MUST inform staff of times and types of medication that have been prescribed to them

• All guests will be subject to search for weapons or contraband.

• Contraband and weapons found in the admission search will be confiscated

**Conduct**

• When a guests conduct or disruptive behavior endangers themselves or others, the guest will be subject to eviction from the shelter

• When a guest is evicted from the shelter, a staff member must file incident report with details leading to eviction. This report will remain on file for the season