**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