

Sample 1: Client Expectations and Agreement Form (insert your own title/provider name)

Please initial next to each row below to indicate you agree to the following:

Hotel Name and Address: _____

| | |
|-------|---|
| _____ | I am responsible for following the rules at the hotel, this includes not being disruptive to other guests and being respectful to the person sharing my room. |
| _____ | I will not hire or engage in illegal activities at the hotel |
| _____ | I will not use illegal drugs of any kind at the hotel |
| _____ | I will not smoke in my room, or I may be charged a cleaning fee. |
| _____ | I will not cause disturbances to others |
| _____ | I will not open the door or walk in common spaces unless appropriately clothed |
| _____ | I will respect the space and keep my room clean, and place my dirty linens outside of my door |
| _____ | If meals are delivered to my hotel room, it is my responsibility to store these meals in the fridge provided in my room |
| _____ | I am responsible for paying for any damages I cause to my room. |
| _____ | I understand that if I am asked to leave by hotel staff that I may not be placed in another hotel and may have to return to another shelter or warming center, subject to availability. |
| _____ | When my room is no longer paid for by providers, I must leave the hotel, or pay for my own room. |
| _____ | Hotel staff and/or service provider staff have the right to ask me to leave for disruptive behavior. I am not guaranteed space in another shelter if asked to leave. |
| _____ | I will alert staff if I feel sick (fever, cough, shortness of breath) VIA PHONE. If you feel sick do not leave your room. |

By signing below, I acknowledge that I have received, read, and agree to abide by the expectations stated above.

Printed Name

Signature

Date

Witness Name