

# THE DOORWAYS GUEST CHECK-IN FORM

## GUEST COPY



**T**hese rules are intended to protect the safety and welfare of all of our guests, some of whom may be experiencing health issues that we must take into account. Therefore, we ask for you to abide by these rules so that everyone's needs can be protected.

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### The Doorways Guest Rules of Stay:

Guests in violation of our house rules may be asked to leave and may be barred from future stays at The Doorways.

- + **No alcohol, weapons, or illegal drugs are allowed inside The Doorways.** Guests using these around or in the facility will be asked to leave immediately.
  - + **No smoking is allowed inside the building, or outside your room. This includes e-cigarettes and vaporizers.** Smoking is permitted only in the designated area and away from the main entrances.
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- + No pets are allowed. Only registered service animals are permitted to stay at The Doorways.
  - + Labels are available at the Front Desk to place on your personal food items that you are storing in the kitchen. Taking another guest's labeled food items is a serious violation and may jeopardize your stay at The Doorways.
    - *Unlabeled foods, and foods in the walk-in freezer, refrigerator and pantry are available to all guests.*
  - + Due to fire department regulations, please notify the front desk of any change of room occupancy, including family members spending the night at the hospital.
  - + Check out time is 12 noon. We ask that you please check out before leaving for the hospital. If you are unable to do this, call the front desk and request a later check out time.
  - + Only registered guests are allowed beyond the 1st Floor. Please greet and keep all visitors on the 1st floor. All visitors must leave the building by 10:00 PM.
  - + Staff, volunteers, and other representatives may occasionally take photos or video on premises for fundraising and publicity purposes. If you would prefer not to have your photo taken, please notify the photographer.

In consideration of The Doorways allowing me the use of its premises, I agree to hold The Doorways, and all of its Hospital Partners, harmless for any bodily injury and loss, or damages, to my personal property while I am on its premises.