

THE DOORWAYS GUEST CHECK-IN FORM

GUEST COPY



These rules are intended to protect the safety and welfare of all our guests, some of whom may be experiencing health issues that must be taken into account. Therefore, we ask for you to abide by these rules so that everyone's needs are respected.

THE DOORWAYS GUEST RULES OF STAY

By initialing at each section, I agree to the stipulations below. Guests in violation of our house rules may be asked to leave and barred from future stays at The Doorways.

Section A: General Policies

- ✚ No alcohol, weapons, or illegal drugs are allowed inside The Doorways. Guests using these in or around 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.
- ✚ Use of candles, open flames, and any other form of burning are prohibited in and around the building.
- ✚ Doorways representatives may occasionally take photos or video on premises for mission advancement purposes. If you would prefer not to have your photo taken, please notify the photographer.

Section B: Guest and Check-out Policies

- ✚ 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.**
- ✚ 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.

Section C: Kitchen Policies

- ✚ 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.*

Section D: Housekeeping Policies

The Doorways does not provide daily in-room housekeeping services. Please observe the following requirements for your guest room in order to maintain a clean and safe environment for all.

- ✚ Do not leave open food containers or dirty dishes out when leaving the room. Please utilize the shared refrigerators in the kitchens or the refrigerator in your guestroom to store food. Return dinnerware and silverware to the kitchens after use so they can be properly cleaned.
 - ✚ Dispose of trash in proper receptacles. Large trash cans are located at the end of the balcony on every floor.
 - ✚ Report any maintenance issues in a timely manner.
 - ✚ Please note that our Housekeeping Team will enter guestrooms every 7 days to perform a modest weekly cleaning (i.e., empty trash, vacuum, and dust).
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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.