



## EXTENDED STAY PROCEDURES

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### Program Overview

Welcome to the Memphis Union Mission's Men's Extended Stay Program. This facility has been established to help transition men to self-sufficient living. **It is not intended to be a permanent residence** but rather a place where you can prepare for your future. **You will have up to one year to find permanent housing.** The Opportunity Center Pastor may be able to help you find permanent housing or even help you with other areas of your life. It is best to set up an appointment with him so that he may dedicate that time to be focused only on your needs!

### Program Requirements

The Opportunity Center is intended to be a safe and quiet place. As such, residents are required to comply with a few simple rules. Violation of these rules may be grounds for immediate dismissal.

By making application to reside at the Opportunity Center you have agreed to abide by the following:

- This is God's House. We respect His presence by removing our hats and by treating His name with honor.
- Treat others with the courtesy and respect with which you like to be treated. Speak in soft, conversational tones.
- Submit to and obey those whose responsibility it is to make this a safe place.
- Identification is required, and you must be 18 years of age or older.
- No smoking in the building. Smoking is allowed only in the designated smoking area on the east side of the building - NOT in front of the building or in the parking lot.
- No use of alcohol, illegal drugs or prescription drugs that are not prescribed to you.
- No loitering or hanging out in front of the building, the parking lot, or across the street. You are either in the building or somewhere off the property. No exceptions.
- Radios, CD players, or hand-held TVs are not allowed without earphones.
- Use of cell phones is not allowed in the dorms after 'lights-out' at 10 p.m. and must be turned off after midnight
- If you work the day shift, you have a midnight curfew. If your shift ends between midnight and 12:30 a.m., you need to be in within an hour. Failure to be in on time will result in your electronic key not working. Curfews do not apply to those who work the night shift.
- Personal vehicles need to be registered and insured. We will keep a copy of both on file.
- Disabled vehicles left in the parking lot for more than one month will be towed.
- Major mechanic work will not be allowed on the premises, and you will be responsible for keeping oil off the parking lot. This includes any fluid changes.
- The lounge and recreation area will be open until 2 am.

- You are required to leave your dorm room after 9 a.m. If you work the night shift, *10 p.m. through the morning*, you are allowed to sleep during the day.
- Your bed must be made before you leave the dorm in the morning.
- All personal belongings, including bags, must be kept neatly in your assigned cubicle.
- Nothing is allowed to hang on the outside of the cubicle. If personal items do not fit neatly in the cubicle, they will need to be stored off mission property.
- Washer and dryers in the laundry room may be used as needed until 10 pm at which time the laundry facilities are closed. Training will be provided and you are expected to follow procedures. No food or drink in the rooms...no exception
- If you are the last person to leave the dorm, you are responsible for turning out the lights and locking the door.
- Any theft, vandalism, fighting or threatening behavior will be cause for immediate dismissal.
- Your stay here can be terminated at any time without notice
- Visitors are not allowed in the residence areas (dorms, kitchen, or lounge) at any time.
- You agree to pay at least two weeks in advance Program Maintenance Fee of \$7 a day. For example: \$7 x 30 days = \$210 a month (if the month has 30 days). Monthly payments are preferred.
- Payment must be prepaid Monday - Friday between the hours of 10 a.m. and 6 p.m. at the front desk of 383 Poplar Ave. If your start date lands on a weekend, you will need to pay by the Friday before. Failure to pay in advance will result in your electronic swipe key not working.
- You will be charged a \$15 key and accessory deposit. The deposit covers a set of sheets, a blanket, pillow, and a towel. If you lose or break the keys, you will be charged an additional \$15.
- If you decide to check out before your month is finished, you may be refunded your key deposit and the remainder of your fee once the key is returned. However, you will need to provide a forwarding address and wait 10 business days before you receive the money.
- You will need to let the Opportunity Center Pastor know by Tuesday of that week to have the check in the mail by Friday.
- Hygiene products are available...See a Resident Assistant.
- You are not allowed to have any weapons on the property at any time.
- If you have a vehicle, the gate will be locked at 11pm and opened at 4am. If you are coming in after hours, please let the night shift supervisor know.
- The dining room is open from:
  - Breakfast: 4 am-8 am
  - Lunch: 11:30-12:30 pm
  - Dinner: 4:30 pm-5pm
  - Late Trays: If you are going to be late, please add you name on the late tray list
  - After dinner, please exit the dining room so that those who go to bed early will not be disturbed.
- The dining room is closed at 10 pm