

**Host Church Guest Guidelines,
St. Paul's Episcopal Church, Maumee, Ohio**

Welcome. Your room is reserved for just you and your family for the week that you are staying overnight with us. Others not listed on your intake form will not be allowed to enter your room. The door will be kept locked while you are away during the day.

Please, continue to adhere to the **Family Promise of Greater Toledo Interfaith Hospitality Network (Guest) Guidelines** and **Family Promise (of Greater Toledo) Guest Procedures** to which you have already agreed. A copy of these documents is attached.

If you are going to arrive at our church **late**, after 6:00 PM, contact the assistant coordinator for St. Paul's Episcopal Church at (419) 350-0955 as soon as possible.

Enter and exit our church only through the **double and windowed doors** with the **'Welcome IHN Families'** sign.

Your basic **living area** is first floor church office area, the basement beneath, the choir room, the playground, the kitchen, and the adjoining skylight room. Others will be told to stay out of your living area with **Only IHN...** signs.

You may use our library with its computers, the gym, and the sanctuary unless they have been reserved for others.

Others will be using our church building while you stay with us. Areas of the church where you should not go will be **locked** or marked **IHN Families Not Allowed....**

You may have to share our church's entry halls, playground, car port area, skylight room, and kitchen with others.

Please, **do not disturb** any church equipment, supplies, or meetings going on in the church.

Please, keep any **medicines** your family may be taking secure and only in your family's room. Keep them out of any common areas such as the restrooms, dining rooms, and lounges.

Please, do not smoke in our church building. You may **smoke in the carport area**. After 9:00 PM, notify one of our host that you are going to the carport, so the host can let you back into the locked church.

You will be eating **dinners** in our **choir room** which is adjacent to the playground. You may

eat **breakfast** in the same room or in our **skylight room** which is adjacent to our kitchen. Dinner will be prepared but you are to make your own breakfast.

Feel free to get **snacks** from the kitchen at any time. Be sure to only use food and drink marked **'IHN'**.

Please, **not eat** or drink in **your room** or the **kitchen**. Snacks and drinks are allowed in our lounge areas but keep foods and drinks out of the **playground** and the basement **nursery** and **gaming areas**.

You may use any **personal entertainment** devices as long as we feel they do **not disturb** other guests.

You may use the **phone** only by the office window in the church entry for short local calls. Always have one of the host assist you.

Upon your arrival on the first day you will be issued **bedding** for the week. If it becomes soiled let one of the hosts know and we will have the bedding laundered during the day.

You will be briefed on **emergency procedures** - fire extinguishers, alarms, and exits. Know how you and your family would exit our church in case of an emergency. The initial assembly point after an emergency exit is the area between the playground and Dudley Street.

We hope you enjoy your stay at our church. Always feel free to ask one of your **hosts** for assistance. If you can't find a host in the immediate area, one may be found in the room marked **IHN HOSTS**, which is the priest's office located at the end of the hallway between the first floor guest bedrooms. The room contains confidential information so only enter with permission.

(Updated - Dave Watts, 08/02/11, 12:32)