

Overnight Host Guidelines

Review and understand the national **Interfaith Hospitality Network Volunteer Host Guidelines** and our local **Volunteer Guidelines**.

Arrive at the church by 8:30 PM to relieve the Dinner Hosts and spend the night with the guests. You will be leaving around 7:30 AM after you have confirmed that all the guests have departed. You may be asked to arrive earlier for a briefing the first time that you host.

Sign in and out. Review and understand the **Host Church Guest Guidelines** which are kept by the log book.

By the time you arrive, the Dinner Hosts will already have familiarized the guests with the Host Church Hope's Guest Guidelines. Most guests will probably be settled in by this time, but some guests may still be watching TV, playing games, or socializing.

Learn about the guests from the sign-in sheet and the Dinner Hosts. **Introduce yourself** to all the guests even those who may be in their rooms. Tell them where you may be found in case they have a problem or emergency.

Socialize with the guests as time permits.

Guests need to make **sack lunches** for the next day. At around 9:00 PM, check to see if this has been done.

The whole church will be **locked** up around at 10:00 PM. Some doors may be locked earlier. Some guests may be out for the evening and are to return by the 10:00 PM curfew. Let only them in the building and make sure the doors remain locked.

Bedtimes are listed on the Host Church Guest Guidelines. Guest may continue to use personal electronic devices in their rooms as long as we feel other guests are not disturbed.

You must always be ready and **available** to the guests if they have **problems** or there is an **emergency**. Emergency numbers are located by the log book and the phones.

Call the coordinator if an expected family does not arrive, a parents leaves without their children, a host becomes ill or has to leave, and after initially handling an emergency.

After all the guests retire to their own rooms you may **sleep** in a designated and marked area where the guests know to reach you. If there are two overnight hosts one should remain awake. Remain partially dressed so you can quickly assist guests. Bring you own linens and pillow.

Wake guests in the morning at 6:00 AM by knocking on their room doors.

In the morning set out **breakfast** items in the kitchen - cereal, fruit, juice, muffins. Guests may eat breakfast on the oval table in the skylight room adjacent to the kitchen. Supervise and assist with clean-up.

Guests will be leaving around 7:30 AM on public transportation, private vehicles, or their own vehicles. If a guest becomes **stranded** at the church contact the coordinator.

Before you depart,
review **log book** and make any needed entries,
store log book in a host room which is accessible only to hosts,
check and **lock** all guest bedrooms, store keys with the log book,
check all rooms used for any **remaining guests**,
check the general hosting area for cleanliness, **clean up** as necessary,
and **store** all marked IHN food and supplies on top of cabinets unless they need refrigerated,
remove any ONLY IHN... **signs** in hall way
sign out just before you leave.

(Updated - Dave Watts, 07/05/11, 20:00)