

IHN Policies and Guidelines

Effective Date:	March 2008
Revision Date:	
Next Review Date:	
Approved By:	IHN Committee (Rcd from Jim Gronvold)
Contact Person (s):	Bob Brekke, Jim Gronvold, Lou Kuhlmann

Purpose:

Policy:

Procedure Statements:

THIS FORM SHALL BE POSTED IN THE FOLLOWING PLACES:

- 1. KITCHEN 2.VOLUNTEER CHECK IN AREA 3. INFORMATION ROOM 4. GATHERING AREA**

This form shall be covered at the time of Intake and a copy given to each Guest Family.

ACCOMODATIONS:

- Guest Bedrooms are located in the North, East and South wings of the Church. They will be marked with signage indicating the guest's first names.
- Nursery is for general use and also serves as diaper changing area. Please clean up after **each** use.
- Bathrooms are located in the north wing as well as next to the kitchen.
- Please use the areas freely designated for guest use, however, be respectful of the building and the other people who are also using the Church.
- Maintenance rooms are locked but please keep children away from them for their safety.
- Smoking area is outside on the North side of the Church. Please stay fifty (50) feet from the building **and** the playground area. Please place cigarette butts in the receptacle provided.

SECURITY:

- The entrance to the Building will be the door on the **north** side of the Church facing the Playground.
- Doors will be locked at **9:00 p.m.** each night.

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- Visitors are **not** allowed at the Church. Visitations must be arranged to occur at the Day Center.
 - Guest Rooms will **not** be locked. However, please respect the guest's privacy and do not enter a guest's room unless invited.

KITCHEN:

- A Cupboard and a Refrigerator will be marked for I.H.N. use.
- Use I.H.N. food as needed, but remember that food is for everyone's use, so take only what you will use.
- Lunches **must** be made the night before. Please feel free to use dinner leftovers to make your Lunch for the next day.
- If for some reason a meal is not satisfactory to you, feel free to make a sandwich instead.
- First Aid Kit will be found in the Kitchen on the counter by the window.

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HOUSEKEEPING:

- You must help with cleanup. Be responsible for your own dishes, spills and messes.
- Please clean up **each** area after use

LAUNDRY:

- Extra Bed Linens can be obtained by contacting an I.H.N. Volunteer.
- A Towel will be provided for your use during the week at Christ Lutheran. Please leave this upon your departure so we can launder them to be used at the next rotation.

TELEPHONE:

- **ALL** Guest telephone calls are to be **from** the Day Center.
- Network cellular telephone is for **Emergency** use only and will be not available for other use.

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- Guests may phone the I.H.N. cellular phone if schedule conflicts arise at **250-1413**.

CHILDREN:

- You are responsible for yourself and your Children.
- Your children should never be left unattended and at least one parent should be in the same area as their children.
- You are welcome to make use of the Nursery, but children must be supervised by a parent. Please keep the area picked up.

OTHER:

- First aid kits are found in the Kitchen on the counter by the window.
- Sign in and out sheet is located at the **North** entrance. Please use every time that you leave or return.
- Morning schedule **must** be strictly followed as guests and overnight host volunteers need to get to work on time.
- Please look for signage indicating a '**No Access**' area before entering a room.

Revised:
Wednesday
27 February 2008

Related References:	
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