



Lighthouse Mission Ministries

Drop-In Center

Code of Conduct

I will behave in a respectful manner by:

- Honoring my own dignity as a person
- Treating other guests in a way that honors their dignity as persons
- Following directions from volunteers/staff
- Helping make the day shelter a safe and welcoming place
- Cleaning up after myself when I leave the building
- Respecting the property and rights of others in the neighborhood

I will avoid behavior that is hurtful or disrespectful by:

- Not putting myself or others at risk
- Not hindering the services that the center provides
- Not violating the law inside the center's facility, on or around its property, or in the surrounding neighborhood

Specific behaviors that will not be tolerated at the Lighthouse Mission Drop-In Center:

Disrespect for staff, volunteers, guests, neighbors, or facility

- Arguing with or verbally abusing other guests/staff/volunteers
- Interfering with the center's functions or staff's management of those functions
- Urinating or defecating near or outside the facility or near our neighbors
- Loitering or trespassing on property within a 3-block radius of the center

Violence

- Provoking a fight or making threats
- Physical fights with other people
- Using or threatening to use a weapon

Drugs

- Drug dealing
- Drug and alcohol possession in the center, on campus, or within three blocks of the mission campus (including in vehicle)

Harassment

- Teasing or harassing another person -- to include racial, gender, sexual orientation, or disability slurs
- Sexual harassment of staff/volunteers or guests

Other unacceptable behavior

- Smoking inside the facility or places other than the designated smoking areas (the patio and manger)
- Intimate or sexual acts on site or in public in the surrounding neighborhood
- Severe intoxication, substance abuse, impaired judgement, or other behavior that causes disruption to the center or its function.

Other Drop-In Center Guidelines:

- Guests must be fully dressed and ready to leave the building when coming to the common room for breakfast
- Men and women must stay in their own shelters
- Guests are not permitted in the laundry room, kitchen, care closet, or storage closet without staff presence/ authorization
- Guests are not permitted to operate laundry room equipment without staff authorization
- Guests are not allowed to open doors for anyone without staff authorization
- Guests may not intercept or assist in receiving donations without staff permission
- All bikes on the property must be registered with the City of Bellingham
- Only one bike per person is allowed to be chained up outside of DIC
- No chaining bikes to the fence or working on them in front of the DIC
- Vehicles on site must have current tabs and the owner/operator must have a valid operations permit
- No backpacks or purses in the restrooms
- No congregating at the Drop-In Center or in the surrounding neighborhood for more than five minutes when the center is not open for services
- Take your personal property with you when you leave unless storage has been approved. Storage guidelines will be posted during freezing nights. (Property abandoned more than two weeks will be disposed of or recycled.)
- No overnight camping at the Drop-In Center or any of the surrounding neighborhood within three blocks of all Lighthouse Mission properties
- No overnight parking in Lighthouse Mission parking lots unless approved by management
- No weapons allowed on the property (pocket knives okay)



Drop-In Center Code of Conduct Guest Acknowledgment

As a guest of the Lighthouse Mission's Drop-In-Center (DIC), I understand I am expected to honor the previously listed Code of Conduct and guidelines. I also understand that there will be negative consequences if I do not abide by this Code of Conduct and set of guidelines, which may include suspension from Lighthouse Mission facilities and all its programs for a period of time.

I acknowledge that my participation in programs at the DIC and the use of its facility is voluntary, and that the staff and volunteers at the DIC have the right to refuse services to me and ask me to leave the property.

Further, I understand that if I am asked to leave or am refused services, there is always a way back. I understand that I am welcome to call and set up a time to discuss a plan to reenter services.

My signature below indicates that I have read and understood the Code of Conduct for any individual utilizing the Drop-In Center. (I also understand I can ask a volunteer to read this document to me.)

Name (Please Print)

Signature

Date

Staff Witness

Date

Initials _____