



Gifts of Hope, Inc.

Hope House Resident Lodging & Screening Agreement

Resident Name: _____
Last First DOB

Home Address: _____
Street City

County State Zip

Phone: () Phone: ()

Gender: Race: Marital status:

Caregiver name: Relationship:

Caregiver Phone: ()

Emergency Contact: Relationship:
Someone other than caregiver or resident

Emergency Contact Phone: ()

In order to provide the best and safest lodging for you and your loved ones, we require that all guests carefully read and agree to the guidelines and agreement. By signing below, you agree that Permian Basin Gifts of Hope, Inc. may perform a criminal background check on you to determine eligibility for lodging at Hope House and that you have received a copy, read, understand and are in agreement with the policies as stated in the document entitled Gifts of Hope, Hope House Resident Policies and Guidelines. You are also granting permission to TX Oncology to provide Gifts of Hope, Inc. personal, financial, medical and miscellaneous information.

Resident Name (please print) Resident Signature Date

The criminal background check will include, at a minimum,
Past ten (10) years' records of:

- Felony convictions; sex offenses of any sort; non-felony convictions involving violence, burglary, theft or money laundering;
- Patients will be denied housing at Hope House if the person is unable to successfully pass a background check.
- Disqualifying offenses will include a) felony conviction within the last ten years b) misdemeanor conviction involving injury to a person within the last ten years c) listing on sexual offender registry

HOPE HOUSE

Policies and Guidelines

Gifts of Hope is able to provide complimentary lodging to you due to the generosity of our donors. The Hope House continues to be supported primarily by our donors and with the help of volunteers.

In order to keep our cost at a minimum we ask that the residents contribute by helping us with housekeeping items and maintenance. If any resident is not able to help with these items then we reserve the right to ask that resident to make a donation for their stay or they may be asked not to return.

We strive to make your stay as comfortable as possible. Please be considerate of our requests so we can continue to accommodate as many people as possible and provide lodging for other cancer patients in need.

POLICIES & PROCEDURES

- For safety reasons – Make sure all outside doors are closed and locked at all times.
- Do not store food or eat in your room. Please store any food in the pantry and/or refrigerator. All food must be eaten in the dining area, eating in your room is not allowed and invites unwanted pests. Please remove all your food items from the pantry and refrigerator prior to leaving. Any items left upon check-out will be discarded.
- Clean up any mess that you may make. For example, wash any dishes, take out any trash, wipe off tables, clean up spills, etc.
- Do not remove or take any supplies and provisions that are provided for your use during your stay. Example: towels, pillows, rugs, sheets, paper towels, remotes, etc.
- Before you leave - Place dirty or used bed linens and towels to be laundered in the laundry room. When a washer is available; wash all bedding linens and towels prior to checking out. Replace the used bed linens with fresh clean linens. Clean linens can be found in your bathroom cabinets. Remove and take out all trash from your room during your stay and before you leave. The dumpster is located in the alley behind the Hope House.



Please make every attempt to leave your room and the facility the way you found it upon arrival.

Gifts of Hope, Hope House Resident Policies and Guidelines

- ❖ Residents must be referred by a treating physician's office to the Hope House Liaison for lodging.
- ❖ Residents must be ambulatory and able to care for themselves or a caretaker is required. Hope House is strictly a lodging facility; therefore nursing or personal medical care services are not available. Gifts of Hope Inc. is not licensed to provide nursing services or to medically monitor individual guests. You are requested to have a caretaker.
- ❖ Permission to stay at Hope House is subject to a satisfactory background check. Clients who refuse to submit to a background check will not be permitted to stay.
- ❖ Residents are responsible for their own transportation.
- ❖ Hope House is a non-smoking facility. You are not permitted to smoke within 25ft of the Hope House. NO EXCEPTIONS.
- ❖ Firearms, alcoholic beverages, weapons, candles or non-prescriptive illegal drugs are not allowed at any time.
- ❖ Pets are not allowed; licensed service dogs however are welcome. Clean-up of yard waste must be immediate as it is a city ordinance.
- ❖ Children are not permitted to stay overnight. Short visitations during daytime hours (8am-8pm) are permitted. No rough or rowdy play is allowed. Keep the noise to a minimum.
- ❖ Telephones are provided in each room for your convenience. Local and emergency phone calls are accessible. In order to receive phone calls directly to your room guests may call 432-218-8714 and enter your room number when prompted.
- ❖ Microwave ovens, refrigerators, and other kitchenware are available in the house as well as 1 shelf of pantry space per resident. Please mark your grocery items with your name or room number. Cleanup of dishes, etc. is the responsibility of the resident at the time of use. You are required to remove all food items upon check-out.
- ❖ The Hope House has a laundry facility available for residents to use during the daytime hours of 7am to 3pm. NO EXCEPTIONS.
- ❖ In case of emergency, call 911.
- ❖ Upon checking out the following is requested;
 - *launder all used towels and bed linens including comforters*
 - *put on clean sheets and pillowcases for the next guest*
 - *clean the bathroom*
 - *remove food items from pantry and refrigerator*
 - *pick up and remove all trash disposing of it properly before leaving*
 - *leave the door of your room open*
 - *do not remove any property of Hope House*
- ❖ Please make every attempt to leave your room and the facility the way you found it upon arrival.