

Overnight Personal Storage Program at Day Resource Center

- Limited overnight storage in sturdy plastic, clip-lid storage totes will be offered at the day resource center.
- Access to the totes shall be limited to the daily hours of operation for the DRC.
- Totes shall be kept behind locked doors and retrieved only by DRC staff, or DRC's staff designated volunteers, on behalf of the registrant or the registrant's authorized designee.
- One large (defined as: _____) tote shall be made available to an adult or unaccompanied youth registrant. Adults with minor children may register for two totes.
- DRC staff shall administer a wait list for the totes if demand for storage totes exceed capacity.
- Priority placement on the wait list shall be given to persons for whom overnight personal storage is necessary to alleviate a medical condition.
- A tote registration agreement shall provide for the following:
 - Registration will be for a three (3) month term. Registration may be renewed by the same program participant for additional three month period(s) if the registrant has complied with the rules, is still homeless, and there is no one on the storage tote wait list at the time for renewal.
 - Registrants will release tote if and when they become housed.
 - No perishable food shall be stored in the tote.
 - No illegal items or dangerous items shall be stored in the tote.
 - No liquids stored in breakable bottles shall be stored in the tote.
 - An inventory of the items to be stored in the tote, which shall be initialed by DRC staff and the registrant, and updated to include any changes to the contents of the tote. Failure to update the inventory shall not be considered a rule violation, but in the event of a dispute over any property stored in the tote, there shall be a rebuttable presumption that the inventory maintained for the tote constitutes an accurate reflection of the contents of the tote.

- Procedures for termination of the registration agreement in the event the registrant violates the agreement. Procedures should use progressive discipline and include written reasons for any violations which would result in a ban from the storage program.
- Authorization for DRC staff or their agent to access the tote and dispose of any items presenting a health or safety threat. (A health or safety threat includes, but is not limited to, perishable food items, items that could cause a fire or damage the facility. In the event of rodent or pest infestation, the participant would be allowed to clean their items and return them to storage.)
- Procedures for property disposition, in the event property is abandoned, at the end of the registration term. Disposition policy shall include reasonable advance written notice, no less than 45 days, provided to the registrant and their designated alternative contact, if any. Reasonable advance notice is not required for items presenting a health or safety threat.
- An address, and option for alternative contact and their contact information, where notice is to be sent or delivered in the event the agreement is terminated and/or property is to be disposed of due to a health or safety threat or abandonment. The registration form shall have the following lines at which a registrant may request to be contacted: mail address, phone number, email, facebook. Written notice should be delivered to the designated address as well as electronically when possible.
- Provision for designee to access tote in the event registrant cannot be reached and the property faces disposition.
- DRC will attempt contact at all types of contact information on the registration file for the registrant, prior to disposition of property.