



# The Salvation Army of Dane County

## Pay for Stay Agreement

### **Pay for Stay Procedures**

Pay for Stay is reserved, time-limited shelter designed for women to obtain permanent housing. The Pay for Stay Agreement below defines program eligibility and procedures:

### **Welcome to Pay for Stay (PFS)**

This agreement sets out the terms and conditions you must meet in order to participate in the Pay-for-Stay program. Failure to meet these conditions may result in termination from PFS services and you will lose money paid for PFS accommodation.

### **Eligibility:**

You are eligible for the PFS program if you are:

- An adult woman;
- A guest of The Salvation Army's Women's shelter for 30 days, or a guest of the medical respite program; and
- You have had no behavior-related incident reports in the last 3 months

### **PFS Payment Procedures:**

- PFS fees are \$7.00 for one-night accommodation. Fees must be paid to The Salvation Army for seven nights at a time totaling \$42.00/week
- We can only accept the following forms of payment: cash, money order, or agency check
- You must pay for your bed before 4:00 pm on the due date or you will forfeit your spot

### **PFS Hours and Admittance:**

- You may enter PFS between the hours of 4:00pm and 9:00pm seven days a week.
- You may arrive after 9:00pm if you are working and have verification from your employer and made prior arrangements with staff
- You must leave PFS by 9:00am each morning, unless other arrangements have been approved by staff
- If you are working overnights you may enter Pay for Stay at 9:30am and exit Pay for Stay by 9:00pm.

**Accommodation:**

- You will be provided with a bunk bed, linens, pillow, locker, and access to shared lounge space and a computer lab.
- Please use PFS-provided linens.
- All belongings must be stored in your assigned locker. Any personal belongings left after termination of services will be discarded.
- Please occupy the bed and locker assigned to you. You may not allow others to use your bed or locker.

**Expectations for community living**

- Please keep your sleeping area clean and orderly.
- Respect neighbors, staff, community areas, furnishings, and the personal space of others.
- Please use headphones when operating a television, radio, computer, DVD player, CD player, iPod, Phone or any other sound-emitting device.
- No food is allowed in sleeping or common areas
- Do not alter or move any PFS property (i.e. beds, lockers, tables).
- Smoking, candles and/or incense are not permitted
- Notify staff at intake if you need an accommodation which requires the use of the bottom bunk bed
- Possession of drugs, alcohol, weapons, is prohibited
- Physical violence, violent threats, harassment of any kind, gambling, racism, sexism, religious intolerance, ethnic slurs or intolerance of sexual orientation are prohibited and will not be tolerated.
- Shelter violations will result in immediate termination of PFS services

I agree to this Pay for Stay agreement by signing below;

_____	_____	_____
Guest Name	Guest Signature	Date
_____	_____	_____
Staff Name	Staff Signature	Date