

## Martinsburg Union Rescue Mission

The main purpose and the reason the Rescue Mission exists is to fulfill the great commission as outlined by Jesus Christ in Matthew 28:19 and 20: Go therefore and make disciples of all the nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, teaching them to observe all things that I have commanded you and lo, I am with you always, even to the end of the age, Amen. The general purpose of all the ministry programs is to prepare individuals to return to the mainstream of our society and become responsible productive members of that society.

The Martinsburg Union Rescue Mission currently operates a guest entry and seven other ministry programs. Our current men's facility has the capacity to provide temporary shelter and transitional shelter for a total of 84 men.

The purpose of the Mission's guest entry is to provide emergency and short-term shelter, food and clothing. Upon arrival at the Mission, a Guest intake is given that consists of information gathering of the guest and signature agreement acknowledging requirements in staying at the Mission. In our guest program, an individual may stay up to 7 straight days. During this time, they must show signs that they are working towards taking steps to move forward in their life circumstances by attending daily chapel services, participating in daily work assignments around the Mission, attend required classes during their 7 days stay. Guest length of stay is generally limited to seven days per calendar month and a total of twenty-eight days per calendar year. Extensions may be granted on a case-by-case basis for men waiting for housing or transferring to an alternative community program. After assessing a new man's needs, staff can offer the Ministry Program here at the Mission. If the guest accepts entrance into the RR program, they will start with the **Mission's Spiritual Recovery Program. A strict, no tolerance of drugs and alcohol atmosphere is maintained. Upon entering Program status each person is required to attend the 60-day Discipleship Track entry level classes. The Discipleship Track entry level classes consist of Biblical studies, addiction recovery classes, chapels, the Mission Support Program, etc. These first couple of months will provide a good start in developing the 6 Values of Christ-centered, Servant-leadership, Transformation, Stewardship, Excellence and Honor in everyone for successful living. Once completion of the DTEC the person continues in the program and can go on to employment outside the Mission if ready.**

If the guest is not offered or refuses the MSRP they will be referred to an alternative community program or organization if the person's needs require. These include but are not limited to Shenandoah Community Health Care (physical health care), East Ridge Health System (mental health care), WVU Universities East (physical and mental health care), Veteran's Affairs, Telamon Corporation (housing assistance), WV Coalition to End Homelessness, Department of Health and Human Resources, Congregational Cooperative Action Program, Catholic Charities, Salvation Army, or other organizations in the general geographical area.

***Please answer all questions fully. You will not be assigned a bed in any of our programs unless we have a complete form on file.***

1. Are you a registered sex offender or do you have any pending sex offense charges?

Yes    No

2. Please describe your current spiritual beliefs

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3. What part does God play in your life / recovery plan?

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4. What is the major problem that has caused you to seek help at this time?

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5. How long has this been a problem? \_\_\_\_\_

6. Why did you decide to seek help at this time? (why not last week? Why not next week?)

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7. How long have you been without stable housing? \_\_\_\_\_

8. Where have you been living during this time? \_\_\_\_\_

9. Full Name (first, middle and last) \_\_\_\_\_

10. Email Address \_\_\_\_\_

11. Cell Phone number (if you do not have one, put none) \_\_\_\_\_

12. Date of Birth \_\_\_\_\_

13. Height and Weight \_\_\_\_\_

14. Hair color / eye color \_\_\_\_\_

15. Social Security number \_\_\_\_\_

16. Drivers License number / State issued ID number and state it is issued from

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17. Know aliases \_\_\_\_\_

18. Current mailing address \_\_\_\_\_

19. Do you have a vehicle? \_\_\_\_\_ If yes, provide make, model, color and tag number \_\_\_\_\_

\*PLEASE NOTE: UPON LEAVING / COMPLETING ANY OF THE MISSION PROGRAMS, YOUR VEHICLE MUST BE REMOVED FROM OUR PROPERTY WITHIN 3 DAYS OF YOU LEAVING. FAILURE TO DO THIS WILL RESULT IN YOUR VEHICLE BEING TOWED FROM OUR PROPERTY AT YOUR EXPENSE.

20. Emergency Contact Name \_\_\_\_\_

21. Emergency Contact Phone Number \_\_\_\_\_

22. Emergency Contact Address \_\_\_\_\_

23. Relationship Status

Single never married      Single Divorced      Married      Currently in a relationship

24. If married, please list name and phone of wife \_\_\_\_\_

25. Are you a United States Citizen \_\_\_\_\_

26. Can you speak English \_\_\_\_\_

27. Can you speak any other languages? (if yes please list)

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28. Do you currently attend a church? (if yes please list name of the church and pastor)

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29. Do you currently own a Bible? \_\_\_\_\_

30. Do you have a high school diploma or GED? \_\_\_\_\_

31. If no, what is the highest grade level you completed? \_\_\_\_\_

32. Have you attended college? \_\_\_\_\_
33. Do you have a college degree? \_\_\_\_\_
34. If yes, what is your degree in? \_\_\_\_\_
35. Are you currently serving in the Armed Forces? \_\_\_\_\_
36. Are you a Veteran? \_\_\_\_\_
37. Do you have an honorable discharge? \_\_\_\_\_
38. What branch of the Armed Services did you serve in? \_\_\_\_\_
39. Are you registered with the V.A.? \_\_\_\_\_
40. Do you have your DD214? \_\_\_\_\_
41. Are you receiving SNAP benefits? \_\_\_\_\_ If yes how much? \_\_\_\_\_
42. Are you currently registered with the West Virginia Workforce?  
\_\_\_\_\_
43. Do you currently have insurance? \_\_\_\_\_ If yes, what kind? \_\_\_\_\_
44. Do you currently receive Social Security Benefits? \_\_\_\_\_ If yes, how much? \_\_\_\_\_
45. Do you currently receive disability of any type? \_\_\_\_\_ If yes, how much? \_\_\_\_\_
46. Do you currently receive welfare benefits of any type? \_\_\_\_\_  
If Yes, how much? \_\_\_\_\_
47. Do you receive Veterans benefits of any type? \_\_\_\_\_ If yes, how much? \_\_\_\_\_
48. Do you receive a pension of any type? \_\_\_\_\_ If yes, how much? \_\_\_\_\_
49. Do you receive survivor benefits of any type? \_\_\_\_\_ If yes, how much? \_\_\_\_\_
50. Do you receive any other benefits? \_\_\_\_\_ If yes, please list what it is and amount  
\_\_\_\_\_
51. Do you currently owe child support? \_\_\_\_\_ If yes, please list amount \_\_\_\_\_

52. If you are admitted into our program, please tell us how you will continue to support your family while participating in the Spiritual Recovery Program

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53. When was the last time you were seen by a doctor or were in the hospital?

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54. Who is your current doctor? (please provide name and phone number)

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55. Are you positive for Hepatis A? \_\_\_\_\_

56. Are you positive for Hepatis B or C? \_\_\_\_\_

57. Do you have cancer? \_\_\_\_\_

58. Do you have diabetes? \_\_\_\_\_

59. Do you have cirrhosis of the liver? \_\_\_\_\_

60. Are you HIV positive? \_\_\_\_\_

61. Do you take heart medication? \_\_\_\_\_

62. Do you have any sexually transmitted diseases? \_\_\_\_\_

63. Do you have seizures? \_\_\_\_\_

64. Do you have thyroid issues? \_\_\_\_\_

65. Do you have kidney disease? \_\_\_\_\_

66. Do you have lung or breathing problems? \_\_\_\_\_

67. Do you have intestinal or stomach problems? \_\_\_\_\_

68. Do you have high or low blood pressure? \_\_\_\_\_

69. Do you have any known allergies \_\_\_\_\_

70. Do you have back issues? \_\_\_\_\_

71. Do you have legs issues? \_\_\_\_\_

72. Do you have arm, shoulder or wrist issues? \_\_\_\_\_

73. Please list any health issues you currently have not listed above

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74. If you answered yes to any question #55-72, please provide a detailed description of the issue including the doctor who has diagnosed you with the problem, how long you have been diagnosed and treatment plans to have the problem managed / corrected

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75. Are you under the care of any mental health professional? \_\_\_\_\_

76. Are you on any pain management plan? \_\_\_\_\_

77. Please list the name, dosage and pharmacy for ALL MEDICATIONS you are currently prescribed and taking

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**Please sign and date below to acknowledge you are hereby advised that the Martinsburg Union Rescue Mission is not a medical facility (including psychiatric services) and that we are not obligated to provide you with medical services.**

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**Please note:** If you are entering the program or should you go to the hospital or medical office while in any of our programs, you are required to supply complete patient discharge paperwork immediately upon return to be admitted back into any Mission program.

Initial acknowledgement of above \_\_\_\_\_

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**Prescription Medication will be turned over to staff to be locked up in the Medication file and logged in and out by staff and person that owns the Meds.**  
**At NO time will anyone be able to have Prescription medications of any kind legal or illegal on them or their property while staying here at the Mission. Upon leaving the Mission they may sign out their Meds to take with them. Any Prescription medication left behind after a person leaves the Mission after 30 days will be discarded.**

78. Are you currently under treatment or in a recovery program for drugs or alcohol? \_\_\_\_\_ if yes, please list treatment facility and name and phone number of primary counselor

\_\_\_\_\_

\_\_\_\_\_

79. In the past month have you used alcohol in any form? \_\_\_\_\_

80. In the past month, have you used THC in any form? (including vapes / gummies) \_\_\_\_\_

81. In the past month, have you used cocaine in any form? \_\_\_\_\_

82. In the past month, have you used heroin in any form? \_\_\_\_\_

83. In the past month, have you used Suboxone in any form? \_\_\_\_\_

84. If yes to question #83, will you be able to provide the Martinsburg Union Rescue Mission a current prescription under your name for Suboxone? \_\_\_\_\_

85. In the past month, have you used methadone in any form? \_\_\_\_\_

86. In the past month, have you used amphetamines in any form? \_\_\_\_\_

87. Please list any drugs you have taken in the past month not listed above

89. Have you ever in the past received treatment for any drug or alcohol addiction? \_\_\_\_

90. If yes, please list ALL recovery programs you have been a part of, including locations and dates you were in treatment

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91. Are you currently struggling with a gambling addiction? \_\_\_\_\_

92. Are you currently struggling with a pornography addiction? \_\_\_\_\_

93. Are you currently struggling with a sexual addiction? \_\_\_\_\_

94. Are you currently struggling with anger issues \_\_\_\_\_

95. Are you currently struggling with eating disorders? \_\_\_\_\_

96. Do you have a birth certificate? \_\_\_\_\_

97. Do you have a driver's license / state issued identification card? \_\_\_\_\_

98. Do you have a Social Security Card? \_\_\_\_\_

99. Are you currently involved in any legal cases? (civil, traffic, criminal) \_\_\_\_\_

100. If yes to question #99, please provide: nature of the charges, case number, state where case is pending and any court dates you have upcoming

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101. Are you on parole or probation? \_\_\_\_\_



102. If yes, please provide the city and state you parole / probation is in, the full name of your overseeing officer and their phone number and email address.

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103. What is your regular reporting day and your frequency of reporting?

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104. Have you been arrested in the past? \_\_\_\_\_

105. If yes please provide what the charges were, the dates of the charges and what the outcome of the case was.

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106. Do you have any outstanding fines which need to be paid? \_\_\_\_\_

107. If yes, please list all fines outstanding, their amounts and the deadline which they have to be paid

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108. Are you currently employed? \_\_\_\_\_

109. If yes, please list the name of your employer, how long you have been employed there and how many hours a week you work.

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110. Please list any employment you have had in the last 5 years, including name of employment, location and how long you were there.

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111. What is your longest stretch of continual employment? \_\_\_\_\_

112. Have you ever lost a job because of substance or alcohol abuse? \_\_\_\_\_

113. Have you ever attended any trade school? \_\_\_\_\_

114. Do you have any trade licenses? \_\_\_\_\_ if yes please list

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115. Please list any special skills you have

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By signing below, you are stating that everything listed above is factual and accurate. If any of the information you have provided is untruthful, you will be immediately asked to leave the Martinsburg Union Rescue Mission.

Print Name \_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_

**FOR MISSION USE**

For Verified By \_\_\_\_\_  
PRINT NAME SIGN NAME

## **Ministry Program**

***Mission's Spiritual Recovery Program. A strict, no tolerance of drugs and alcohol atmosphere is maintained. Upon entering Program status and SRP each person is required to attend the 60-day Discipleship Track entry level classes. The Discipleship Track entry level classes consist of Biblical studies, addiction recovery classes, chapels, the Mission Support Program, etc. These first couple of months will provide a good start in developing the 6 Values of Christ-centered, Servant-leadership, Transformation, Stewardship, Excellence and Honor in everyone for successful living. Once completion of the DTEC the person continues in the program and can go on to employment outside the Mission if ready.***

The Mission's **Support Program** is the primary program that new men enter. It is a Christian-based recovery program that restores structure and order through work assignments. These assignments include warehouse helpers that assist in our recycling program, cook helpers that assist in preparing and serving meals, housekeepers that clean and perform light maintenance, driver's assistants that help with donation pick-ups and store deliveries, wood and furnace crew, stockroom sorter, and facilities and grounds maintenance.

The Mission's **Employment Program** is a halfway program that allows a person that is in the program at the Mission to obtain employment in the community. Employment may be full-time or a combination of part-time employment in the community and part-time volunteer work in the community or at the Mission. Once a man enters the Employment Program, he is encouraged to find housing within one hundred eighty days. After ninety days a review of the man's financial stability will be conducted by a staff member, this requirement may be waived until a man is physically, mentally and financially capable to live outside of the Mission's structured environment.

The Mission's **Staff Program** is designed to allow men to continue in the Mission's Spiritual Recovery Program while providing avenues for increased responsibility and authority. A participant in this program assumes a ministry staff position in administration, food services, housekeeping, transportation, store operations or facilities and grounds maintenance.

Except for the Employment Program, there is no length of stay limitations for any of the Mission's ministry programs. However, the general purpose of all the ministry programs is still to prepare men to return to the mainstream of our society and become responsible productive members of that society.

I, \_\_\_\_\_ **RECOGNIZE** MY NEED for assistance hereby apply for admission to the Martinsburg Union Rescue Mission, Inc. to be a part of their **Guest Entry**. A successful negative drug test and breathalyzer test is required for admittance into the Ministry Program. Refusal to participate in these tests will result in me being asked to leave the program until a time when I am willing to take the test.

During this time, I understand I will be assigned to a daily discipleship class, as well as must attend chapel services at 6:55pm, participate in daily work recovery program, and attend required classes. If I choose not to participate in the daily work recovery program, I understand I must take all my belongings with me every morning by 8:00am when I leave Mission property.

I, \_\_\_\_\_ **RECOGNIZE** MY NEED for assistance hereby apply for admission to the Martinsburg Union Rescue Mission, Inc. to be a part of the **Ministry program.**

I hereby agree for myself, my heirs, personal representatives or assigns that should any accident occur involving personal injury to myself or damage to my property while in the ministry program at the Mission, to hold said Mission free of and harmless from any and all liability in connection therewith and do indemnify the said Mission, Staff and/or Board of Directors against any such loss.

Being of sound mind, I also realize that I not only have physical needs, but I have spiritual needs also. During my stay at the said Mission, I desire abide by the Ministry Rules which I have signed.

Any personal property left upon my departure from said Mission and not claimed and removed from said Mission within three days by me or my authorized representative shall become the property of the Martinsburg Union Rescue Mission to dispose of to the best interest of said Mission.

**I acknowledge I shall remain drug and alcohol free while on Mission property. failure to do so will result in being placed in the Guest Entry for a minimum of 30 days. A urinalysis and breathalyzer tests will be conducted while I am in the Guest Entry program. A negative test will be required for re-admittance into the Ministry Program. If you test positive you will be asked to leave the Guest Entry and not return for 30 days. Refusal to have urinalysis and breathalyzer test administered will result in immediately being asked to leave the program.**

I acknowledge that I have received a briefing on the rules, regulations and guidelines of said Mission. I hereby agree that if I am unwilling to respond to the program of the said Mission or if I conduct myself in such a manner as to break the rules or to bring reproach upon said Mission, that after a hearing before the Mission management staff to be subject to expulsion from the program and requested to leave. I have read and accepted the above statement of this agreement.

BENEFICIARY \_\_\_\_\_ Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Guest Rules

**Please read all rules carefully. You will be expected to follow them all in order to continue staying as a guest.**

1. Registered sex offenders may eat but not stay. Prospective guests will have their name checked against the sex offender registry.
2. All guests MUST attend chapel services at 7:00 each day and discipleship classes should you choose to stay and be part of the work therapy program.
3. No non-prescription drugs, alcohol, or weapons permitted. Random checks through Urine analysis test, Breathalyzer and if need be, with a drug dog may occur and prosecution of any offenders will take place.
4. **Prescription Medication will be turned over to staff to be locked up in the Medication file and logged in and out by staff and person that owns the Meds.**
5. **At NO time will anyone be able to have Prescription medications of any kind legal or illegal on them or their property while staying here at the Mission. Upon leaving the Mission they may sign out their Meds to take with them. Any Prescription medication left behind after a person leaves the Mission after 30 days will be discarded.**
6. Must be in bed by 10:00 PM, may not be in dining room until 6:00 AM.
7. Wake up is at 6:00 AM Monday thru Saturday, 7:00 AM Sunday.
8. Must leave Mission property and take all belongings by 8:00 AM if not in the Guest Work Program, Monday through Saturday and 9:00 AM on Sunday.
9. If you chose not to be in the Guest Work Program, you will still be required to participate in cleaning up after yourself and helping in setting up and cleaning up after meals. Must leave Mission property and take all belongings as stated in rule #9.
10. All are welcome to three meals per day (Hours posted on front door)
11. No food or drink permitted in chapel, TV rooms, or dorms.
12. Turn into the desk electronic devices, including cell phones, during chapel services. Cell phones are to be turned into the front desk by 10:00pm. Guests are not allowed to have their phones during chapel services or work hours.
13. Do not disrupt chapel in any way. Save all comments or questions for the speaker until service is over.
14. You are not allowed to exit and reenter the property once you sign in.
15. Beds will not be assigned until after evening chapel service, and only after a shower has been taken and **your cell phone has been turned into the desk.**
16. Guests may not sit on the sidewalk wall along W. King or Elijah Streets.
17. Rescue Mission staff has the right to inspect and search all personal property on Mission grounds as needed.
18. Guests are to use proper English during your stay. This means no swearing or bad language.

19. **Guests have no mail privileges with the Martinsburg Rescue Mission. Guests are not permitted to receive mail at the Mission, nor will they be issued a letter of Ministry Program Entry until they are officially signed onto the Ministry Program.**
20. You are under direct supervision of the desk man. He must be made aware of any medication you are taking. Failure to disclose this information will result in being unable to stay at the Mission in the future.
21. Women and children are permitted on Mission property ONLY during meals times. (Breakfast 6:30-7:30, Lunch 11:00-12:00, Dinner 4:00-5:00). If it is found you have guests on Mission property outside of these times, you will be asked to leave.

**Any guests violating these rules will be asked to leave the Mission property immediately.**

\_\_\_\_\_  
GUEST Signature

\_\_\_\_\_  
GUEST Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
MISSION Signature

\_\_\_\_\_  
MISSION Print Name

\_\_\_\_\_  
Date

## **Internet Use Policy**

Ministry program participants are expected to use the Internet responsibly and productively. Internet access is limited to local, state and federal benefits, personal email, job search activities / skills training / bible study only. Job search activities include research and educational tasks that may be found via the Internet that would help in employment search.

All Internet data that is composed, transmitted and/or received by Martinsburg Union Rescue Mission's computer systems is considered to belong to Martinsburg Union Rescue Mission and is recognized as part of its official data. It is therefore subject to disclosure for legal reasons or to other appropriate third parties.

The equipment, services and technology used to access the Internet are the property of Martinsburg Union Rescue Mission and the company reserves the right to monitor Internet traffic and monitor and access data that is composed, sent, or received through its online connections.

All sites and downloads may be monitored and/or blocked by Martinsburg Union Rescue Mission if they are deemed to be harmful and/or not productive to business.

The following is strictly prohibited on the Martinsburg Union Rescue Mission's computers and / or internet access:

- The installation of software such as instant messaging technology
- Unacceptable use of the internet by anyone includes, but is not limited to:

Sending or posting discriminatory, harassing, or threatening messages or images on the Internet, any form of pornography (including but not limited to visiting pornographic websites, viewing of sexual / inappropriate videos on social media websites or sending / receiving sexual / inappropriate messages through email / social media websites).

- Using computers to perpetrate any form of fraud, and/or software, film, or music piracy.
- Stealing, using, or disclosing someone else's password without authorization
- Downloading, copying, or pirating software and electronic files that are copyrighted or without authorization.
- Sharing confidential material, trade secrets, or proprietary information outside of the organization
- Hacking into unauthorized websites
- Sending or posting information that is defamatory to the MURM, its products/services, colleagues and/or customers.

- Introducing malicious software onto the MURM network and/or jeopardizing the security of the organization's electronic communications systems
- Sending or posting chain letters, solicitations, or advertisements not related to business purposes or activities.
- Passing off personal views as representing those of the organization

If a participant in the Ministry Program is unsure about what constituted acceptable Internet usage, then he/she should ask his/her supervisor for further guidance and clarification.

All terms and conditions as stated in this document are applicable to users of Martinsburg Union Rescue Mission's network and Internet connection. All terms and conditions as stated in this document reflect an agreement of all parties and should be governed and interpreted in accordance with the policies and procedures mentioned above. Any user violating these policies is subject to disciplinary actions deemed appropriate by Martinsburg Union Rescue Mission.

***User compliance***

***I understand and will abide by this Internet Usage Policy. I further understand that should I commit any violation of this policy; my access privileges may be revoked, disciplinary action and/or appropriate legal action may be taken.***

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Print Name

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Signature



**Photo / Video / Likeness Release**

I hereby grant the Martinsburg Union Rescue Mission permission to my rights of me. image, likeness, and sound of my voice captured in a photograph, audio or video in any. all its publications or presentations, including website entries. I understand and agree that these materials will become property of the Martinsburg Union Rescue Mission and will not be returned.

I hereby authorize the Martinsburg Union Rescue Mission to edit, alter, copy, exhibit, publish or distribute this photo for purposes of publicizing the Martinsburg Union Rescue Mission's programs or for any other lawful purpose.

In addition, I waive the right to inspect or approve the finished product, including written. or electronic copy, wherein my likeness or voice appears. Additionally, I waive any. right to royalties, payment or other compensation arising or related to this use.

I am 18 years of age and am competent to contract in my own name. I have read this release before signing and I fully understand the contents, meaning and impact of this release.

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Print Name

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Signature Name

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Date

### **Ministry Program Rules**

1. All Ministry Program participants will all be given work assignments based on need and abilities. Ministry Program participants will:
  - a. Report to their job assignment on time and on the days scheduled.
  - b. Perform the duties assigned.
  - c. Remain at their job assignment until the shift is over.
  - d. Show respect to coworkers and be courteous.
  - e. Respect the authority of the supervisor.
2. All Ministry Program participants **MUST** attend their assigned daily discipleship class and evening chapel service every day.
3. Smoking is permitted outside in the designated areas **ONLY** and will be strictly enforced. Smoking is prohibited in the front of the building.
4. No non-prescription drugs, alcohol, or weapons are permitted. Random checks with a drug dog may occur and prosecution of any offenders will take place.
5. All Ministry Program participants must be in the building by 9:00 PM daily, lights out by 11:00 PM, and may not be in dining room until 6:00 AM.
6. All are welcome to three meals per day (Hours posted on front door)
7. No food or drink permitted in chapel, TV rooms, or dorms.
8. Ministry Program participants are not allowed to have their phones during chapel services or work hours. ***There are to be NO cell phones or electronic devices in the dorms in ANY way.***
9. Any electronic device playing audio is required to have earphones plugged in (i.e. mp3, cell phones, iPads, etc.) while in use.
10. Do not disrupt chapel in any way. Save all comments or questions for the speaker until service is over.
11. Be courteous and mind language throughout the day every day.
12. Shower and change clothes daily.
13. Ministry Program participants may not sit on the sidewalk wall along W. King or Elijah Streets.
14. Rescue Mission staff has the right to inspect and search all personal property on Mission grounds as needed.

- 15. Prescription Medication will be turned over to staff to be locked up in the Medication file and logged in and out by staff and person that owns the Meds.**
- 16. At NO time will anyone be able to have Prescription medications of any kind legal or illegal on them or their property while staying here at the Mission. Upon leaving the Mission they may sign out their Meds to take with them. Any Prescription medication left behind after a person leaves the Mission after 30 days will be discarded.**

\_\_\_\_\_  
Ministry Program participant signature

\_\_\_\_\_  
Ministry Program participants print name.

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
MISSION Signature

\_\_\_\_\_  
MISSION Print Name

\_\_\_\_\_  
Date

## **Information Release**

I \_\_\_\_\_ authorize \_\_\_\_\_ to obtain information about my stay here at the Martinsburg Union Rescue Mission. I understand this information will only be distributed through the office of the Mission Supervisor or Mission Superintendent.

For the above-named person to obtain information, they must present themselves to the Mission Supervisor or Mission Superintendent in person with proper identification.

\_\_\_\_\_  
Ministry Program participant Signature

\_\_\_\_\_  
Date

I acknowledge that I have been informed that in the morning, I will be woken up at 6:00am and at 8:00am I will have a choice to make. I can decide to stay on the Mission property, at which point I will be given a job duty to perform in either the warehouse, kitchen, or housekeeping departments. If I choose not to do this, I am to leave the Mission property completely, taking all my personal belongings with me. Should I choose this option, I will not be able to check back into the Mission until 4:00pm the same day.

I further acknowledge that I have watched the check in video, I have been informed of the rules and understand failure to adhere to these rules will result in disciplinary action up to and including removal from the Mission property.

I understand that once I am checked in for the night, I cannot leave the Mission property until 8:00am the next morning, and if I do so, I will forfeit my night's eligibility in the Guest Program.

\_\_\_\_\_  
Guest Print Name

\_\_\_\_\_  
Guest Signature

\_\_\_\_\_  
Front Desk Print Name

\_\_\_\_\_  
Front Desk Signature

\_\_\_\_\_  
Date

\_\_\_\_\_ ***Photo release form received and signed***  
\_\_\_\_\_ ***Internet use policy received and signed***  
\_\_\_\_\_ ***Guest rules received and sign***  
\_\_\_\_\_ ***Check In Video watched***

**Cellular Phone / Tablet / Other Electronics Policy**

I \_\_\_\_\_ am bringing onto the Martinsburg Union Rescue Mission's property the following devices:

\_\_\_\_\_ Cellular Phone

\_\_\_\_\_ Laptop computer

\_\_\_\_\_ Tablet

\_\_\_\_\_ Other devices (handheld gaming system, etc.)

\_\_\_\_\_ I have none of the above and understand if during my stay I do get one of the above, I must inform the Mission Supervisor or Assistant Supervisor immediately

If you have a cellular phone or multiple phones, please list ALL numbers,

\_\_\_\_\_  
\_\_\_\_\_

**Note that it does not matter if your phone is not connected to a service, is broken, or turned off; the guidelines apply to ALL phones, no matter their condition.**

I understand that the devices listed above are not to be used in the dormitory areas in any way. I understand that a tablet, laptop computer, or gaming system is only to be stored in the dormitory and is never to be turned on while in the dormitory. These devices are to be used only in the dining or smoking areas. Your phone is NOT to be in the television room or used in the lobby, and when it is used in the dining room, you MUST use headphones.

I understand that my cellular phone is NEVER to be taken past the doors separating the common dining room area from the dormitory area. I further understand that during my assigned work times, chapel times, discipleship class, and after (9 PM for Guest Program / 10 PM for Residential Rehabilitation Program), my cellar phone will be locked in the cabinet behind the front desk until 6:00 AM.

I understand that any failure to follow these procedures will result in appropriate disciplinary actions.

Print Name \_\_\_\_\_

Sign Name \_\_\_\_\_

Date \_\_\_\_\_

Staff Signature \_\_\_\_\_