



A Shelter for Cancer Families Residential Housing Policy

Purpose: To provide clear guidance and expectations for all Guests (patients, caregivers, family members, and guests) utilizing housing at A Shelter for Cancer Families (ASCF). This policy ensures ASCF remains a safe haven for ASCF resident families as well as the staff and volunteers who serve them, preserves the accommodations for future families, and maintains the integrity of the property.

Policy: Guests are required to comply with all laws set forth by our local, state, and federal government. Each patient, caregiver, family member, and guest housed by ASCF must also agree to adhere to all ASCF's policies and procedures governing the property. Guests who fail to adhere to these laws, policies or procedures are subject to immediate dismissal from the property and may become ineligible for future housing assistance. Failure to comply with a dismissal from the property will result in such person being guilty of trespass.

All Guests must be a U.S. citizen or have permanent legal residency in the United States or a U.S. territory.

Once housing has been determined to be available, the guest is sent an availability notification email and the Responsible Party must make sure that the ASCF Background Check(s), Security Deposit and ASCF Accommodations Agreement and Liability Waiver are all completed before housing can be confirmed.

All new housing candidates 18 years and older (including but not limited to patients, caregivers, family members, and guests) must complete a background check authorization. Returning guests are required to have a current background check on file (background checks remain valid for one year). All offers for housing at ASCF are contingent upon clear results of a thorough background check. Background check authorizations must be submitted at least one week prior to the anticipated date of arrival.

A security deposit in the amount of \$250 is required to be paid one week prior to the anticipated date of arrival for each housing reservation. The security deposit will be refunded after check-out provided that the residence is in good repair and condition, all keys have been returned, and any applicable borrowed items have been left in the residence. For guests staying over 5 days, \$100 will be withheld from the security deposit for cleaning, insurance, and other processing fees. Should there be damages or loss, charges incurred will be withheld from the security deposit.

ASCF provides free short-term housing for a maximum of 8 weeks. Guests who abuse the 8-week maximum stay will be asked to pay \$15-\$25 per day for every day they stay beyond the agreed check-out date. (Compassionate extensions may be granted by the Executive Director with board member consent.)



A Shelter for Cancer Families Residential Housing Policy (continued)

ASCF cannot accommodate individuals who will be traveling unaccompanied and are unable to provide self-care.

The Responsible Party must notify ASCF no less than 24 hours prior to any absence during an approved stay. If Guests are absent for more than 4 days in a seven-day period without prior ASCF approval, the reservation will be cancelled, and the Responsible Party will need to re-apply for a new stay period.

The Responsible Party is responsible and will be held financially liable for the actions and/or behavior of all Guests while on ASCF premises.

No Smoking, No Tobacco and No Pets are allowed at any time on the property. It is important to provide a clean, allergen-free environment for patients. Only service dogs required by law are excluded from this policy.

The Responsible Party must confirm their departure date upon check-in and again 3 days prior to the departure date. In the event of an early departure, the Responsible Party must give advance notice of the new departure date. The Responsible Party may also submit a request for an extension to their stay (not to exceed the 8-week maximum). Extensions of stays are based upon availability and are not guaranteed.

ASCF is not responsible for lost, damaged, left-behind, or stolen items in your residence or automobile. ASCF is also not liable for injuries suffered or for accidents on the premises. In the event of an incident, a report must be filed with ASCF.

Any person who, in the sole opinion of ASCF has been, or is likely in the future to be disruptive or harmful to other Guests, the operation of the residence, or the environment must vacate the premises immediately upon the request of ASCF and failure to do so will result in such person/s being guilty of trespass. Those considered trespassing will forfeit their deposit.

ASCF reserves the right to enter any residence with proper notice.

ASCF reserves the right to modify this policy at any time without notice.