

Welcome to the
Salvation Army Community Centre



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Saskatoon, Saskatchewan
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306.244.6280



**It is the mission of
The Salvation Army Saskatoon Community Centre
to meet community needs with dignity and compassion
by presenting hope through the gospel of Christ
and opportunities for rebuilding lives.**

Introduction

We, the Officers and staff of The Salvation Army Community Centre, welcome you. Our objective is to make your stay with us a good one.

This booklet has a list of instructions to use for making life easier for all concerned.

To avoid confusion and undue hardship, please note the following:

Length of Stay

Most of the Salvation Army Community Centre's private room's are designed to help men have a comfortable place to stay for up to six months before finding their own place to rent. Our rooms are subsidized by donations to *Red Shield* and by other departments in the Centre and are rented below market value to allow you to save up the money so that you can find a suitable place to live once that six month period is up.

The Front Desk has resources to help you find an apartment and every morning Apartments for Rent is posted on the bulletin board in the lobby.

Rent is due on or before the first day of the month. Renting a room is a privilege at the Salvation Army Community Centre and one of the requirements to maintain that is the timely payment of rent. If for some reason your rent will be delayed you need to talk to the Residential Coordinator before your rent is due and work out other arrangements. If rent is consistently late, you will be asked to move back to the dorm.

Privacy

As a Centre we go to great lengths to respect and ensure your privacy but there may be times when we need to disclose information to partner agencies that are needed to assist you. If you have any questions about this, please talk to the Residential Coordinator.

Responsibilities in the Residence:

- a) **Every Day Dress Wear:** should always be appropriate – clean and neat no clothing with printing or pictures that contradict the values of this Center; i.e. alcohol or drug advertising, defamatory, racial slurs or casual sexual relationships. If you are not sure, please see Residential Coordinator. When giving consideration to attending the chapel service, for your psychological comfort please note that most of the regular attendees do not dress in a formal manner while attending. They do dress in clothing that reflects their respect for God and themselves. They do not wear dirty or torn shirts, nor do they wear shorts or cutoffs, they wear pants. There are many people who come to the chapel service from off the street and they wear what they wear every day because it is what they have.
No food, hats or coffee mugs are permitted in the Chapel.
- b) **Room Cleanliness:** Residents are responsible for the cleanliness of their assigned area. When a room check is done and the room or area is not clean, a note will be left requiring it to be cleaned up. Failure to clean the area will result in a warning leading to possible eviction. It is also expected that each individual clean up after themselves in the halls, lounge, and washroom, to show respect for others including the cleaning staff. There is a mop and pail as well as broom in storage in Al's Place. Security Staff can get you soap to wash your floors with.

- c) **\$5.00 Deposit:** Each person living here must put up a \$5.00 refundable deposit. This deposit covers your room key. Should you lose your room keys your deposit will be billed for the missing item and the resident will have to bring the deposit back to \$5.00 within one week. **Room keys should not leave the building.** Keys are to be left at the Security Desk whenever leaving the building.
- d) **The Kitchen area is out of bounds** to all residents.
- e) **No food** will be allowed in your room. You are permitted beverages in your lounge – “Al’s Place” and your room.
- f) Place your garbage can outside your door each morning if it needs to be emptied.
- g) You will be financially responsible for any damage to your room.

3. **Medication:**

- a) All medication **MUST** be turned in (with the exception of those that an individual must keep on their person) at the Security desk upon admission and any other time it is prescribed to a resident by a doctor. Any medication (with the above noted) not turned in is considered to be contraband.

4. **Telephone:**

- a) Local calls may be made at the payphone in the front lobby. Try to **keep the calls short - 15 minutes maximum.** Expecting a call? Stay close to phone so others don’t have to hunt you down.
- b) Phone lines are wired into rooms but are not active. You can have a personal phone **but** you must pay for the hookup and monthly billing. This is to be arranged through the Residential Coordinator.

5. **Hanging Pictures:**

- a) Before hanging pictures or posters, see Security worker or Residential Coordinator. **Tape and tacks are NOT allowed.**

6. **Correspondence:**

- a) **Personal Messages:** Messages for residents are left at the Security desk or on the chalkboard beside the telephone for New Frontiers clients. Check the desk or board.
- b) **Mail:** should be ready for pick-up at the Security Desk around 3p.m.. Outgoing mail can be left at the Security desk. It will be sent out to the mailbox about 3p.m.. **We do NOT supply postage.**

10. **Laundry Facilities:**

These are provided for resident’s convenience. Please see the security worker at the front desk for scheduling a time for use and signing out of the key.

- The washer and dryer are free for any client to use. If you are in the residential unit, you just need to get the key from the Security Desk.
- Soap can be purchased for 50 cents per box at the Security Desk.
- Laundry must be completed by 11:00 p.m.
- Please complete your laundry as soon as possible as there are other guys who you share this room with.
- If you need clean socks, there may be some available for free from the Security Desk. Just make sure you wash your dirty ones.

11. Fire or Fire Drill:

In the event of either of these, **evacuate the building by the most accessible fire exit and meet in our Parking Lot across 19th Street** in order for staff to get a count of the number of residents who may be missing. Please shut windows and doors when leaving the room. **Treat all Fire Alarms seriously. Do not assume them to be false. Any resident of the Centre who does not follow this rule will be denied further service.**

13. Parking Lot:

Residents are allowed to have a maximum of one (1) vehicle in the parking lot. Clients may park in the lot on 19th Street. This is a privilege, so do not abuse it. All vehicles are to be registered with Security Desk, i.e. license plate numbers, make and model are to be given to Security staff for recording. Failure to do so may result in the vehicle being ticketed or towed.

14. Contraband Items:

- a) **Consumption of Alcohol/drugs:** Use of these substances may mean dismissal from the Centre.
- b) **Smoking or burning Sweetgrass or incense is NOT allowed in the building.** A resident determined to be breaking this rule may be refused further service.
- c) **Gambling.** Gambling of any kind is not permitted in the building.
- d) **Pornography** – No pornographic magazines, literature, pictures, or movies are allowed in the building. **“NO” MEANS NONE!**
- e) **TV’s and bookshelf type stereos** are allowed in bedrooms. Keep the volume low or use headphones. Each room has full cable service.
- f) **No foul or coarse language is to be used in this Centre. Verbal / physical / psychological abuse IS NOT ALLOWED.** Residents breaking this rule may be denied any further service.
- g) **Furniture.** Furniture in the unit may not be rearranged or moved out of the rooms without the permission of the Security Worker or Residential Coordinator
- h) Weapons: No weapons of any kind are allowed in the building. (knives, etc).**

15. RESIDENT TERMINATION COULD BE THE RESULT OF THE FOLLOWING:

Self-determination, non-conformity to rules of the residence, alcohol/drug use, possession of a weapon, trafficking on or off premises, contraband found during a room/belonging search, physical or verbal threats or abuse of others, smoking or burning of materials in the building, or theft of another’s belongings or centre property.

16. Security of Property.

If residents have money when they arrive at this Centre and want to have it placed in safe keeping; temporary arrangements can be made to do so through the Accountant. However, it is preferred that residents open an account at any bank.

17. Grievances.

Grievances are handled in the following manner: First, contact the Security Worker, if no satisfaction is found there then speak with the Residential Coordinator. If you find no satisfaction there then speak with the Executive Director.

18. Devotions / Chapel Services / Chaplain

Residents are not required to attend morning devotions or Sunday Chapel Service. However, it is our sincere desire that you will want to attend these services and find the faith that

you may have been missing. In addition to the pastor of the church being available to talk to, the Centre does have a chaplain available to speak with. If you are looking for someone to talk to, he is available most evenings. If you don't see him walking around the Centre, ask the Front Staff to connect you.

19. Removal of Belongings:

Once you have left these premises and have not taken all of your belongings we have the right to dispose of anything you have left behind after 48 hours of your departure.

MEAL TIMES

MONDAY TO FRIDAY

Breakfast: 7:00 AM TO 7:45 AM

Lunch/Dinner: 11:30 AM TO 12:15 PM

Supper: 4:30 PM TO 5:15 PM

Saturday, Sunday, and Holidays

BRUNCH: 10:00 AM TO 10:45 AM

SUPPER: 3:00 PM TO 3:45 PM

Coffee House Times

Coffee houses happen...

Tuesday to Thursday from 1:00 p.m. to 3:00 p.m. in the Chapel

Friday evenings at 8:00 to 9:30 p.m.

Sunday evenings at 6:30 to 8:00 p.m.

YOUR COOPERATION AT ALL TIMES IS GREATLY APPRECIATED

I have read and understand the Residency Guidelines of The Salvation Army. I agree to abide by them and to be of good behavior for the duration of my stay in The Salvation Army Residential Unit.

SIGNATURE: _____

WITNESS: _____

DATE: _____

WAIVER

I understand that by signing this waiver that I have give The Salvation Army the authority to dispose of any of my belongings that I leave behind after 48 hours of my vacating the premises.

CLIENT NAME: _____

ROOM NUMBER _____

DORM NAME & BED NUMBER _____

CLIENT SIGNATURE _____

WITNESS SIGNATURE _____

**THE SALVATION ARMY COMMUNITY CENTRE
339 AVENUE C SOUTH
SASKATOON, SK. S7M 1N5**

CLIENT REGISTRATION FORM

DATE OF ENTRY: _____

LAST NAME _____ **FIRST**
NAME _____ **ROOM #** _____

BIRTHPLACE: _____ **DATE OF**
BIRTH _____

HEIGHT _____ **WEIGHT** _____ **HAIR COLOR** _____ **EYE**
COLOR _____

MARTIAL STATUS: ___SEPARATED ___WIDOWER___DIVORCED ___SINGLE
___MARRIED

EMERGENCY CONTACT PERSON:

NAME: _____
ADDRESS: _____
PHONE: _____
RELATIONSHIP TO YOU: _____

DATE LEFT RESIDENCE: _____

REASON FOR LEAVING: _____

ROOM INSPECTION REPORT

NAME: _____

ROOM #: _____

DATE: _____

Room inspections may be made at any time and are not limited to once per week. Your room is your personal responsibility. It is to be kept neat, clean, and tidy at all times. Failure to do so may result in loss of a private room and you may be moved to a dorm.

The following items are graded when we inspect your room.

√ - good x - not done

- _____ Bed: Made up, neat, and smooth
- _____ Dresser: Clean uncluttered, tidy, dust free
- _____ Night table: clean uncluttered, tidy, dust free
- _____ Clothing and Shoes: properly stored in closed or drawer
- _____ Floors: Swept – everyday: washed – once a week.
- _____ Windows & Sills: clean and dusted
- _____ Waste basket: Clean & emptied
- _____ Walls: clean and unmarked and free of damage
- _____ Smoke Detector: in place

Three or more items receiving an “x” more than three room checks in a row could result in the above mentioned privileges being withdrawn.

INSPECTION COMMENTS:

LAST SCORE: _____

THIS SCORE: _____

ROOM INSPECTION COMPLETED BY: _____

THE SALVATION ARMY	
RESIDENTIAL UNIT	
ROOM KEYS	
CLIENT NAME:	
ROOM #:	DATE KEYS TURNED IN:
DATE DEPOSIT PAID:	DATE OF REFUND:
CLIENT SIGNATURE:	CLIENT SIGNATURE:
<u>DESK PERSONNEL SIGNATURE:</u>	<u>DESK PERSONNEL SIGNATURE:</u>

Personal Information Release Form

By signing this form, I acknowledge that my personal information may be disclosed to various agencies by the Salvation Army Community Centre for purposes of helping the agencies provide assistance in their areas of expertise.

Signature

Date