

2024-2025 CCS Extreme Weather Program Referral form

Referring Agency: _____ Date: _____ Staff: _____

Staff contact info: _____

Client Name: _____ Number in HH: _____

Client Contact information: _____

****We will use above information to contact client to complete registration****

Do all adults have valid ID? Yes _____ No _____

***ALL adults MUST have valid ID* -we will take a photocopy of it-NO EXCEPTIONS**

****Are any adults banned from any local motels? YES _____ NO _____**

Name of motel _____

Are there any pets _____ Are they service animals? _____

Household Member names/age

_____	_____
_____	_____
_____	_____

*With this form, please include a signed copy of the program rules and a copy of ID for ALL adults to **xweather@ccslc.org**

*Give the client a copy of Program rules for their information

Participant Rights and Responsibilities

Participant Rights:

- ❖ To be treated with respect and dignity.
- ❖ To receive competent, professional services.
- ❖ To receive the full range of services as described in initial intake, as appropriate.
- ❖ To be free from acts of discrimination (as defined by law), and to pursue remedies for acts of unlawful discrimination with appropriate authorities.
- ❖ To be free to pursue grievances without the loss of service. (Copies of the grievance procedure are available upon request)
- ❖ To participate in the development of a service plan when receiving long term, comprehensive services.
- ❖ To have access to any service plans, case files and service records that pertain to the participant and to insert into the case file comments about participant problems or needs and the adequacy of agency services.
- ❖ To be able to refuse service.
- ❖ To be accorded and assured of confidentiality within legal and professional norms.
- ❖ To be able to request a different staff service provider.

Participant Responsibilities:

- ❖ To treat staff, volunteers and other participants with dignity and respect.
- ❖ To provide CCS staff with accurate and current information.
- ❖ For recipients for long-term service, to cooperate and follow-through on the participant service plan.
- ❖ To refrain from illegal activity on CCS property, or on CCS-sponsored activities.
- ❖ To adhere to program expectations.
- ❖ To respect the physical safety of other participants and CCS staff and volunteers.
- ❖ The participant understands that failure to comply with the above responsibilities may result in termination of service.

If enrolled in the program, you have verbally provided your consent that you have read and understand the information in the Cold Weather Motel Shelter Program Rules and the Participants Rights and Responsibilities, and that you understand the violation of any of the rules and responsibilities above is grounds immediate expulsion from the motel premises and termination from the Cold Weather program.

EXTREME WEATHER MOTEL SHELTER PROGRAM RULES

1. You have requested Extreme Weather Motel Shelter services offered by Catholic Community Services of Lane County (CCS)
2. Authorization is for the specified number of night(s) only. Each additional night requires additional authorization from CCS.
3. **All adults must have valid state issued ID-NO EXCEPTIONS**
4. You agree to follow all rules set by the motel.
5. Only those persons whose names were included on the signed authorization form may stay at the hotel/motel unit. No visitors or overnight guests are allowed.
6. The children listed on the authorization form must be in your care and supervised at all times throughout your stay.
7. You are not allowed to bring your own furniture into the unit. Only minimal personal belongings are allowed.
8. Noise: Keep all noise within your motel unit. This includes your voice, your television, your radio, and your musical instruments. If noise from your unit can be heard from next unit or the driveway, you are too loud.
9. No pets are allowed, unless approved through motel.
10. No use or possession of alcohol or illegal drugs is permitted in the motel unit. This includes empty alcohol containers and drug paraphernalia. We forbid possession, sale, or manufacture of illegal drugs or drug paraphernalia.
11. You may not disturb or threaten the rights, comfort, health, safety, or convenience of others in or near the motel premises.
12. No violence or threats of violence are allowed.
13. Keep your unit clean and clear of accumulations of debris, filth, rubbish and garbage.
14. No additional charges are allowed for telephone, room service, in-room vending, or other motel services beyond the basic room charge.
15. No smoking in the units.
16. No soliciting is allowed on the premises.
17. No weapons of any kind are allowed. No toy guns.
18. Catholic Community Services is not responsible for any loss or damage to you or your property. Any property you leave in the unit after your stay has ended will be forfeited.

19. You understand that your CCS contact person may communicate with other CCS staff on your behalf to assist you in accessing additional services and programs.

I understand that if these rules are not followed, or if it is found out that I have given incorrect or false information, I will be asked to leave the motel and not allowed to utilize the Extreme Weather Program in the future.

Primary client signature

date

Other adult signature

date

Other adult signature

date