

Evening Host Training

This training is additional information for those who will be hosting during the evening hours before midnight.

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What is expected at meal times?

- Mealtime should be something that is shared between volunteers and guests.
- We recommend that guests be allowed to serve themselves buffet style or family style (food set on the table in serving dishes).
- Guests should be encouraged to share in the setup and cleanup of mealtimes.
- If a guest is unable to eat what is provided, please make peanut butter, bread and cheese available for an alternative.

What do I do if a guest is coming later to the Host Site?

Sometimes we have guests that have to work or have meetings that are after normal check-in times. If there is a guest arriving late, follow these guidelines:

1. When the guest arrives check that he/she is only bringing in items necessary for overnight.
2. Give them the alcometer test located in the traveling suitcase (3 step directions provided).
3. Ask for their cell phone, medications (if any) and cigarettes (plus lighter or matches).
4. Allow guest to eat if he/she so desires.

Instructions to administer Alcometer Test

1. Press set
2. Attache plastic tube
3. Hold so tube it is not facing you
4. Have guest take deep breath and blow for 3 seconds HARD into tube
5. After 3 seconds have them stop
6. Press and HOLD read button until 000 appear
7. Any other number appears then guest must leave



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What movies are acceptable to provide for guests?

Please only provide or allow volunteers to bring in movies that are PG to PG-13 (unless children are present then please stick to General audience guidelines)

If there is an R rated movie such as the Passion of the Christ, please ask permission from your church or coordinator first. Then advise guests of the rating and content before playing to allow them to leave the room if desired.

What if a guest brings in a movie?

Sometimes guests will attempt to bring in movies of his/her own choosing.

A guest that has a movie will also have a note with the movie provided by the Check-In volunteer on staff that evening.

If there is no note with the movie, then it is not allowed to be viewed.

What are the rules for lights out?

- Lights out are at 10 PM. Only exceptions are Christmas Eve, Christmas Day and New Years.
- Quiet time is 9PM and that means that everyone including volunteers should keep the volume and activity down.
- At 10PM lights are out and everyone must go to his/her sleeping area.
- Ear plugs are provided in the traveling suitcase if any guest should need them.

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What if a guest wakes up in the middle of the night?

- Often a guest may have difficulty sleeping. If this occurs, a guest has the option of sitting up for about an hour, but not to watch T.V. Unless you happen to have it on already that's fine. The point is that a guest should not be getting up for the purpose of watching T.V.
- Smoking is not typically allowed after lights out.
- Sometimes a guest may need to take some pain medication or request some over the counter pain medication from our first aid kit. Please just follow the procedures for that.

What to expect from the Overnight Supervisor if your church hires one?

- The Overnight Supervisor may be a guard from a security company or someone chosen by The Refuge for this position.
- This person is scheduled typically for the hours of 12 AM to 6 AM.
- If we have provided a guard from a security company, please know that we can not provide him/her for any more than 6 hours. Make sure that he/she is only at your church for the maximum time.
- Check the volunteer area your church has designated for the traveling suitcase to see who is scheduled to come.
- When he/she arrives, you may leave. Be sure to pass on any pertinent information such as wake up times at 6 AM or before. Also, give him/her the keys to the medication bag.