



## 4 Tomorrow Bellevue Safe Parking Pilot Program Agreement Rules, Policies and Procedures

To ensure the safety and well-being of 4 Tomorrow staff and Bellevue safe parking participants, the following rules and procedures will be strictly enforced.

### Parking Lot/Vehicle Policies

- Each vehicle will be assigned a permanent parking spot and issued one parking permit while enrolled in the safe parking program
- Each household is responsible for keeping their parking spot, and surrounding area, clean. No trash or personal belongings may be visible unless you are cleaning out/rearranging the inside of your vehicle.
- Engines may not remain turned on for any reason while stationary.
- Propane heaters, portable stoves/grills or any non-phone charging items that need to be plugged into your car are not allowed. These items are fire hazards for you and your neighbors around you.
- Keep your driver's license, registration, and insurance up-to-date.
- All vehicles must be registered with DMV and 4 Tomorrow. Registration, license and insurance will be photo copied and placed in a file for each safe parking participant.
- Safe Parking participants are responsible for maintaining their vehicles and making sure they are running properly. If your car requires maintenance and cannot be driven off the lot, please notify 4 Tomorrow immediately.
- Please be respectful of each other's vehicles and the space around them.
- 4 Tomorrow and staff are not liable for any theft or damage incurred while your vehicle is parked in the safe parking lot. It is the owner's responsibility to have current insurance; and, monitor and secure valuables/belongings.
- When sleeping, vehicles must be turned off, doors locked and windows rolled at least  $\frac{3}{4}$  up.
- Rv's and non-passenger vehicles will be used as passenger vehicles, no use of bathroom or kitchen facilities in vehicles allowed. Vehicles will be subject to Weekly inspection for safety.

### Day Center Policies

- Participants are responsible for helping keep the day center clean/tidy, by cleaning up after themselves.
- Computers are for safe parking participant use by sign up only
- Outlets in the day center are for charging personal items (i.e. tablets, laptops, phones, etc.) and cannot be left unattended.
- Please be respectful of each other and 4 Tomorrow staff when using the Day Center.
- Respite rooms are available for households to relax, recover and recharge in private by sign up only in

evenings M-F. Please remain respectful of being in a public space for Safe Parking participant use.

## Emergency/Severe Weather Policies

- During inclement/severe weather, the Day Center will be open 24/7 with an on-site attendant.
- Emergency plans will be provided by 4T to participants

## Bathroom/Shower Policies

- Bathroom/showers are available to one household at a time for 30 min timeframes and will be strictly enforced. Each household is responsible for cleaning up after themselves and taking all their belongings with them after each use. Sign up sheet available at the front desk the day/night before.
- Only toilet paper may be flushed down the toilet. Feminine hygiene products and paper towels need to be thrown in the proper receptacle.
- Diapers need to be thrown in the garbage outside of the Day Center to prevent unwanted smells in the bathroom/shower area.
- Be respectful of each other's belongings. Please do not take/use what isn't yours or communal.

## Kitchen Policies

- The kitchen area/microwave are communal but stoves are limited to 45 mins per household. Sign up sheet available at the front desk.
- Any pots/pans/plates/utensils used for cooking need to be rinsed and placed in the dishwasher for nightly washing.
- Please dispose of trash, recycle and compost in the proper bins.
- Leftover perishable food should be stored, labeled (name and date) and put in the refrigerator.
- Leftover non-perishable foods can be stored in your vehicle or labeled (name and date) and stored in the refrigerator/pantry.
- Any foods in the refrigerator not eaten in one week will be thrown away.
- Unlabeled food will be thrown away immediately
- Be respectful of each other's belongings. Please do not eat what isn't yours or communal.

## Pet Policies

- All pets must be introduced and approved by 4 Tomorrow staff prior to your household's stay in the program. Any signs of aggression and/or unsafe social temperament during registration will not be permitted and allowed onsite. This may lead to denial of your application to stay at the safe parking property.
- Your pet must be leashed, in your control, and under your supervision at all times.
- Pets cannot be left unattended in your vehicle or anywhere on the safe parking property without your household's supervision, as to not result in unintended injury or death (i.e., rising/hot temperatures, ingestion of foreign or toxic items, etc.).
- 4 Tomorrow and staff are not liable for your pets injury or death while staying at the safe parking property; and/or, if under another individual's care. The pet is the registered household's/owner's responsibility.
- Any damage to property by your pet may impact your stay in the safe parking program and is not

permitted.

- Pet relief areas are located outside of the gated parking lot. Always pick up after your pet immediately, bag it, and put it in the garbage dumpster- it's the law.
- Pets are allowed in the Day Center community activity area ONLY during operating hours and must be on a leash at all times. Showers, bathrooms, kitchen, pantry and offices are off limits.
- You are expected to monitor your pet's health and ensure they have proper food, water, exercise, and vaccinations. Vaccination proof will need to be provided.
- Pets who prove to be a constant disruption or safety concern to the safe parking community will not be tolerated, and your household may be asked to leave and exit the program.

## **Safety for you and your family**

- Although this is a gated, safe parking community, please watch your children at all times.
- Children must be accompanied by an older sibling (14+) or adult when visiting the Day Center during open hours.
- Children cannot be left unattended outside of the Day Center or within the safe parking gates at any time.
- If children are going to use the outside restrooms, please make sure to accompany them or stand outside until they are done.
- Children cannot be left unattended in a vehicle.
- Children are expected to attend school, unless valid reason presents including illness or injury

*By signing this document, I understand and agree to participate in the Safe Parking Pilot Program and abide by its policies and procedures for the duration of my stay, which includes living on-site and working toward obtaining permanent stable housing.*

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Name of Safe Parking Participant

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Date

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Signature of Safe Parking Participant