

### Hospitality House 18 Use Permit Conditions

| #  | Condition Description  | Tasks  | Policies & Data   | Status                             | Date Complete    |
|----|--|--|---|------------------------------------|------------------|
| 1  | Total overnight guests - 24  | Documentation to verify no more than 24 overnight guests   | Daily entry into HMIS<br>Spreadsheet of nightly guests                                | on-going                           |                  |
| 2  | Periodic nightly inspections   | Meet with F.B. Police to discuss random nightly inspections<br>Log book noting: time/date of inspection/outcome                        | Developed plan with Police Dept.<br>FBPD offered to provide random inspections        | on-going                           |                  |
| 3  | All food served remains on premises  | Develop policy, purchase dishwasher proof plates, cups, glasses  | Policy developed, equipment purchased   | completed                          | Mar-17           |
| 4  | Two 50-gallon trash receptacles  | Purchase two 50-gallon cans and placed in interior courtyard   | Purchased   | completed                          | Aug-17           |
| 5  | Provide restroom prior to breakfast  | Open non-guest restroom at 6:00am when serving breakfast   | Policy developed, signage posted  | completed                          | Sep-17           |
| 6  | Provide waiting area one hour prior to meals   | Develop policy, provide trained staff monitoring   | Policy developed, trained staff provided  | completed                          | Jul-17           |
| 7  | Monitor client behavior on/adjacent to HH  | Monitor client behavior on-site and adjacent to facility<br>Meet with FBPD staff to discuss process                                    | Staff trained, schedule developed<br>Developed plan with Police Dept                  | completed<br>on-going              | Aug-17           |
| 8  | Establish Rules of Conduct & Ban List and provide surveillance cameras                       | Provide Rules and sanctions for HH clients<br>Develop Ban Policy and Procedures<br>Research closed loop surveillance cameras and costs | HH Rules/sanctions revised and approved<br>Ban Policy & procedures developed/approved | completed<br>completed<br>on-going | Sep-17<br>Sep-17 |
| 9  | Prohibit drug use and drinking at HH   | Confirm, revise HH Policy as needed  | Rules and Sanctions revised and approved  | completed                          | Aug-17           |
| 10 | Post signage - no drug, alcohol, intoxication or loitering on HH property, HH phone number   | Create signage and post on front and back gates  | Signs posted<br>HH phone number included on signage                                   | completed<br>completed             | Sep-17<br>Sep-17 |
| 11 | No staging of EWS at Hospitality House   | Bring to MCHC Board for decision   | Policy changed, No EWS at HH  | completed                          | Mar-17           |
| 12 | HH Staff competent and 20 hrs training   | Develop training schedule and complete training  | Schedule developed and HH staff trained   | completed                          | Sep-17           |
| 13 | HH Manager responsible for oversight of all activities, minimize negative impacts            | Establish a new HH position - HH Administrator to oversee, hiring, training and oversight of all HH activities                         | New Hospitality House Administrator hired   | completed                          | Jun-17           |
| 14 | Trained person on-site when clients present  | Develop new staffing schedules, training   | Schedules developed, staff trained  | completed                          | Jul-17           |
| 15 | HH staff will cooperate with Police Officer  | Meet with Police Dept staff and develop working relationship   | Met with FBPD and agreements reached<br>Cooperation continuing                        | completed<br>on-going              | Aug-17           |
| 16 | No expansion of hrs or 20,000 meals/year   | Determine process for meeting this requirement   |   | on-going                           |                  |
| 17 | No expansion of services with exception of laundry and showers                               | Explore purchase and installations costs of regulating length of showers to minimize water usage                                       |   | on-going                           |                  |
| 18 | HH shall not offer new services that attract additional clients or intensify use of facility |  |   | on-going                           |                  |