

# REMINDER

## FOR ROOM IN THE INN

**Innkeepers:** Arrive by 6:00 p.m., since our guests arrive at around 6:30 p.m. You may want to bring your own pillow/bedding. Mattresses are located in the closet in Room 109. Typically, the mattresses will be setup for you when you arrive, but must be returned to the closet in the morning. The guests sleep in Rooms 114, 116 and 117; you may sleep in one of the adult classrooms, Rooms 104-108. The door to the new children's area will be locked, as will the elevator. The upstairs of the building and the back door will be locked from the outside. You may activate the ADA push buttons for the back door to allow smokers to reenter. *Please make sure all outside doors are still locked, and turn all lights out before you leave in the morning.*

**Dinner Cooks:** Arrive to cook/set up or to bring the meal by 5:30 p.m. You may set the tables for at least 14 people and serve drinks through the kitchen window. We have iced tea and lemonade drink mixes in the kitchen. Please clean up the tables and kitchen. We suggest you use paper plates and plasticware. You do not have to take the trash outside or take down tables and chairs. *Some things not to feed our guests: spicy food like chili & caffeinated coffee after dinner.*

**Breakfast:** Bring the breakfast donation to the church kitchen by Thursday night, 7:30 p.m., and leave in the refrigerator. Needs: 3 dozen eggs, Pre-cooked Sausage or bacon for 14+ persons, pre-frozen or canned biscuits, 1 gallon of orange juice, and a ½ gallon of whole milk, (muffins, pastries, and cereal can be added if you would like). Please, *NO casseroles or products that need extensive heating or cooking due to time restraints in the mornings.*

**Breakfast Cook:** The innkeepers or breakfast cook will need to cook eggs and biscuits in the morning by 5:30 a.m. (the overnight guests must leave by 6:00 a.m.) If one of our guests is working the group may have to leave by 5:45a.m.

**Lunches:** Deliver 12 sack lunches to the church kitchen by Thursday night, 7:30 p.m., and label for "Room in the Inn." *Suggestions: non-refrigerated sandwich like PBJ, with chips, fruit, snack, juice box or water.*

**Bus Drivers:** Please use the church bus and sign out the keys from Mike in the church office. If you work in Nashville, you may leave your car at the church, drive the bus to work and pick up the men at 5:45 p.m. at *The Campus for Human Development, 705 Drexel Street, Nashville (251-7019)* and then return to the church and your car. On Friday morning, leave the church by 6 a.m. to return the men to Nashville. You may drive the bus back to the church on Friday afternoon if you work downtown Nashville.

**Questions?** Call Paul & Jill Bruno, Co-Chairs, at 615-415-4149 (cell)

If you have any questions about your volunteer role, please call Robin at 615-790-2112, Monday-Thursday, 9 a.m.-1 p.m. or e-mail at [robin@christumcfranklin.org](mailto:robin@christumcfranklin.org).

## **Inn Keeper Guidelines**

**Thank you for volunteering to spend your evening and night as an inn keeper. Please share your experience with other members and contact Les White or Allen Johnston with any questions or suggestions. The guidelines listed below should answer most questions and help make your evening run smoother.**

***Please read through these two pages. The House rules/Introduction, which are important to set the stage for our guests, are written so they can be read if you would prefer.***

There is a phone number posted over the telephone in the kitchen for Room in the Inn/Campus for Human Development that is 24/7 in case of an emergency or a problem of any kind with one of our guests. **You can also contact Paul & Jill Bruno at 615-415-4149.** There is a set of keys in the drawer under the microwave in the kitchen for the clothes closet, the back up clothes closet in Room 103, and an elevator key if needed. **For the elevator:** Insert key in the slot in elevator and turn to run then just leave it there until the morning when it should be returned to the drawer.

All of our guests have to attend a seminar at The Campus for Human Development so we should experience no problems with them. A part of their instructions includes their not asking for money. If that should occur, we encourage a compassionate but firm no and please let Les or Allen know the individual that asked.

We want our guests to feel welcome, but due to some past situations we have compiled some **guidelines and an introduction** for our inn keepers to have to try to prevent any issues.

**Please give name tags to all of our guests, meal preparers, servers, innkeepers, and anyone assisting** to make everyone feel more “at home”.

**Guests should always be encouraged to move as a group** from the time they arrive until they depart. As they arrive just show them down the hall to the dinner tables and ask them to stack their belongings around the edge of the room. During the time when they are all first seated is usually the best time to welcome them and let them know the “**house rules**”. **(Those are listed at the end so they can be read)** This does not overburden one of the inn keepers, and it keeps any stragglers from wandering around the church. If **families are staying** it is sometimes necessary to let the men go down first due to the families taking longer to get organized. This may also apply in the morning. The men who stay with the families are hand picked by the Campus so they understand that the clothes closet, showers, and washing clothes may have to be delayed for them, allowing the families to go first. **Once they are downstairs, nobody should come up until**

**breakfast. Insurance regulations and liability can be cited as the reason. We discourage taking any food downstairs sitting bugs and mice as the main reasons.** This process increases the security for each of the guest's belongings.

**Drawing the numbers for clothes closet and showers** gives it some order and prevents any complaining about who goes first in the clothes closet. The numbers are just put on a cut up piece of paper and put into a bowl for drawing. Usually #1 to #12 with 1 starting in the clothes closet and washing their clothes and #12 starting with a shower. Using the yellow list that came on the van enables you to learn the guests' names when figuring out who has what number and when to get them. Please read the special instructions **posted on the wall by the washer.** They tell how to cut the wash time to **22 minutes instead of 60 minutes.** There should be some mesh laundry bags so loads can be combined to help decrease washing time **if it is agreeable with our guests.** If not over the washer, look in **Room 103** in the closet that is the inventory for the clothes closet. Usually the CUMC staff will lay out the mattresses with the sheets, pillow, and pillow cases either on them or already made up. The towels and wash clothes should be in the cabinet by the washer and dryer.

If they want to exchange one item for something they have on, the dirty clothing can be washed and put back in the closet for the next week. **The clothes closet should be locked after the last guest.** Room 109 has now been set up as the TV room so locking the clothes closet will prevent the middle of the night visits that depletes certain items that have high street value.

Please **do not hand out large bags, particularly garbage bags.** It is best if only small, somewhat transparent bags (like grocery plastic bags) are used to prevent unauthorized items being packed up.

**If the temperature in the church starts dropping** the thermostat for all the adult Sunday School classrooms on the main hallway (Rooms 101-108) is in Room 101. ***Our guests will not be allowed to sleep in room 115 anymore; only rooms 114, 116 and 117. Rooms 115 and 117 connect, but they should not be allowed in room 115 because of expensive Children's Worship materials that we need to keep safe. If there is a special situation with families and/or guests the adult classrooms 104 and 106 can be used. Each family should have their own room.*** The thermostat for room 109/110 is in Room 113, back in the children's storage area behind some stuff on a shelf. There is a set of keys in the drawer in the kitchen to unlock the boxes over the thermostats but please don't change unless there is a problem.

The inn keepers can sleep around the corner in 104 through 108 and may close the hall door right by room #108 as a separator if they would like. The individual rooms will get warmer with the door closed as the vents are in the rooms, not the hall.

**Families including women and children may sometimes be our guests. Having families as guests changes a few things:**

The men that come with the families are hand picked at the Campus for Human Development. They usually understand that the families have the showers and washing clothes first and that they need to get the kids to bed. **Mention that in the introduction.** The families will stay in the Sunday School Rooms #117 and have the bathroom for the middle of the night trips or with two families use #114 & #116 and let them share a bathroom. Try to scotch tape construction paper over the window in the door for privacy if possible (there may already be something in the windows). At present our clothes closet is not totally set up for women and children, but there may be a few items available for them. **Also check Room 103 for additional women's and children's clothes.**

**Allen, could you ask Sharon to add how to call for help from the list of volunteers.**

### ***Introduction/Rules of the house:***

**We will move as one group. So whenever everyone finishes supper we will all go downstairs. There are some of us that are slow eaters but that is ok, we are all one family tonight so we can be patient and all go downstairs together. We request that once we are downstairs we stay down there as our insurance regulations are very strict as it pertains to individuals who could be injured while wondering around.**

**Tonight at dinner we want you to have all you would like to eat and we have two requests dealing with food. Please don't take any food downstairs and please don't pack a plate for tomorrow as we will provide a big breakfast and a sack lunch for each of you.**

**The two places that you can smoke are: under the roof where you got off the bus on the north end and at the back door downstairs – (it will need to have a prop to keep it open).**

**We will draw numbers, 1 through 12, with #1 starting in the clothes closet and washing their clothes and #12 starting with the shower (or vice versa). Before starting the washer get with one of the inn keepers to cut wash time down from 60 minutes to 22 minutes so everyone will have time to get their clothes washed. We should have some mesh laundry bags to combine loads if possible.**

**One of the inn keepers will be there to help in the clothes closet. The closet is for everyone to use but to remember that another person is**

**coming behind you so we ask that you take only what you can need. The room that has the clothes closet is now the TV room and we are requesting lights out at 10:00, 10:30, or 11:00 ( this is Inn Keeper's preference).**

**We like to brag about our breakfast, it will rival Cracker Barrel. In the morning we will all come up together when downstairs is all picked up and straight. Please remember we are all one family and we share in the responsibilities (and coffee time).**