



## VA Fisher House Guest Agreement

Welcome to the Albuquerque Fisher House. Below is information which will help ensure your comfort and safety during your stay. Please read and sign this document to indicate you understand and agree to the Fisher House rules. The Fisher House is shared with others, and guests must make every effort to respect the comfort and privacy of the other guests. Should you have questions, please feel free to ask the Fisher House Manager or a Fisher House staff person for clarification. Thank you for your cooperation.

**Fisher House administrative hours are: 8 a.m. – 4:30 p.m.**

**Check-out is between 10-11 a.m. on the morning of the last day of your approved stay.** If you need to extend your stay, you must speak with Fisher House Staff as early as possible to confirm an extension.

- I. For your safety and the safety of others, the following policies are strictly enforced at the VA Fisher House. Any guest agreement violations may result in guest removal from the Fisher House, (in accordance with VHA Directive 1107: VA Fisher Houses and Other Temporary Lodging):**
1. Guns, firearms, or any type of weapon or explosives are not permitted in the Fisher House or on VA Medical Center grounds.
  2. Alcoholic beverages or illegal substances (drugs) are not permitted in Fisher Houses or on VA Medical Center grounds.
  3. Tobacco-use is prohibited in or around VA Fisher Houses. Tobacco use of any kind is not permitted anywhere on the property of the New Mexico VA campus including the Fisher House. Smoking material that is prohibited includes but is not limited to: cigarettes, cigars, pipes, chew, any other combustion of tobacco, non-Federal Drug Administration (FDA) approved electronic nicotine delivery systems (ENDS), including but not limited to electronic or e-cigarettes, vape pens, or e-cigars as defined in VHA Directive 1085 and VHA Directive 1085.01. Guests found smoking on the premises may be asked to check out of the Fisher House and will be subject to VA Police involvement based on MCM 002-05.
  4. Personal appliances or items with open flames such as hotplates, coffee makers, candles and the like are not permitted in the Fisher House.
  5. Disruptive behavior including but not limited to sexual misconduct, threats, or demands for preferential treatment are not permitted in VA Fisher Houses. Individuals engaging in this behavior will be asked to leave the Fisher House.
  6. Registered sex offenders and people who are in the custody of law enforcement agents will not be accepted as guests.
  7. **Unauthorized guests are not permitted in VA Fisher Houses.** Registered guests are responsible for notifying the VA Fisher House Manager or designee prior to additional guest visitation. Guest keys/keycards are nontransferable.
  8. Intentional damage or removal of VA Fisher House property is not permitted.
  9. **No food or drinks- except water- can be taken to or stored in VA Fisher House guest suites.**
  10. Animals, except service dogs accompanied by their primary handler are not permitted in VA Fisher Houses. All service animals must be screened and preapproved by the Fisher House Manager or designee prior to entering the Fisher House.
  11. Gambling of any kind is not permitted in the Fisher House or on VA Medical Center property.
  12. Soliciting, vending or selling any goods or services of any kind is not permitted at the Fisher House or on VA Medical Center property.
- II. Furthermore, by signing below I am indicating that I understand the following:**
1. Medical or nursing services will not be provided in the Fisher House. I am capable of self-care; or I am accompanied by a family member/Caregiver capable of safely meeting my care needs.
  2. If I am a Veteran or Active Duty Servicemember requesting VA Fisher House accommodations during an outpatient episode of care, I understand that I am required to be accompanied by a family member or Caregiver or support person while staying in a VA Fisher House. Veterans staying in Fisher House with a family member/Caregiver or support person while receiving an outpatient episode of care cannot be left in the Fisher House unattended for any period of time including overnight.
  3. I do not have a communicable disease or condition that can be transmitted to other guests through general contact. I will notify the Fisher House Manager should this change during my stay.



4. Guest suites are cleaned prior to a guest's arrival. VA Fisher Houses do not have maid service available. Guests are responsible for general cleaning of their suite and should request linen changes through the Fisher House Manager or designee.
5. Oil and Paint based crafts are not permitted inside guest suites. Please contact Fisher House staff to discuss areas appropriate for craft activities. Prior approval from Fisher House staff is required before the use of outside chemicals within guest suites.
6. Children under the age of 18 must be supervised at all times. Child care services are not provided at the Fisher House or by VA Staff or volunteers. Failure to properly supervise children and their activities, to include proper clean up, may lead to guests being asked to leave Fisher House.
7. The Fisher House is a federal facility and the VA Police will enforce federal law. VA Police maintain the right to search the Fisher House, including guest suites.
8. Guests are responsible for any damage to VA Fisher House property.
9. **Due to the privacy of our guests, the Fisher House prohibits use of media equipment in the house without coordination with the VA Public Affairs Officer.**
10. Fisher House guest suite doors are always to remain locked. The Department of Veterans Affairs Fisher House Program is not responsible for lost or stolen items; or personal items left in the Fisher House following guest checkout.
11. For safety reasons, Fisher House guests may only allow access to the Fisher House for their known and authorized visitors. **Please contact Fisher House staff during business hours to answer the door. Please contact VA Police at x2222 or the AOD at x6409 after hours to answer the door for unknown visitors.**
12. I agree to read the Fisher House Guestbook, familiarize myself with all the house rules; emergency evacuation procedures; and expectations of guest behavior as it pertains to house harmony, cleaning, visitors and daily living in a communal setting.
13. Due to limited space and availability, Fisher House will hold a guest suite for a maximum timeframe of 48 hours with manager approval. Guests who depart from their Fisher House suite for more than 48 consecutive hours without informing Fisher House staff will forfeit their accommodations.
14. All individuals entering a VA Fisher House *may* be subject to video monitoring in common areas by the VA Medical Center. Video monitoring is utilized to maintain safety and security for Fisher House guests.
15. Veteran and Active Duty Servicemembers receiving inpatient VA care and visiting the Fisher House on pass from the unit must be supervised by their designated Fisher House guest (family member, caregiver or support person) at all times. If an inpatient is left unsupervised, they will be returned to the inpatient unit and may lose privileges to return to Fisher House on pass. VA Fisher House Staff and Volunteers are not responsible for providing supervision for Veteran and Active Duty Servicemember inpatients on pass from the hospital.

**I have read the VA Fisher House Agreement Parts I and II and agree to comply with all the stated rules. I understand that failure to comply with the rules may result in removal from the Fisher House.**

_____	_____	_____
Guest 1 Name (Printed)	Guest 1 Signature	Date
_____	_____	_____
Guest 2 Name (Printed)	Guest 2 Signature	Date
_____	_____	_____
Guest 3 Name (Printed)	Guest 3 Signature	Date
_____	_____	_____
Guest 4 Name (Printed)	Guest 4 Signature	Date