

## AMC Overnight Hosts: 8:30 pm to 6:00 am

- Arrive at the church a few minutes before 8:30.
- Bring a cell phone and your own pillow.
- Check the AMC FPLH binder located in kitchen on top of the refrigerator for guest information.
- Get an update from the evening hosts.
- **Review the safety and security guidelines.**
- Guests have alarm clocks and are responsible for getting up on their own and leaving by 6:00 am. Wake up times are flexible on weekends.
- All entrance doors will lock automatically at 9:00 pm.
- Everyone should be in their rooms by 9:00 pm with the doors closed for privacy.
- Guests will make their own breakfast. You may want to make coffee and assist with breakfast.
- Before you leave in the morning:
  - Please remove the sheets in the Host room only and put them in the plastic basket inside the door; clean sheets are provided for all overnight hosts.
  - Make sure kitchen and bathrooms are clean.
  - Turn off all lights before leaving the building.
  - If something happened during the night that is noteworthy, please record it in the AMC FPLH binder located on top of the refrigerator.
- Be mindful that these families are very aware of the routine, they do it every week. Ask them for their input and suggestions.
- Contact one of the AMC FPLH Coordinators to let them know of any problems or concerns.
- FOR EMERGENCIES: (unless you need to call 911) call one of the AMC FPLH Coordinators.

You are welcome to call one of the AMC FPLH Coordinators with any questions or suggestions.

Karen McConnell 713-824-1132