

**Religious Coalition for Community Renewal
Transitional Storage Center
@Saint Mark's United Methodist Church
900 Washington Street East, Charleston, WV 25302**

**Hours Of Operation
Monday-Friday: 8:30am to 11:30am**

The TSC is a storage service provided to people living on the streets of Charleston to store their personal belongings and to assist businesses and visitors by providing a cleaner, safer environment. Use of the TSC is intended to assist people in their transition off the streets.

Priority will be given to those utilizing the TSC in the manner intended.

TERMS OF SERVICE:

1. Staff may deny any person access to the facility for violation of terms of service.
2. One locker per person.
3. Identification is required to obtain a locker or bin.
4. Complete required paperwork. Keep receipt.
5. NO PERISHABLES, NO FOOD, NO ALCOHOL, NO DRUG PARAPHERNALIA OF ANY KIND, NO MEDICATIONS, FOOD WASTE OR ILLEGAL MATERIAL ALLOWED.
6. All items must fit into your locker or bin. If items do not fit into your locker or bin, you must take them with you.
7. Under no circumstances are items to be stored on the sides of, or on top of, lockers or bins. Any items found on the side or top of lockers and bins will be discarded, and you may lose your locker or bin, if it is determined you are storing items in unauthorized spaces.
8. Clients are not allowed to access lockers at the same time if one locker beside the other. If someone is accessing a locker beside your locker, please wait until they are done.
9. Clients will have **15 minutes** to access their items.
10. Lockers are to be renewed once a week.
11. Abandoned property will be stored for 90 days. ABANDONED PROPERTY WILL BE DISCARDED on day 91.
12. Inappropriate dress or behavior inside or outside of the TSC will result in immediate and possible permanent loss of your locker or bin.
13. Any property left in the locker or bin after a client leaves will be discarded.
14. Changing of clothing is allowed in the designated area.
15. No electronics including, but not limited to, stereos, computers, televisions, radios, can be stored in lockers or bins.
16. No bicycles or carts are allowed; exception is a wheelchair. Violation of any above rules can result in loss of a locker/bin. Lockers and bins are subject to random search at any time without notice.

Signature _____ Locker # _____