

HRH & HHOOT MEMO

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HHOOT's Diner – Guidelines w/Announcements

#107 - Dated 17Oct11 (Revised 16Dec15 at 1950)

FROM:

Don E Hawkins, Founder & CEO

TO:

Volunteers, Helpers and church's putting on events in HHOOT's Diner

Effective – Immediately

Anyone serving food or putting on an event at HHOOT's Diner is encouraged to read, all or part of the below Announcements and Rules before starting the event.

HHOOT'S ANNOUNCEMENTS -

Rest Rooms are available behind the kitchen area under the "Rest Room" sign – please keep them clean and neat for the next person. If they are out of paper or need to be cleaned up, please tell a HHOOT Volunteer.

There is an Event's Calendar in the Diner on one of the refrigerator doors. It lists all the ministries and services that are going on through the month. Please take advantage of the Bible Studies, movies, praise and worship services, and the clothing room. It is updated daily so please check it often.

We have an Information Center - on the back wall with information on several service providers that may be able to help you.

Need a Bible? If you would like to have a Bible or other spiritual information, please ask one of our Volunteers or a HHOOT Helper.

HRH provides a web site - that lists over 1,500 organizations that may be able to help you. The web site is www.HHOOT.com. If you do not have access to the internet, please visit your nearest library and they can help you.

Support Coaches - HRH provides Support Coaches that can help you find what you may need to get back on your feet – They can help you connect with services that provide jobs, housing, ID's, social security forms, disability forms, parole requirements, etc. They are available Monday thru Friday from 10:00 AM to 4:00 PM. Stop by anytime during those hours or call for an appointment at 635-0500.

Children (babies, kids or teens) – If you have children with you, they should not be wandering around the building. We are an open door ministry and we welcome all who walk through the doors. To protect your children, please keep them with you at all times. It is your responsibility to keep an eye on them, please do so.

Bible Study – HHOOT’s ministries always has a Bible Study an hour before each daily meal. Starts at 5:00 PM Monday thru Friday and 2:00 PM on Saturday & Sunday

Clothing Room – If you need clothing and personal hygiene items, they are available from our Clothing Room after everyone has been thru the serving line at least once; **or**, at the discretion of the Ministry/Helper serving that night. **Please Note:** The Clothing Room will only be open if an HRH or HHOOT manager is present while the clothing pantry is open. **NO EXCEPTIONS.**

LOST AND FOUND –

- a. You are responsible for keeping track of your own personal property such as your handbags, back packs, food bags, telephones & chargers, etc.
- b. **If you Found Someone else’s property** – please give it to one of HHOOT’s Helpers and they will get it to an HRH staff member.
- c. **If you Lost something** – please see HRH during regular business hours – After hours call Don Hawkins at 317-632-0500.

Help Keep Our Neighborhood Clean –

Please don’t dump your trash or dirty clothes on the streets in our neighborhoods. Please dispose of discarded food and clothing in one of HRH’s dumpsters or a trash can on your way back to where you are staying. Some of our neighbors have been calling HRH on the discarded trash and clothing up and down Michigan St.

Help with Clean-Up – If the volunteers are short of people power and they need help with the clean-up, we may need to ask our guests for help. During the announcements, ask if they would like to help clean-up tonight and tell them to let one of the Volunteers or one of HHOOT’s Helpers know.

UPCOMING EVENTS AT HHOOT’s DINER, such as:

- a. **Free Haircuts** – Free haircuts are available the 2nd Tuesday of each month here at HHOOT’s Diner. The staff from Empire Beauty School will be here from 11:00 AM to 3:00 PM.
- b. HHOOT’s next Gathering
- c. Support Meetings such as AA, CA, etc.

Currently HHOOT’s Diner is open to those that are homeless five days per week:

- A. **Monday** from 6:00 to 8:00 PM courtesy of –
- B. **Tuesday** from 6:00 to 8:00 PM courtesy of – Purpose of Life
- C. Wednesday CLOSED
- D. **Thursday** from 6:00 to 8:00 PM courtesy of - W.A.F.E.R.
- E. **Friday** from 6:00 to 8:00 PM courtesy of -
- F. **Saturday** from 3:00 to 5:00 PM courtesy of -
- G. **Sunday** from 3:00 to 5:00 PM courtesy of -

HHOOT’s Diner is not a food pantry or a soup kitchen – If you need a food pantry or a soup kitchen, please visit www.HHOOT.com or call 2-1-1- for a food pantry near you.

Volunteers or HHOOT’s Helpers Please Note – The minimum number of **HHOOT’s Diner Rules** that should be read is outlined below in “**Bold Red**” and should be read before each meal.

HHOOT's Diner Guidelines

HHOOT's Diner is for our homeless friends that are actually homeless and living on the streets and/or in the homeless camps in Indianapolis that do not have access to hot meals and clothing on a regular basis.

The food, clothing and personal hygiene products you are receiving are being provided free of charge by HHOOT's Volunteers and/or HHOOT's Helpers, so please remember to thank them for their gifts and especially their time.

RULES OF HHOOT's DINER:

- a. Everyone from all faiths are always welcome here; this is a Holy Spirit filled facility.
- b. Do not use foul language or bad mouth anyone.
- c. We always share the word of God before each meal.
- d. We always thank God (in prayer) for the food we are about to receive.
- e. Do not cut in line. If you let your friends cut in front of you, "all of you" will be asked to go to the back of the line.
- f. Please keep your personal property with you at all times, including your cell phones and chargers. HRH & HHOOT are not responsible for your personal property.
- g. Do not flush paper towels down the toilets, thought them in the trash can
- h. Do not sit on tables and please return your chairs under the tables
- i. Do not open the freezers, refrigerators and cabinets. If you need something, ask.
- j. Do not remove any of our salt & pepper shakers, kitchen utensils or supplies for the facility.
- k. If "seconds" are available, please re-use your same plate, cup and plastic ware.
- l. Do not have your mail sent to HRH or HHOOT. It will be returned to sender.
- m. Do not take more food, clothing or personal hygiene items than you need at one time.
- n. Please leave your bad attitudes outside the gate. Remember, this is a ministry. Always be courteous, respectful, friendly and considerate to others.
- o. If you are disruptive (acting crazy) in any way, you will be asked to leave HRH's & HHOOT's facilities and/or the police will be called.
- p. Smoking is only allowed outside the fence.
- q. When leaving, please throw your trash in the trash cans provided
- r. Pick-up and clean-up after yourselves while in the Diner
- s. Do not ask our Volunteers/Helpers for money.
- t. Do not cut thru the antique mall parking lot or ask their customers for money.
- u. Please remove your covers, hoodies, or hats during prayer.
- v. Please be here on time. We only serve hot meals for 30 minutes from the time we start serving.
- w. Please be respectful of our women and children. They are always served first.
- x. Remember, Jesus loves you and so do we!

	Date Signed:
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© by Don E. Hawkins (317) 632-0500

HHOOT's Diner Announcements

Rest Rooms – to the right of the serving area.

Events Calendar – on the black board.

Our Information Center & Christian reading materials -
to your right as you come in the front door.

Bibles – are available Upon Request.

Bible Study – An hour before each meal.

HRH's Web Site – www.HHOOT.com.

Support Coaches – by appointment only, call 635-0500.

Clothing Pantry – Usually open after everyone goes thru the serving line at least once – A HHOOT staff member must be available.

Lost & Found – call 635-0500 M-F 10: AM to 4: PM.

Clean-Up – We May Need Help cleaning up the Diner tonight

Top 10 Guidelines at HHOOT's Diner

1. Please leave your bad attitudes outside the gate. Remember, this is a ministry and you should always be respectful, courteous, friendly and considerate of others.
2. **If you are disruptive (acting crazy) in any way, including cutting in line, you will be asked to leave all HRH's & HHOOT's facilities and/or the police will be called.**
3. Smoking is only allowed outside the fence.
4. When leaving, please throw your trash in the trash cans provided.
5. Pick-up and clean-up after yourselves while on the property.
6. Please do not ask our Volunteers/Helpers for money or cigarettes.
7. Please do not cut thru the antique mall parking lot or ask any of their customers for money.
8. Please remove your covers, hoodies, or hats during prayer.
9. **Please be here on time. We only serve hot meals for approximately 30 minutes from the time we start serving, or we stop at 7:15 or 4:15.**
10. Women and children and those in wheel chairs or disabled are always served first at HHOOT's Diner

Remember, Jesus loves you and so do we!