



Welcome to the Mid-Valley Fellowship House

*We are excited to have you as a
resident in the MVF House
and participant in the
Residential Growth Program!
Enclosed is some information intended
to help you settle in to the house.*

***MVF House Address For Use
For Any Personal Mail***

**522 Second Avenue SE
Albany, Oregon 97321**

Chore Responsibilities

Cleaning instructions are posted on the Resident Bulletin Board by the alarm panel and available on the Residential Website (myf.house/residential). Cleaning supplies are in the center cabinet in the Basement Hallway. Please only use cleaning rags (marked with “cleaning” on the tag) for cleaning purposes. Additional cleaning supplies and rags are in the First Floor Bathroom.

Emergency Contact Information

Each resident’s emergency contact information is printed and placed with the fire escape map on the back of their bedroom door. This can be referenced in the event of a personal emergency.

Fire/Carbon Monoxide Alarms

Each bedroom is equipped with fire and carbon monoxide detectors that are linked to a monitored fire system throughout the house. In the event a fire or carbon monoxide detector is triggered, two alarm bells will also sound (basement and first floor). Evacuate the building immediately and gather at the bus stop to confirm everyone has evacuated the building. Please familiarize yourself with the Fire Escape Plan posted inside all resident rooms.

Food Storage & Labeling

Please label any food items in the refrigerator/freezer with your initials. Additionally, refrigerator items must be labeled with the date unless it already has a manufacturer’s sell by/expiration date. Markers and labels are available for this purpose on the side of the refrigerator. Additionally, shelves in the refrigerator/freezer are labeled with resident names. The Storage Room refrigerator/freezer is only for staff and event use. Any resident items may be disposed of as needed to accommodate these uses.

Each resident will have a personal cabinet in which to store kitchen items. These are labeled in the Kitchen as “Resident

Food." You may choose one of the three cabinets that are not currently in use.

House Gatherings

House Gatherings will be held weekly on Monday from 6pm-8pm and will include a shared meal.

House Phone

The MVF House has a house number for resident use. The phone number is 541.248.3723. This will also be one of the first numbers called in the event of the alarm system being triggered.

Laundry

There is a washer and dryer provided for your use. Each room has specified laundry days posted near the washer and dryer.

On-Call

Staff are available if there is an urgent need outside of regular MVF Office Hours (8am-5pm, Monday-Friday).

Imminent Threat to Life or Safety? Call 911

Other Urgent Need? Contact one of the following

Duan Walker (541.917.8960) - lives less than 10 blocks away

Dwight Wolfe (541.936.1051) - lives across town

Angela Miller (541.220.0561) - lives across town

Personal Toiletries

The left cabinet in the Basement Hallway has space for resident bathroom toiletries (one shelf each). There is also additional drawer space in the First Floor Bathroom vanity (two drawers each). These spaces are labeled "Resident Personal Items." You may choose from any unoccupied spaces.

Power Outages

In the event of a power outage, exit lights will remain illuminated and emergency lights will illuminate. There are also flashlights just inside each bedroom door.

Resident Common Areas vs. MVF Office Areas

The following common areas are available to residents at all hours: Kitchen, Dining Room, Laundry Room, Basement Bathroom, and Basement Sitting Areas (Entry and Storage Room). The Gathering Room/Counseling Office (near the Laundry Room) and Garage Conference Room are only available outside of MVF Office Hours (8am-5pm, Monday-Friday), unless a meeting is in progress. The Reception Area, Work Area, and Second Floor are only for MVF Staff use.

WIFI Access

Internet access is provided via our wireless network. The information you need to access the wireless network is:

SSID/Network Name	MVFHouse
Password	redemption

Other Needs

For maintenance, repairs, feature requests, supplies needed, etc., please use the Resident Response Form available on the Residential Website (mvf.house/residential).