



The ROBERT E. WEBBER INSTITUTE FOR WORSHIP STUDIES

Host Home Program

IWS offers a **limited** Host Home Program for those students who would not be able to attend IWS without housing assistance. Members of local churches have offered to host students in their home for no charge, providing a “home away from home” while you are here. Please note that the host home program is for the enrolled student only. We are unable to provide housing for spouses (unless also enrolled), children or friends. Home stays are filled on a first come first served basis and fill up quickly. While the deadline to complete a host home request form is November 15th, all available homes may already be filled by that date. If you want to try to secure a home, request early! Homes may be within walking distance of campus or a considerable distance (15+ miles) from campus. You are responsible for securing your own transportation to and from your host home; the host family does not provide transportation (please see **Transportation** section).

If you are a returning student who has previously stayed with a host family, please do not make your own arrangements with the family for future stays. Always complete the online housing request form to have the arrangements made through the IWS office. We have had instances where the host had the incorrect dates, realized this at the last minute and we had to find new homes for the students. If you had a conversation with a host who indicated they would love to have you back with them, please make a specific note of that in the comment section of the request form.

Please note that we will try to accommodate special circumstances as we are able. However, please realize that if you have specific allergies or are not comfortable around pets, we may not be able to accommodate you with a host family; a hotel may be a more suitable option for you.

Guidelines for Students Staying in a Host Home

Please read this information carefully.

Acceptance of Host Home Stay

You will receive a notification from the IWS office with the name, address and contact information of the host family to which you have been placed. You should immediately accept or decline the home placement by reply email to the IWS office.

Introduction to Host Family

Once you have received the contact information for your host family from the IWS office, please promptly contact your host by email or phone with a brief introduction. This can include your name, where you’re from, your ministry context and other information you wish to share. As the session draws near, you will also want to contact them again to advise them of your specific arrival in Jacksonville and what time you anticipate arriving at their home.

Transportation

Please carefully read the **Transportation** information provided above. Transportation to and from campus is solely the responsibility of the student. Please do not ask your host to provide you with transportation to or from the airport, campus or around town. If they offer you transportation you may accept the ride but please do not expect it. Ride share requests and offers may be posted on Moodle on the [IWS Facebook Group](#).

Accommodations

Host families have graciously offered to provide you with a private room and a nearby bathroom for your stay. Remember always that you are guest in their home. Please keep your room neat and the bathroom clean. You may be sharing the bathroom with others so be conscious of your time and belongings in the common bathroom. At the end of the week, please make sure your room is at least as neat as when you arrived.

Duration of Stay – Important new information!

Host families have generously offered their homes for *nine days*. We feel tremendously blessed by their hospitality! We in turn want to be mindful of our host families and their life situations. If your travel plans require you to arrive prior to the session dates or stay after the end of the session, please arrange to stay at a hotel near the airport and use the hotel shuttle service to the airport. **So, for the January 2019 session this means if you are arriving prior to January 2 or departing after January 9, please also secure hotel accommodations at the airport for the days outside that window.** Also, we understand that many flights require you to arrive very late at night or leave very early in the morning. Please be mindful that our airport shuttle volunteers, IWS Staff and host families have work or other obligations that may make it less than ideal for you to arrive to a host's home after 11pm or be taken to the airport at 4am.

Please consider these 2 scenarios: a 10:45pm flight arrival (that is on-time) then means 20+ minutes to retrieve baggage and another 30+ minutes travel time to your host home. That would have you arriving no earlier than 11:30pm with your volunteer or staff driver not getting home until after midnight. A 6am flight out requires a volunteer or staff member to wake by 3:30am to pick you up by 4:30 to deliver you to the airport by 5am for your 6am flight. They then have a full work day ahead.

Therefore, for arriving flights, please make hotel arrangements close to the airport if you are arriving after 10 pm and plan to arrive at your host home the following day. For 7am or earlier departing flights, please plan on transferring from your host home to an airport hotel the night before your flight and utilizing the hotel's airport shuttle service.

Thank you for your understanding with these guidelines. We do not want to unduly burden our volunteers, staff or host families.

Meals

Since most of your meals are provided on campus, hosts are not required to provide any meals for you. You may certainly accept an invitation for a meal if it is offered and you may ask them if you may bring in a few light snacks that you may need. Please do not help yourself to food in their home unless they specifically invite you to do so. For meals that are not provided on campus (Saturday night and all day Sunday), please make meal arrangements on your own or with classmates.

Guests

Please do not invite your classmates over to your host home. If your host tells you to feel free to have a few classmates over you may certainly do so. DO NOT expect your host family to provide food and drinks to you and your classmates while they are there. If there will be food involved during the visit, please ask your hosts if they mind if you bring in food for everyone. Please make sure you thoroughly clean up the area where your guests have been.

Future Home Stays

Always arrange for your home stay by completing the New Housing Request Form each session. Even if you have stayed with a family previously, **please do not contact them directly requesting housing for an upcoming session.** If your previous host invited you to return, complete the New Housing Request Form and leave a specific note in the comment section of the form.

NEVER contact your host family and ask if you can come for a vacation and bring your spouse or family! This would be considered inconsiderate and place the host family in an awkward position. Host homes are for the two sessions each year only, based on need and availability.

Finally

Remember that you are guest in someone's home while you are here and they are providing a huge blessing by opening their home to you. When you leave, a thank you note would be an appropriate and adequate gesture of appreciation.