

Illness

If any resident or family member is diagnosed with a communicable disease, other than a common cold, while staying at the Potter House, the Church Administrator must be notified immediately. The Potter House is not equipped to handle situations requiring isolation. Residents and family members are requested to advise any individuals wishing to visit, who are believed to have communicable diseases, not to visit the house until they are well.

No Potter House volunteer is permitted to provide or assist with any healthcare procedures. No medications, including over the counter drugs, are available at The Potter House or First Presbyterian Church.

Conduct

The intent of the Potter House and First Presbyterian Church is to provide a comfortable and peaceful environment for those residing there. In an effort to maintain such an atmosphere we require that each occupant adhere to the following rules:

1. No Smoking anywhere inside of the House is permitted.
2. No firearms or weapons of any kind are allowed in the House or on the premises.
3. No loud music or partying will be tolerated.
4. No illegal substances or narcotics (including marijuana) are allowed in the House, on the premises or in the vehicles of any occupant or guest of the House.

5. No threats and/or abusive or obscene language will be directed at any other guests or caretakers and staff of First Presbyterian Church.
6. No burning of candles is permitted in the House or on the grounds.
7. No pets are allowed in Potter House or in the backyard.
8. Anyone under the age of 18 must be accompanied by an adult, whether visiting or residing at the House.
9. All occupants or guests will answer the door and allow reasonable entry to the House of all caretakers and staff of First Presbyterian Church



Potter House

A Ministry of First Presbyterian Church, Tyler, Texas

Welcome To Potter House

The Potter House is a ministry of First Presbyterian Church, Tyler, Texas. It is located across College Street from the church, which is located at the corner of College and Rusk Streets.

The duplex is maintained to provide temporary housing to cancer patients and their immediate families, who must travel to Tyler for outpatient treatments and to families of NICU patients who must travel from out of town to be near their children. Since no nursing service is available through Potter House, residents must be able to care for themselves. Our desire is to make their stay comfortable and restful. This house is our way of extending to the resident our concern during their time of need.

The Potter House duplex provides two bedrooms and a bath on each side. Bed linens are provided, the kitchen is fully equipped, a washer and dryer are provided, and there is a television set in each unit. Residents are responsible for preparing their own food and providing their own paper products. First Presbyterian Church provides no food service, transportation or financial assistance to the residents other than their occupancy of the unit.

There is a “zero tolerance” no smoking policy at Potter House.

Length of Stay

Initial referrals for admission to Potter House must be received from a social worker or from a hospital or cancer treatment center in Tyler. In an effort to make the house available to as many persons as possible, families are requested to find alternate means of housing if they intend to stay longer than 60 days. After 60 days of occupancy, a guest must reapply for admission on a week-to-week basis. Any exceptions to length of stay policy must be cleared with the Director of Housing Operations and/or the Church Executive Assistant. Guests are required to vacate the Potter House within 48 hours of the patient’s release from the doctor/hospital/cancer center.

Unit Occupancy

A \$50 refundable deposit is required for occupancy. That deposit will be returned if the occupied unit is left clean, the linens and towels are laundered and the key is returned to the church office upon check out.

Occupancy will be limited to one couple or two single residents per unit. Rooms can only be occupied by immediate family members and extended family members who are directly involved in the care of the patient. Occupants may not use the spare bedroom for visitors. Upon occasion, the resident may be asked to share the unit on a short term basis with another patient.

If the patient is hospitalized during their stay at Potter House, their family support member must vacate the house within 48 hours. Readmission to Potter House will be dependent upon availability of the facility on a case-by-case basis.

Non-Liability

As stated on the “Release Agreement” card, which you must sign upon admission, The Potter House, First Presbyterian Church, or any volunteer or employee of First Presbyterian Church will not be liable for any injury or property damage which occurs during your stay regardless of cause.

**Potter House
809/811 College
Tyler, Texas
75701**

**For more information call:
First Presbyterian Church
903 597.6317**