



## **Men's Shelter Policies and Procedures**

The Porchlight Men's Shelter provides emergency overnight shelter to male-identified adults at no cost. The shelter has a 250-bed capacity and has a waitlist. *Guests must be offered a bed in order to access shelter.*

### **Hours and Location**

The shelter is located at 1904 Bartillon Drive. Shelter hours are 5:00pm – 8:00am.

**Intake hours are 5:00pm – 8:00pm.** Guests may not line up for entry until fifteen (15) minutes prior to opening. Guests will not be admitted to shelter after intake hours, except with prior approval by staff [see *Late Entry Policy*]. The shelter phone number is **(608) 416-1446**. Guests who exit shelter during the night may not be readmitted.

### **Intake Process**

New shelter guests will be assigned a time to meet with shelter staff to complete enrollment paperwork and receive a shelter orientation. All current guests must check-in at intake each night in order to keep their shelter bed.

All guests entering the shelter must pass through security screening, which includes all belongings brought into the shelter as well as their person. Guests will have the opportunity to temporarily store non-firearm weapons in provided weapons lockers, or to permanently surrender drugs or alcohol during the screening process. Guests who refuse screening or refuse to store/surrender prohibited items may be denied entry into shelter.

### **Bed Utilization**

All guests must use their assigned bed every night in order to retain it.

If a guest is hospitalized and misses one or more nights, they may provide hospital documentation and will be prioritized for the next available bed upon discharge.

### **Stay Duration and Engagement Expectations**

#### First 90 Days

All guests have access to available services such as housing workshops and case management appointments. Participation is strongly encouraged but is not required during this period.

#### After 90 Days

After 90 days, all guests will be required to engage in housing-focused case management in order to extend their stay. Housing-focused case management includes any activities that will assist a guest in obtaining or maintaining housing.

If a guest is working on housing-focused case management with an outside provider, this may be used to satisfy the service engagement expectation. Shelter staff will ask the guest to sign a release of information (ROI) allowing that provider to coordinate directly with a shelter case manager.

### **Bed Assignments**

If the guest does not require a bottom bunk, they will be assigned to the next available top bunk or upper-floor bed before a bottom bunk is offered. Bottom bunks and ground-floor beds are prioritized for guests with documented need.

Bed assignments and changes are managed by shelter staff. Staff may make mandatory reassignments for reasons such as accessibility, medical needs, or safety concerns. Guests may not request changes based on personal preference or swap assigned beds with other guests.



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### **Personal Belongings Storage**

Upon enrollment, guests will be assigned one individual locker and get instructions on how to operate the lock. Guests will have access to lockers when the dormitory is open. Dormitories are closed outside of operating hours and during cleaning. Personal valuables should be secured in the guest's assigned locker.

Lockers are shelter property and staff may enter them if there is reasonable suspicion of prohibited items. Items that are not allowed on shelter property include: weapons, alcohol, drugs, perishable food, living things, unmarked prescriptions, combustibles, and noisemakers. Any items that are not allowed are subject to disposal. Guests may also be asked to remove or dispose of items that are odorous, unhygienic, or unsafe.

Additionally, guests will be allowed to store up to one bag on their assigned bed. Personal items in excess of shelter storage limits found around locker or bed areas (e.g., under beds, on top of lockers) are subject to disposal. The shelter is not responsible for guest belongings.

### **Transportation**

Porchlight has set up bus service to and from the shelter at 1904 Bartillon Drive.

- Buses **to** shelter will pick up between 4:00pm and 4:30pm at The Beacon (615 E Washington Ave), around back.
- Buses **from** shelter will load between 7:00am and 7:30am, and transfer guests back to The Beacon.

Guests who wish to take a regularly scheduled Metro bus may take the A from downtown, among others.

There is limited vehicle parking available on site. Shelter guests may park in the lot if there are enough available spaces, but may be asked to move their car to accommodate staff if necessary. To park in the lot, guests must be actively enrolled in shelter, must move their car out of the lot when they are not at the shelter, and may not sleep in their car while it is parked in the shelter lot. Guests who park on the street should follow any applicable City parking restrictions.

Guests may park bicycles in the designated area during their stay, and are strongly encouraged to use a lock. The shelter is not responsible for lost, stolen, or damaged bicycles or bicycle equipment. Abandoned bicycles are subject to disposal. Bicycles may not be brought inside the shelter.

### **Guest Access to Shelter Spaces**

#### Dorm Spaces

Guests may access their assigned dorm during overnight hours, after they have checked in for the evening. Guests must be out of the dorm spaces by 8:00am each morning, and may not access the dorms again until evening intake.

#### Common and Outdoor Spaces

Guests assigned to dorms on the second floor may access the balcony when the dorm is open and guest access is allowed. Guests must smoke in the designated areas, away from doorways.

The first-floor common spaces and outdoor patio are available during overnight operation hours until "lights out" each evening, and after "lights on" each morning. Guests assigned to dorms and sleeping spaces on the first floor may access the first-floor patio after "lights out", but only with staff supervision.

Guests may not congregate or loiter along the outside of the building, near the trash and/or generator enclosures, or in the shelter parking lot.

#### Restricted Areas

Guests may not access shelter kitchen facilities, and must be accompanied by staff in medical, office, and storage spaces.



## **Men's Shelter Policies and Procedures**

### **Shelter Expectations and Community Standards**

The Men's Shelter is intended to provide a safe, respectful, and dignified environment for everyone who stays, works, or volunteers here. We recognize that people come to shelter with different experiences, needs, and challenges. All guests are expected to contribute to a community where everyone can feel as safe and welcome as possible. Guests are expected to follow the guidelines below while using shelter services and while on shelter property.

#### Safe and Respectful Behavior

Guests must help maintain a safe and respectful environment for all guests, staff, volunteers, and community members.

The following behaviors are not permitted:

- Violence or physical aggression
- Intimidation or threats of violence
- Harassment, bullying, or discriminatory behavior
- Sexual activity, sexual harassment, or unwanted sexual contact
- Behavior that disrupts the safety or operation of the shelter
- Repeated conflicts that cannot be resolved through staff intervention

Staff may intervene in conflicts and may ask guests to separate, relocate, take a walk, lower noise levels, or otherwise help de-escalate situations with the goal of keeping everyone in shelter.

#### Property and Personal Belongings

Guests are expected to respect shelter property, City property, and the personal belongings of others.

The following behaviors are prohibited:

- Theft
- Vandalism or intentional property damage
- Tampering with shelter equipment or safety systems

Guests are responsible for their own belongings. The shelter is not responsible for lost or stolen items.

All personal items brought into shelter are subject to security screening upon entry, and must be stored in accordance with the *Personal Belongings Storage Policy*. Lockers are shelter property, and may be accessed by staff if there are concerns about hygiene, safety, or security. Guests must remove all belongings at the end of their shelter stay.

Any belongings left behind are stored for seven days, then subject to disposal. Former guests can arrange to retrieve belongings during the seven-day period by contacting shelter staff to schedule a time, presenting identification, and signing for their items. A designee may also claim belongings with prior authorization from the guest.

#### Weapons

Weapons are not allowed in shelter, including guns, knives, and any other item that may be used or construed as a weapon, either real or replica.

Shelter staff have access to special lockers for nightly weapons and sharps storage. Upon entering shelter, guests may turn over items for temporary storage in accordance with the *Non-Firearm Weapons Storage Policies & Agreement*, and retrieve items when they leave.

**Firearms are strictly prohibited** on shelter property, and firearms will not be stored. Shelter staff or security personnel will call the police every time firearms are detected or seen on property.



## **Men's Shelter Policies and Procedures**

### Drugs and Alcohol

The following is prohibited on shelter property:

- Possession, distribution, or use of alcohol or illegal drugs
- Distribution, sharing, or use of prescription drugs by someone other than the owner
- Off-label use or misuse of over-the-counter (OTC) medications
- Possession or use of legal substances used or intended for intoxication, including but not limited to synthetic cannabinoids (K2, Spice), Delta-8 THC, kratom, and similar products

Guests will not lose shelter access solely for appearing intoxicated. However, behavior that threatens the safety of others, disrupts shelter operations, or violates shelter expectations may result in consequences, up to and including termination of shelter services.

Guests who are found with alcohol, drugs, or other substances in shelter will be asked to dispose of it. Refusing to dispose of prohibited substances, distributing substances, or repeated instances of substance use on shelter property may result in loss of shelter bed.

### Shelter Environment

Guests are expected to help maintain a clean and usable shelter environment for everyone. Guests must:

- Follow staff instructions related to health, safety, and shelter operations
- Smoke only in designated areas
- Use restrooms appropriately
- Keep sleeping and common areas reasonably clean
- Wear appropriate clothing in public areas of the shelter
- Respect quiet hours and overnight expectations

### **Consequences for Violations**

When shelter expectations are not followed, staff will respond in a way that considers the seriousness of the behavior, the safety of others, prior incidents, and the overall circumstances.

Responses may include:

- Verbal reminders or warnings
- Request to leave for the evening
- Loss of shelter bed
- Termination of shelter services in severe or repeated cases

Whenever possible, staff will attempt to de-escalate situations before issuing a suspension or removal. However, behavior involving violence, serious threats, weapons, sexual assault, or significant safety concerns may result in immediate removal from shelter and involvement of law enforcement.

Guests who lose their bed or are terminated from shelter services will be informed of the reason for the decision and the appeal process.