



Porchlight, Inc.

Men's Shelter

1904 Bartillon Dr | Madison, WI 53704

P: (608) 416-1446 | F: (608) 416-1448

Late Entry Policy

Late arrivals for the purpose of work or school-related activities are allowed with *prior* approval from the Shelter Manager for the late list. To be approved for late entry, the guest must first show documentation of their work schedule. The schedule must demonstrate that the time their work ends, plus reasonable travel time to the shelter, would be later than the time that intake ends. If a guest were to start a job on any given night before they had the opportunity to talk to the Shelter Manager, an exception may be made if the guest brings in proof that they had been working that evening. However, the guest must still call during intake hours to be granted entry after intake hours.

Guests must call the shelter each night that they plan on being late at **(608) 416-1446**.

Year-round intake hours are from **5:00pm – 8:00pm**. Guests must call for late entry before 8:00pm.

Guests may be suspended from late arrival privileges if they misuse the late entry policy, and may lose their bed if they do not check in after calling for late entry.