

# *Danielle House*

## HOUSE INFORMATION & GUIDELINES

**In the spirit of mutual concern, we ask that you observe the following guidelines:**

1. It would be appreciated if you could return to Danielle House by 10:00 PM. If this is not possible, please notify the staff and out of respect for other guests, be as quiet as possible. Checkout is at 1:00PM. Please let us know if you need to stay later so that we can make arrangements.
2. **Parking** is available in the spaces adjacent to the house and on the street. Lock your vehicle at all times; we are not responsible for the safety of your car or its contents.
3. We are a **smoke- and substance-free home**. Please do not bring any alcoholic beverages or drugs into the house and, if you wish to smoke, do so outside. Be sure to dispose of tobacco products properly.
4. **Your room** has been prepared for you:
  - a. Extra towels are available in your room, the lower level shared bathroom, and the upper level linen closet (mirrored sliding doors in upper hall). Personal care items are also available in the upper level linen closet.
  - b. When you are departing, *please* strip your bed and put used linens on the floor by the bed.
  - c. If you share a bathroom, please remember to take personal care items back to your room. Should you need any personal care items, check with the house manager.
5. The **kitchens** are fully-equipped and stocked with the basics and are available for your use at all times. You may use anything in the “community cupboards” or refrigerator in either kitchen. You are responsible for your own meal preparation. Should you bring food, you will be assigned a cupboard. Labels are provided to label your own food. **Food is not allowed in your room.** Dishwashers are available in both kitchens.
6. Binghamton is a recycling community; rinse plastic, aluminum, paper or glass containers. On the 1<sup>st</sup> floor, place in recycle bin drawer (left side) next to the sink, lower level in brown basket provided.
7. There is a telephone available for guests. The phone number is **607-724-1540**. Local calls and long distance calls are provided as a service of **Danielle House**. Try to limit incoming calls to after 8 AM and before 9:00 PM, except in cases of emergency.
8. A computer is available for your use in the lower level family room; please do not shut down or change any settings on the computer.
9. Please be considerate of other guests. Appropriate dress in common areas (no PJs/bathrobes, etc.) When using a television or radio, keep it at a level low enough to not disturb other guests who may be resting or sleeping at different times of the day.
10. Children must be accompanied by an adult at all times and may not be left unattended in the house.
11. During the day, there is generally a staff assistant available to you. The house managers are available from 8 PM to 8 AM. Their apartment is labeled “9” on the upper level. If no one is available, call one of the numbers listed below. We have tried to include as much information as possible, but we will attempt to help you with any other questions you may have. We want your stay with us to be as comfortable as possible. **Never hesitate to seek our help or guidance.**

**A \$20 donation per room per night is suggested of guests, but services of Danielle House are free or reduced to those in need, depending on individual circumstances. If this creates a financial hardship, please confer with the House Manager or Director.**

**Website:** [www.daniellehouse.org](http://www.daniellehouse.org)

**E-mail:** [dhousel@stny.rr.com](mailto:dhousel@stny.rr.com)

**Phone:** 607-724-1540

**In case of emergency, contact:**

Executive Director:

Diane Stento

(home) 607.724.6092 (cell) 206.6617

House Manager Room 9, upper level:

Vin/Pat Ackerman

(cell) 607.206.7323

Administrative Asst.:

Leslie Campbell

(cell) 267.664.7720

*Extraordinary circumstances at **Danielle House** may make it necessary for us to ask you to change rooms during your stay. We will make every effort to avoid this situation.*