



HOUSEHOLD INFORMATION & GUIDELINES

1. **Keys** access exterior doors and your assigned room. When checking out, please leave them in key drop box located next to the back door. In unusual circumstances, we may need to change your assigned room, but will try to avoid this disruption.
2. **Checkout is 11:00AM** but should you need to stay a bit later, stop by the office to make arrangements.
3. **When departing, please strip beds (leave zippered mattress cover on). Place folded comforter and blanket on chair. Put used sheets and towels in the clear plastic bag stored in your closet or bureau, and carry the plastic bag down to the laundry room. If you are medically unable to negotiate stairs, kindly leave bag near your room door.**
4. **Parking** is in our back lot adjacent to the house or on the street. Lock your vehicle at all times; we are not responsible for the security of your car or contents.
5. **Children** must be accompanied by an adult at all times and may not be left unattended in the house.
6. **Facility is smoke and substance-free.** Guests shall not bring alcoholic beverages or illicit drugs into the house. Smokers shall kindly indulge outside (ex: patio), and utilize cigarette disposal containers there.
7. **Linens** are provided. Additional towels and hygiene items are in mirrored closets of upper hallway, or check with house manager if you require sundry items.
8. **If Sharing a Lavatory:** Please take your personal care items back to your room. Guests shall wear bathrobes and proper attire in hallways and common areas.
9. **Kitchens** are stocked with basics. You may use anything in cupboards or refrigerators unless labeled by another guest. To store food, use your room number on labels provided and place in assigned drawer.
NOTE: Fire extinguishers located in both kitchens. No food or open flames allowed in rooms.
10. **Dishwashers** will be run each day by staff—guests should rinse and load dishes they use. Recycle bin is located beside the trash can in both main and lower level kitchens.
11. **Quiet Time: 9:00PM.** Please utilize main floor kitchen and living room, and the lowest level common area for late night activities/television as no bedrooms are on these floors. Sofas cannot be used for sleeping.
12. **WiFi Network _____ WiFi code: _____** Also, if using the house computer, please do not change any settings.
13. **House Phone: 607-724-1540** is our business line, so if using it please limit calls to 10 minutes, and kindly refrain from use after 9:00PM except in emergency.



Please consider a \$20.00 donation per night for one bed, and \$35.00 for multiple beds. Does not apply to crib, cot, or inflatable mattress, nor if second bed is unused. Please confer with the Director if this donation should constitute a financial hardship.



Staying longer? Kindly place weekly donations in key drop. For your convenience, envelopes are replaced during weekend cleaning.

Please voice any questions/concerns to staff and volunteers. Office is typically staffed during the day, and house managers are onsite 6:00PM to 8:00AM (Unit #9 upper level). At other times or in emergency, please call **House Managers, Dan Marascia (cell) 607.365.2617 or Director, Diane Stento (cell) 607.206.6617**

WE WELCOME YOU!