



## **WOMEN'S SHELTER PROGRAM**

### **EFFECTIVE 6/1/2015**

**Bethel A.M.E. Church - Providence Foundation**  
**916 Laguna St.**

#### RESERVATION PROCEDURES

The Women's Shelter Programs' reservation procedure is based on a ticket system. Priority is given to those guests seeking a shelter bed for a weekly period.

1. Regular hours of operation at Bethel A.M.E. Church:
  - Women's Shelter: from 6:00pm until 7:00am
  - Breakfast is served from 6:15am until 6:45am
  - Dinner is served from 6:30pm until 7:30pm
2. Tickets are distributed each Sunday at the opening time for the site:
  - Women's Shelter – Bethel AME: Sunday at 6:00 PM
  - Tickets are distributed on a first come first serve basis until maximum capacity has been reached.
  - Capacity is up to 30 women.
3. Tickets distributed on Sunday may be used for 7 days, from Sunday through the following Saturday.
  - Women's Shelter: 6:00 PM at Bethel AME Church at 916 Laguna St.
4. A person without a ticket may stay at the shelter on a one-night basis if other ticket holders do not arrive by curfew. Curfew is 15 minutes after the opening time.
5. Intake begins each day at the times listed in #2 above. Tickets holders have until 15 minutes after that to present their ticket for entrance into the shelter. Shelter users may not arrive at the shelter site more than 30 minutes before opening.
6. After curfew, any remaining beds will be available for one night use on a first come, first serve basis.
7. Women's Shelter slots are not reserved through CHANGES. For information on vacancies during the week for one night only, call:
  - Women's Shelter: Lamar Simpson, Supervisor at 415/ 706-3660
  - Selena Crain, Lead Monitor at 415/684-0546
8. All persons upon entering the shelter must provide their name, signature, last four digits of social security number, date of birth, ethnicity, and military status on the daily sign-in sheet. This is needed as part of each day's shelter entry.
9. Violence, alcohol, drugs and smoking inside the building are prohibited and may result in a guest being asked to leave the facility.





10. Guests are not allowed to store any of their belongings at the facility. Any property left at the shelter will be discarded the following morning.
  - There is no storage at the shelter, even for those with a one-week ticket.
  - However, clothes and shoes may be stored at Homeless Storage Facility at 350 Jones Street, 415/921-1978. Rev: 6/16/15

