



HOUSE INFORMATION & GUIDELINES

Welcome to The Danielle House. The staff and volunteers are happy to have you stay with us. The following information is intended to answer questions you might have and to assist you during your time with us. If you still have questions or needs, please do not hesitate to ask one of us for help.

Our home is your home.

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

1. Each day, complete the **sign-out board** (located on the wall in the kitchen by the door leading to the lower level) noting your **departure time** and approximate **return time**. It would be appreciated if you could return to Danielle House by 10:00 PM. If this is not possible, please notify the staff.
2. **Parking** is available on the street or in the parking lot at Lourdes Hospital across the street. Lock your vehicle at all times; we are not responsible for the safety of your car or its contents. Please observe alternate side parking rules, when applicable (generally Nov. thru April-we will post!)
3. We are a **smoke- and substance-free home**. Please do not bring any alcohol 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) There are extra linens and towels available in the community linen (hall) closet by the (second floor) bathroom. When you are departing, *please* strip the bed and put dirty linens in the hamper in the linen closet or in the (basement) laundry room.
 - (b) Keep your personal care items: shampoo, soaps, lotions, toothbrush, toothpaste, etc.- in the toiletries basket provided in your room. Place all used towels in the hamper in the community linen closet.
6. The **kitchens** are fully-equipped and available for your use at all times. You are responsible for your own meal preparation; should you bring food, you will be assigned a cupboard. You may use anything in the “Community cupboard” or anything unmarked in the refrigerator. Label your own food, please, and wash and put away your dishes (this means you can load the dishwasher!)
Binghamton is a **recycling** community; we ask that you try to help by rinsing plastic, aluminum or glass containers. Recycling bins (yellow) are located outside the back kitchen door-one for papers and one for other (plastic, aluminum, glass).
7. There is a telephone available for guests. The phone number for Danielle House is **607-724-1540**. Local calls and long distance calls are provided as a service of Danielle House.
8. Please be considerate of other guests. When using a television or radio, keep it at a level to not disturb other guests who may be resting or sleeping.
9. A resident house manager or staff assistant will be available to you at all times. We have tried to include as much as 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.**
Thank you for staying with us. Sincerely, The Danielle House Staff

- ◆ A nominal donation per room per night is asked 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.**

In case of emergency, contact:

Executive Director:	Diane Stento	607.724.6092 (cell) 206.6617
House Manager:	Roxanne Yagley	607.727.4301 (cell)
Administrative Ass't.:	Mary Lou Bush	607.771.6673 (cell) 765.7137

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.