



Gavin Newsom, Mayor

Trent Rhorer, Executive Director

Questions may be directed to: Briana Moore @ 557-6482 or Fred Thompson@ 571-6812

**Episcopal Community Services and San Francisco Interfaith Council
2009-2010 Interfaith Winter Shelter
Revised INTAKE PROCEDURES**

The Interfaith intake procedure is based on a ticket system. Priority for beds is given to those guests seeking a shelter bed and who have a weekly bed ticket. Here are the steps to the process:

1. Regular hours of operation are 7:00pm until 7:00am, except at St. Boniface, seven days a week from November 22, 2009 through February 28, 2010. St. Boniface hours of operation are 6:30 am to 6:30 pm
2. Tickets are distributed on Sunday beginning at 7:00pm. They are distributed on a first come first serve basis until maximum capacity has been reached. (Each location has different capacity.)
3. Tickets distributed on Sunday may be used for the entire week, Sunday through the following Saturday. Initial ticket distribution for this season will begin at St. Boniface Church, 133 Golden Gate Avenue.
4. After all of the tickets are distributed, a person may enter the shelter on a stand-by status through the no-show of ticket holders.
5. Intake begins each day at 7:00pm. Tickets holders have until 7:15pm to present their ticket for entrance into the shelter. **Shelter users may not arrive at the church prior to 6:30pm.**
6. These slots are not reserved through CHANGES. For information on vacancies for one night only, call phone number Fred Thompson at 571-6812.
7. After 7:15pm any remaining beds will be given for the night on a first come, first serve basis.
8. All persons upon entering the shelter must enter their name, signature, last four digits of social security number, date of birth and ethnicity on the daily sign-in sheet
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 facility. However, clothes and shoes may be stored at Homeless Storage Facility at 150 Otis Street at 557-6339.)