



## FOR GUESTS WHO ARE SEEKING EMPLOYMENT

If you are seeking employment and intend to continue your temporary stay at the LUM Emergency Shelter. Guidelines are as follows:

- Please seek employment that will enable you to check-in to the LUM Emergency Shelter from 9 to 9:30 p.m.
- **No exceptions will be made to check-in time**
- In addition, please seek employment that will still enable you to request a nightly pass at the LUM Office (420 N 4th Street, Lafayette) from 7 to 11 a.m.
- Any work conflicts with this time are an exception and must be pre-arranged with LUM
- LUM will verify employment and work schedule

## Lafayette Urban Ministry Emergency Shelter & Winter Warming Station

### MORE INFORMATION

Jeffrey Auguste  
**Phone:** 765-423-2691  
**E-mail:** shelter@LUMserve.org  
**Website:** client.LUMserve.org/  
homeless-services

### Emergency Shelter

525 N 4th Street  
Lafayette, IN 47901  
Phone: 765-269-4132

### Winter Warming Station

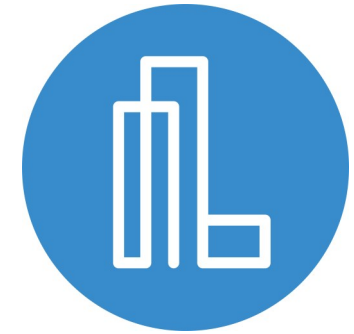
420 N 4th Street  
Lafayette, IN 47901  
Phone: 765-423-2691

### LUM Office

420 N 4th Street  
Lafayette, IN 47901  
**Phone:** 765-423-2691  
**E-mail:** lum@LUMserve.org  
**Website:** client.LUMserve.org



LAFAYETTE  
URBAN  
MINISTRY



## Emergency Shelter Guest Expectations



Lafayette Urban Ministry

*Tackling human needs,  
Uplifting human beings.*

## HOW TO GET A PASS:

- ◆ Passes are available as follows:
  - Monday – Friday,  
7 to 11 a.m. at the LUM Office  
(420 N 4th Street, Lafayette)
  - Saturday, Sunday and Holidays,  
6:30-7 a.m. at the  
LUM Emergency Shelter  
(525 N 4th Street, Lafayette)
- ◆ All Guests must have a pass to enter the shelter each night — passes for the following night will be offered to guests as they leave the shelter in the morning



## ADMISSION INTO THE SHELTER:

- ◆ Absolutely no admission to the shelter without a pass
- ◆ Check-In Time: 9 to 9:30 p.m. —Every evening of the year
- ◆ Absolutely no admission to the shelter after 9:30 p.m.
- ◆ No gathering before 9 p.m. Do not arrive at the shelter before 9 p.m. Before 9 p.m., do not loiter or litter within a three block area of the Shelter, or you may be suspended.
- ◆ Check-Out Time: 7 a.m. — passes for the following night will be offered to guests as they leave the shelter in the morning

The LUM Emergency Shelter is for **temporary stays only**.  
What are you plans for leaving our facility?

# LUM Emergency Shelter – Rules for Guests



1. Guest consents to hands off and metal detector search of his/her person.
2. No drugs or liquor are allowed. Guest consents to inspection of possessions and drug dog search of his/her person and/or possessions. If found, alcohol will be disposed of immediately and guest will be suspended. Suspected illegal substances will be confiscated as evidence and guest will be suspended and reported to police.
3. No smoking in building or going outside to smoke during or after check-in. Cigarettes/tobacco, lighters/matches must be checked in.
4. No weapons are allowed (including knives).
5. No abusive language is allowed at the Shelter.
6. The only items allowed into the Shelter with a guest are a fresh change of clothing for those who will be showering, toothbrush, comb or brush, and the bed linens provided by LUM. All other personal items must be checked at the counter and stored in the office and must fit into a small storage space (including coats). No additional bags/belongs are allowed to be stored on the floor.
7. Guest may not loiter within a three blocks of the Shelter prior to 9 p.m. check-in. Upon arrival, guest must immediately enter and stay inside. No loitering on the porch.
8. No one is admitted without a pass. Guest must arrive between 9 - 9:30 p.m. No one will be admitted after 9:30 p.m.
9. Working guests must participate in the Match Program, arrive between 9 - 9:30 p.m., and pay \$5 each night with exact change. Money may not be paid in advance.
10. Guest will receive a sheet and pillowcase. They must be used - they are not optional! Except for guests sleeping in the basement, beds are to be made before eating.
11. No food or drink is allowed in the bedrooms.
12. Windows are to remain locked regardless of the weather or season. Heating and air conditioning are provided.
13. No fighting is allowed. No angry physical contact is allowed including pushing, shoving, hitting, throwing objects or in any way being threatening to guests, volunteers and/or staff.
14. No personal displays of affection are allowed.
15. No stealing is allowed.
16. The phone is for emergency use only. Guest may not make or receive calls.
17. Men and women are placed in separate rooms.
18. Guest may be assigned a chore.
19. Showers must be taken by 10:15 p.m. No morning showers are allowed.
20. Lights are turned off at 10:30 p.m. Guest must be in bed and quiet after lights out.
21. If guest leaves after check-in, no returning is allowed.
22. Wake up is 6 a.m. sharp. Guest must be out of his/her room no later than 6:15 a.m. Blankets must be folded and left on the bed. Sheets/pillowcase must be taken to the front office.
23. Guests must be checked out of the Shelter and off Shelter property by 7 a.m. No loitering on the porch.
24. Above all, show respect for every person in the Shelter — guests, volunteers and staff.

Violation of Shelter rules will result in suspension from the Shelter. Any guest suspended must see the Shelter Director after his/her suspension has ended and request re-admission to the Shelter.

Suspensions are progressive:

- 1st violation - one (1) day suspension
- 2nd violation - three (3) day suspension
- 3rd violation - five (5) month suspension

*Some violations are so serious they result in an immediate 6-month suspension.* This includes smoking, stealing, fighting, any angry physical contact or in any way being threatening to other guests, volunteers and/or staff.