**ANY GUEST WILL BE ASKED TO LEAVE THE FRIARY IMMEDIATELY FOR THESE REASONS.**

* Using or possessing alcohol or drugs on or off the property. Guests may be breathalysed and/or tested for drugs.
* Smoking anywhere inside the shelter. Guests may step outside to smoke at designated times.
* Fighting with, or being abusive toward a guest or staff person.
* Failing to return to the Friary by 10:30 PM every night. (The only exception is for the guest who must work late, has notified staff ahead of time, and brings back written proof of the hours worked.) Beds are not reserved. If you choose to spend a night elsewhere, you lose your bed, unless hospitalized.

**If hospitalized, WE (The Friary) MUST be notified. We will save your bed for one full day, not including the day hospitalized.**

**THINGS NOT PERMITTED IN THE FRIARY:**

* Weapons of any kind
* Pornography, “adult” or indecent material.
* Gambling
* Food or beverages brought in by guests (except with a written statement from your doctor). Bags will be checked as you enter or leave the house.

**PERSONAL PROPERTY WHICH MUST BE LEFT LOCKED IN THE OFFICE:**

* Radios, walkmans, cell phones, pagers, iPads, iPods or any other electronic equipment.
* Irons, hair dryers or other devices that heat up
* All potentially dangerous items, such as knives, box cutters or tools.

**WE METAL SCREEN ALL RESIDENTS AT ADMISSION AND RANDOMLY!**

* ALL Medication, ie. Prescriptions AND ANY over the counter medication (pain relievers, cold medicine, etc.).
* Valuables such as cash, food stamps and jewelry may be locked in the office file.

***The Friary is not responsible for lost or stolen property.***

**OFF-LIMITS AREAS**

* The women’s side if you are a man and the men’s side if you are a woman.
* The rooms of other guests, and the staff bedroom.
* The clothing storage room and the linen closets.
* The office files drawers, refrigerators and freezers.
* The office and kitchen unless you have a chore or need to speak with a staff.
* Office telephone is for **staff use only**.

**YOUR RESPONSIBILITIES AS A GUEST AT THE FRIARY:**

* Follow all the Friary rules and guidelines.
* At all times be responsible for your own belongings.
* Remain faithful to commitments made upon admission and during the weekly interviews: e.g., to attend programs or meetings, see counselors, etc...
* Check the list of assigned chores the evening before. If you have a chore be sure it is done at the correct time and according to the instructions provided in -the dining room. If you foresee a time conflict, arrange with the evening staff person to not schedule you for the time of the conflict. It is the expectation that all guests will share in keeping the house clean.
* Keep your room clean, make your bed, put away clothes and pick up any items on the floor (see list in your room). On Mondays, strip bed of linen and put it with towel and facecloth in the designated containers on the first floor. **DO NOT PUT BLANKETS OR BEDSPREADS WITH THE LINENS FOR LAUNDERING.**
* **NOTIFY** a staff person whenever you leave or return to Friary.
* When leaving in the morning, notify staff whether you will be eating supper at the Friary or not. If you are working (with written verification) arrangements can be made to save supper until 9 PM..
* Residents are prohibited from being anywhere on the property between 9 AM until 4 PM. daily.
* **RESIDENTS MUST rEGULARLY Meet with a staff person to review AND DISCUSS your DISCHARGE plan**
* **HONESTLY FOLLOW THE FRIARY SCHEDULE**

**OTHER SERVICES THE FRIARY PROVIDES TO ITS GUESTS**

* Upon admission, guests are issued a set of linens, washcloth and towel.
* Plastic covers should be kept on the mattress and pillow at all times.
* If needed, toilet articles are provided upon admission and additional soap, shampoo, toothpaste can be supplied.
* If needed, a limited supply of donated clothing is available for guests. A guest must fill out of a clothing request form with specific sizes indicated. However, in certain sizes items may not be available. Clothing requests will be filled at staff convenience and may take 1–2 days.
* Personal laundry for men is washed every Monday, Wednesdayand Friday and for women every Tuesday and Thursday. Dirty clothes should be placed in the clothes basket in the hall on the morning and retrieved in the dining room after supper. The Friary cannot wash every guest’s clothing separately, so be responsible for claiming your clothes.
* Breakfast is served at 7:30 AM dinner is served every day at 5:15 PM. Lunch is available at nearby soup kitchens. A light snack is usually put out around 8:00 PM. **Food MUST be eaten in the dining room.**
* TV is available only after 4:00 PM until 11:00 PM. The majority decides which program to watch.
* Cars may be parked in the large parking lot on the side nearest to the Friary. If you have a car, please give the license number to a worker.

**WHEN YOU PLAN TO LEAVE THE FRIARY**

* Notify a staff person as soon as you know that you will be leaving the Friary to stay elsewhere. If you fail to return without notifying the Friary, you might not be permitted to stay here again.
* If you have been receiving mail at the Friary, be sure to complete a change of address form at a nearby post office or online. Mail cannot be saved after An individual moves out of the shelter. It may be helpful to leave a forwarding address.

If you move into a new residence a limited supply of linen and or kitchen items are available. NOTIFY STAFF!

***WHEN YOU LEAVE THE FRIARY:***

* **WE DO NOT STORE YOUR BELONGINGS!! Take your belongings!!** HOWEVER, FOR **NOTIFIED** HOSPITALIZATION, BELONGING CAN BE KEPT FOR UP TO 30 DAYS, AND 7 DAYS IF INCARCERATED.
* **NOTIFY THE POST OFFICE AND COMPLETE A “CHANGE OF ADDRESS”.**

***Friary, DAILY Schedule***

**7:00 A.M. WAKE-UP**

EVERYONE WILL RISE, WASH AND MAKE BEDS, BEFORE BREAKFAST.

***DO NOT RETURN TO BED!***

**7:30 A.M**. **Breakfast**

Everyone must be

present

**8:30 A.M. FINISH HOUSE CHORE**

**9:00 A.M. Leave shelter**

**4:00 P.M. Friary re-opens**

Guests may return

**5:15 P.M. Supper**

**8:00 P.M. Snack**

**10:30 P.M. All guest must**

**be in the Friary**

**11:00 P.M. Bedtime**



***You give them enough, and satisfy the needs of all***

***Psalm 145***

***Friary Guidelines***

***Little Portion Friary***

***P.O. Box 891***

***1305 Main Street***

***Buffalo, NY 14209***

***Phone: 882-5705***

***www.littleportionfriary.org***

***Welcome to our home!***

**While you stay as our guest, you will be a member of our family.**

**Please read our guidelines carefully.**

**The GUIDELINES explain the respect, courtesy, and love we should have for each other*.***