



MANITOWOC WARMING SHELTER

Located inside of First Presbyterian Church

502 N 8th Street Manitowoc, WI 54220

920.629.5820 manitowocwarmingshelter@gmail.com

www.manitowocwarmingshelter.org

LINE MONITOR

When:

- Every Night

Time:

- 6:30–8:45pm

Number of People Needed:

- 1 person each night, must be over the age of 18

Entry

- Enter through the 8th Street door they will either be unlocked, or someone will be there to let you.

Tasks

- Put on Orange safety vest located in the OFFICE CABINET
- Place the Large A-Frame sign in front of the 8th Street door, allowing enough room for people to enter or leave the building. (Sign is located in entryway)
- Please advise the guests what to expect and review Policy (on other side)
- Line up starts at 7:00pm. Doors open at 8:00pm. Only 12 adults will be let in.
- Doors will be locked when 12 guests are in or at 8:30pm whichever comes first.
- Share with guests in line:
 - They must agree to guidelines
 - Sign a medical waiver (allows the Shelter to call for medical assistance)
 - Be assigned a Linen/Storage Tote
 - Guests will select their cot. (Men and women will be on separate sides)
 - Bed Pads are available if guests need them for incontinence/illness
 - A warm meal will be served until 8:30pm
 - Guests can go to designated smoking spot (on State Street) UNTIL 9 pm
 - If a guest leaves the building they will not be allowed back in.
 - Lights out at 10:00pm
 - Cellphone / devices allowed after 10:00pm only with headphones/ear buds
 - All personal items must be taken when guests leave.
 - All guests will leave by 8 am
- Lock doors at 8:30pm
- After the shelter is full OR by 8:45pm, call Police Dispatch 920-683-4470 let them know if the center is full or how many spots are still open.
 - Confirm that this call was made to Overnight Monitor