**THE COMMUNITY FOOD PANTRY**

**A PROGRAM OF CANAL WINCHESTER HUMAN SERVICES**

**80 Covenant Way, Canal Winchester, Ohio 43110**

 The COMMUNITY Food Pantry: 614-834-4700

Website: www.cwhumanservices.org

**GUIDELINES**

1. The COMMUNITY Food Pantry is a “Choice” pantry available to David’s Way residents who need food assistance. As a Choice Pantry, clients will be accompanied into the COMMUNITY Food Pantry to select items from the available inventory family for a **maximum three-day supply of food per visit**. Clients may come every Thursday from 11:00am-12:00pm every week.

Only one food order will be given per apartment unit.

1. ID is preferred first visit.
2. Only one adult family member per family is allowed in the distribution area at one time.
3. Normal operating hours are Thursday from 11:00am-12:00pm every week.
4. Any dates that we might have no service is listed on the board in the lobby.
5. As a Program of Canal Winchester Human Services, the COMMUNITY Food Pantry is operated by community volunteers. Should you have any issues, please contact the Food Pantry Coordinator immediately. **Any client who displays rude, aggressive, or otherwise inappropriate behavior, or abuse the guidelines in any way may be denied food assistance at the discretion of the Food Pantry Coordinator and continued inappropriate behavior may result in permanent termination from the Program.**
6. **Please do not arrive more than 15 minutes before our service time. This includes the area by the flagpole or waiting in your car. Please get in line as your vehicle does not mark your spot in line. If you must get out of line, your spot is not saved, and you will have to go to the end of the line. The line begins where the benches are and please do not block the front door.**
7. The COMMUNITY Food Pantry provides food assistance to all eligible clients and does not discriminate, offering food resources equitably to all clients who meet the eligibility requirements. Falsified information will be grounds for immediate termination of the Program.
8. **For your safety, DO NOT stand under the overhang where our transportation vehicles are housed.**
9. There are NO PUBLIC BATHROOMS at our facility.
10. NO SHIRT, NO SHOES, NO SERVICE
11. NO smoking on property.
12. Phones are welcome to be used in the lobby only but please do not have it on speaker. Phone calls must end while checking in and no cell phone usage in the food pantry area.
13. We are an equal opportunity provider.
14. Any violations to any of the above rules will result in as follows: first violation – warning, second violation – one month no service, third violation – three months of no service, fourth violation – six months of no service. Depending on the extent of circumstances it can result in direct suspension of services.