

WESTBOROUGH FOOD PANTRY: Information for Clients

Location: Forbes Community House (rear lower level), 9 East Main Street, Westborough

Food Pantry Hours: Tuesday 9:00-11:00 AM, for Westborough residents age 60 and over only. Seniors may also obtain food on Thursday.

Thursday 9:00 –11:30 AM and 6:30 – 8:00 PM for everyone

You must arrive 15 minutes before closing in order to receive food. No exceptions.

If school is cancelled due to inclement weather, the pantry will not open.

The Westborough Food Pantry is a private organization staffed by volunteers. We are not affiliated with any town department. Most of the food is donated but we do purchase meat, cheese, eggs, and bread.

Everyone is responsible for getting their own number-*no saving or taking numbers for someone else*. If you are not in the building when your number is called, you must then go to the end of the line and wait your turn. You may not return to the pantry for additional items.

No children are permitted to pick up groceries for parents.

Only the person picking up food should enter the pantry area and children should stay seated in the lobby.

Please do not allow your children to run free in the pantry or the parking lot.

No strollers, baby carriages, or grocery carts are permitted in the building for safety reasons.

No weapons of any sort are permitted in the building.

Everyone is to be treated in a respectful manner. Anyone yelling, using abusive language, acting in an aggressive manner, or causing any problems towards any clients or staff will be told to leave and will not be allowed to return to the Food Pantry. It will be up to the discretion of the Food Pantry Staff if the Westborough Police should be notified.

Special requests for particular food items will not be honored.

Everyone is responsible to bring their own reusable grocery bags. Paper bags to be placed inside reusable grocery bags will be supplied.

Please use cell phones outside of building.

If you are having a problem with a client, please bring it to the attention of a staff member.

If you are found taking items not belonging to you, Westborough Police will be notified and you will no longer be permitted in the Food Pantry.

All game devices must be placed on silent so not to disturb other clients and staff members.

If you do not sign up for the holiday distributions at Thanksgiving and Christmas as well as children's Easter baskets (when donated) you will not be eligible to receive additional items. **No exceptions.** We keep a list of those who have signed up at the Food Pantry and of those receiving holiday baskets from the churches.

Credential checks are done twice a year. In May/June, you are required to bring in proof of residency, photo ID of all adults, birth certificate or passport for children, proof of income. In October/November, you will be mailed an envelope with a letter instructing you when **to bring in the letter and envelope** to prove residency. We need to know how many clients we have to prepare for holiday distribution. If you do not follow directions for credential checks, you will not be eligible for food or both holiday distributions.

If you are unable to come to the pantry, you may send a letter with someone who will get your groceries for you but **you can only do this once.**