



SPINZ-A-ROUND PROGRAM

A Division of the
Community Kitchen Program of Calgary
3751 – 21 Street NE
Calgary, AB T2E 6T5
Phone 403-538-7309 / Fax 403-274-2967
Email –steve.kennard@ckpyyc.ca

RULES & REGULATIONS

HOURS OF OPERATION:

Tuesday from 9:00am – 10:00am
Thursday from 9:00am – 10:00am

RULES AND REGULATIONS MAY CHANGE WITHOUT NOTICE

*** REQUIRED BY AGENCIES**

- ✚ Agencies **must** have application form filled out and letter of authorization on company letterhead from Pastor or Head of Agency.
- ✚ A \$100.00 monthly/\$1200.00 yearly membership fee **must** be paid by an agency cheque payable to Community Kitchen Program of Calgary. This is a yearly administration fee.
- ✚ Agency must display a Community Kitchen Program sign at depot.
- ✚ Only representatives with Spinz –A- Round photo ID name tags will be allowed in the Spinz area. Name tags **must** be worn at all times.
- ✚ **For Safety absolutely NO children Allowed in Spinz area or running outside in the parking lot during Spinz –A- Round times.**
- ✚ Only 2 representatives and 1 vehicle per agency allowed in parking lot when picking up. Only 1 representative per agency at a time in Spinz area; the other representative may be present but **must** remain outside.
- ✚ All agency representatives **must** sign in and provide statistics for the # of Families, Adults, Seniors and Children receiving food.
- ✚ Agencies are responsible for bringing their own wagons, dollies, carts, boxes and bags. Community Kitchen Program does NOT provide representatives with these things.
- ✚ Sidewalks and aisle ways **must** be kept clear at all times of food, boxes and debris. Be considerate and keep carts, dollies and wagons off to one side so others can pass. Do not stock pile product in the isles or sidewalk outside the door, any stockpiled product in the isles or outside sidewalk will be reclaimed.
- ✚ **No Pushing, No Shoving, No Running, No Stealing off of other representative's carts, dollies, wagons, boxes or bags. No Stealing out of the back of any representative's vehicles. All limited Allocations must be obeyed. Not following these instructions will result in a suspension for the remainder of the current day's Spinz.**
- ✚ Verbal or Physical abuse **WILL NOT BE TOLERATED.**
- ✚ All agency representatives **must** Enter through the IN-door and Exit through the Out-door; keeping the flow of traffic smooth.
- ✚ **Anyone found in breach of these rules will be asked to leave immediately and denied access to the Spinz –A- Round Program.**
- ✚ No changing your appointed Spinz day pickup without proper authorization, this includes coming twice to Spinz in one week.

- Please help us ensure the food is kept in a clean environment -