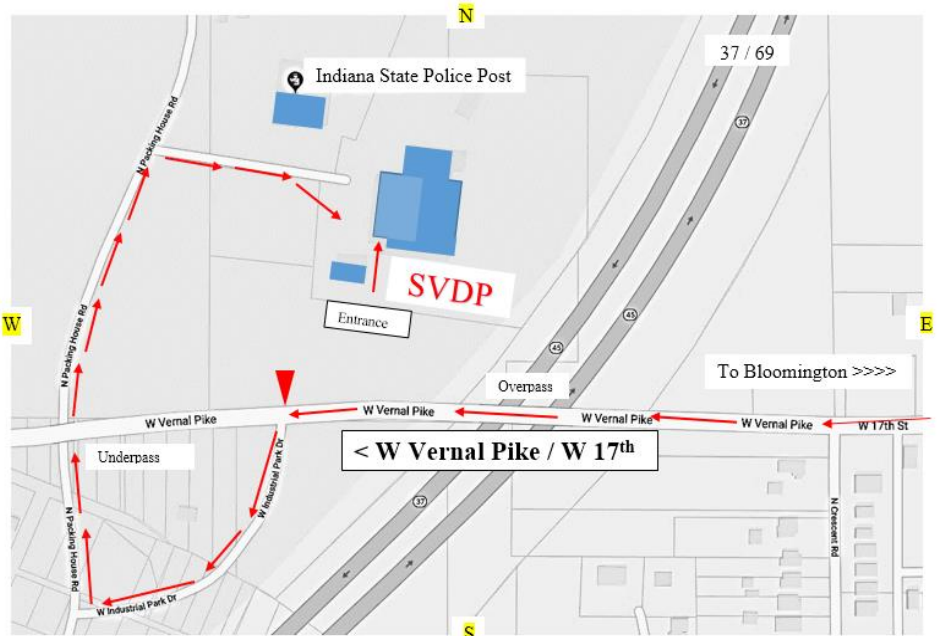


**St. Vincent de Paul
Furniture Warehouse**
1999 Packing House Rd
Bloomington, IN
(Off of Vernal Pike / W 17th)

Saturday Mornings
Check In
8:30AM to 9:00AM
Furniture Distribution
9:00 AM

*Call or check our website for notice
of holiday or unplanned closures*
812-961-1510
www.bloomingtonsvdp.org



New Warehouse Location

Guidelines and Procedures for Furniture and Appliance Distribution

St. Vincent de Paul (SVdP) is an all-volunteer organization. Throughout the week we pickup donated furniture and appliances. In order to insure fairness and efficiency in the distribution of these items to those in need we have developed the following guidelines and procedures.

1. **New vouchers must be approved by SVdP.** All clients must have an approved voucher to receive furniture or appliances. An approved voucher is usually obtained through an SVDP home visit. Home visits may be requested by phone or through our website. Clients without a phone or access to the internet may come to the warehouse to schedule a home visit during office hours. Office hours: 8:30 AM - 10:00 AM on Saturdays and 11AM - 1PM on Tuesdays and Thursdays.
2. **Vouchers expire 3 months from date of issue.** A client may come to the warehouse on as many Saturdays as necessary to receive their items while their voucher is active. Vouchers remain active for 3 months. If the client comes 3 times within that 3 months and still has items to receive their voucher may be extended.
3. **Only 1 voucher is allowed per household** during any 6 month period and items must be for client's current residence.
4. **Check in time is 8:30 AM to 9:00 AM on Saturdays.** The client or someone designated by the client to represent them must check in at the warehouse to claim their voucher. Late check-ins will be served last.
5. **Furniture distribution begins at 9:00AM.** All clients checked in by 9AM that have standard vouchers will be served according to the date on their voucher with the oldest dated vouchers served first. Late check-ins and those with 'Z' vouchers will be served last. When served an SVDP distributor will take client and show them the furniture they are eligible for and mark what client selects for same day delivery or pickup.
6. **Quantity limitations per visit apply.** Generally there is a maximum limit of 1 pickup truck load of items per visit. Other limitations may also apply such as only 1 dresser per visit. There is a waiting list for major appliances such as washers, dryers, refrigerators and stoves. Details available at the warehouse.
7. **Items may not be available.** Item availability is dependent on the donations we receive. Several visits may and often will be required before some requested items are available and some items may not become available during the life of the client's voucher.
8. **Items must be picked up or delivered same day they are selected.** We normally do not hold items beyond the Saturday the client visits.
9. **SVDP will deliver if trucks and volunteers are available.** While not mandatory we do ask for a \$5 donation for delivery to help us cover the costs of operation. We ask that clients remain at the warehouse until the truck delivering their items is loaded. Rides home for clients without transportation may be available.
10. **SVDP guidelines and procedures are subject to change as conditions warrant.** Please inquire at warehouse about any changes or additions to what is stated here.