

## CONRAD CENTER SERVING GUIDELINES & INFORMATION

Thank you for assisting Freedom House in serving hot, nutritious meals to those in our community who otherwise might have to go without an evening meal. Below is information you'll need as a volunteer and some basic guidelines to follow while serving. If you should have any questions or concerns while serving, please see one of the staff members on duty.

Volunteers should come in the front entrance and tell the person at the reception desk you are there to volunteer.

Meals are served Monday - Friday. Serving begins at 5:30pm and goes until about 6:30pm depending on the number of people waiting to be served that night. **Volunteers should arrive no later than 5:15 p.m.** You will need approximately **6 people**. If you have long hair, please wear it up and out of your face while serving. Gloves and aprons will be provided.

Depending on the time of the month, the weather and other factors, we can serve between 100-150 people each night.

We encourage high school groups to serve at the Conrad Center. Anyone (or group) under the age of 18, must have one adult that is with them at all times. For youth groups there must be at least one adult per three kids. We ask that youth under the age of 12 not come to the facility due to the close proximity to the city jail.

If you are unable to come, please let us know as soon as possible. If it is before your scheduled day, please call the Director of Community Resources at 804.233.4064 ext. 209. If it is the day you are scheduled to serve, please call The Conrad Center at 225.1853 or call Theo Woodson, the program director, at 218.2369.

If any confrontations occur, please notify a staff person and let them handle it. Do not get involved! Our guests occasionally act or speak inappropriately, and the staff person in charge is trained to deal with it in the appropriate manner. Please, do not give guests any money. If they say it is for bus fair, please direct them to a staff person.

Unless otherwise directed by staff, guests can only receive one serving.

To protect the privacy of our guests we ask that you not bring cameras to the facility.

**Incident Weather:** If you find that your group cannot come to serve the evening meal on your scheduled day do to bad weather, please call The Conrad Center at 225.1853 or call Theo Woodson at 218-2369 to let the staff know as soon as possible so other arrangements can be made.

**Should you have any questions prior to your serving date,**  
please call Christy Ellis at 233.4064 ext. 209 or via email at [cellis@freedomhouserichmond.org](mailto:cellis@freedomhouserichmond.org).

**DIRECTIONS TO THE CONRAD CENTER  
1400 OLIVER HILL WAY  
RICHMOND, VA 23219  
804.225.1853**

From Points North:

Take 95 South to downtown Richmond. Take the Franklin Street exit (Exit 74B). At the bottom of the exit ramp there is a stoplight, go straight through the stoplight towards Main Street. Turn left at the stoplight onto Main Street (Main Street Station will be on your left). Pass the 17<sup>th</sup> Street Farmer's Market (on your left) to the next stoplight and turn left onto 18<sup>th</sup> Street. Go straight on 18<sup>th</sup> Street. When you get to the corner of Broad Street and 18<sup>th</sup> Street, stay in the middle lane to continue straight on 18<sup>th</sup> Street. After passing the McDonald's on the corner, stay on 18<sup>th</sup> Street and go to the second stoplight. The Richmond City Jail will be on your right and the Oliver Hill Courts Building will be on your left. At this stoplight make a U-turn and go about a half a block. The Conrad Center is on your right. The entrance to the parking lot is after you pass the building.

From Points South:

Take 95 North to downtown Richmond. Take the Broad Street East exit. The ramp exits onto Oliver Hill Way (formerly 17th Street), which is one-way South at this point. Follow it two blocks to the first traffic light, which is Broad Street. Turn left and go one block to the next toplight, which is 18th Street (there is a McDonald's on the corner). Turn left onto 18th Street and go to the second stoplight. The Richmond City Jail will be on your right and the Oliver Hill Courts Building will be on your left. At this stoplight make a U-turn and go about a half a block. The Conrad Center is on your right. The entrance to the parking lot is after you pass the building.

From Points West:

Take 64 East until it merges with 95 South. Take the Franklin Street exit (Exit 74B). At the bottom of the exit ramp there is a stoplight, go straight through the stoplight towards Main Street. Turn left at the stoplight onto Main Street (Main Street Station will be on your left). Pass the 17<sup>th</sup> Street Farmer's Market (on your left) to the next stoplight and turn left onto 18<sup>th</sup> Street. Go straight on 18<sup>th</sup> Street. When you get to the corner of Broad Street and 18<sup>th</sup> Street, stay in the middle lane to continue straight on 18<sup>th</sup> Street. After passing the McDonald's on the corner, stay on 18<sup>th</sup> Street and go to the second stoplight. The Richmond City Jail will be on your right and the Oliver Hill Courts Building will be on your left. At this stoplight make a U-turn and go about a half a block. The Conrad Center is on your right. The entrance to the parking lot is after you pass the building.

From Points East:

Take 64 West. When crossing the Shockoe Valley Bridge get in the left lane. After the bridge, you will take Exit 190 on the left and merge onto Interstate 95 South. After merging onto 95S stay in the right lane because you will take the Franklin Street exit (Exit 74B). At the bottom of the exit ramp there is a stoplight, go straight through the stoplight towards Main Street. Turn left at the stoplight onto Main Street (Main Street Station will be on your left). Pass the 17<sup>th</sup> Street Farmer's Market (on your left) to the next stoplight and turn left onto 18<sup>th</sup> Street. Go straight on 18<sup>th</sup> Street. When you get to the corner of Broad Street and 18<sup>th</sup> Street, stay in the middle lane to continue straight on 18<sup>th</sup> Street. After passing the McDonald's on the corner, stay on 18<sup>th</sup> Street and go to the second stoplight. The Richmond City Jail will be on your right and the Oliver Hill Courts Building will be on your left. At this stoplight make a U-turn and go about a half a block. The Conrad Center is on your right. The entrance to the parking lot is after you pass the building.

# January 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4 St. Gertrude's School	5 St. Mary's Catholic Church	6 St. Luke's Evangelical Lutheran	7 Christ the King	8 Church of the Epiphany	9
10	11 Virginia Credit Union	12 NEEDS TO BE FILLED	13 St. Michael's Episcopal Church	14 Bon Air Presbyterian Church	15 Federal Reserve Bank	16
17	18 Grace Covenant Presbyterian Church	19 On HOLD	20 St. Andrews Church	21 St. Paul's	22 NIGHTS FOR INDIVIDUALS FULL	23
24	25 Catholic Church Of the Redeemer	26 St. Augustine Catholic Church	27 Atlee Community Church	28 St. Michael's Catholic Church	29 Poplar Springs	30
31						

# February 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 St. Gertrude's School	2 St. Mary's Catholic Church	3 Collegiate	4 Christ the King	5 Gayton Baptist Church	6
7	8 St. Edwards Young Adult	9 Hanover Church of Nazarene	10 Federal Reserve Payroll Dept.	11 Bon Air Presbyterian Church	12 Church of the Epiphany	13
14	15 NIGHTS FOR INDIVIDUALS FULL	16 Virginia Farm Bureau	17 Collegiate	18 Bon Secors School of Nursing	19 Federal Reserve Bank	20
21	22 Catholic Church Of the Redeemer	23 Altria	24 Atlee Community Church	25 NIGHTS FOR INDIVIDUALS 1 SLOTS OPEN	26 Richmond Consistory #22A	27
28						

# March 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	<i>1</i> St. Gertrude's School	<i>2</i> St. Mary's Catholic Church	<i>3</i> St. Luke's Evangelical Lutheran	<i>4</i> Christ the King	<i>5</i> Chester Christian Church	<i>6</i>
<i>7</i>	<i>8</i> Virginia Credit Union	<i>9</i> Capital One	<i>10</i> St. Michael's Episcopal Church	<i>11</i> Bon Air Presbyterian Church	<i>12</i> Church of the Epiphany	<i>13</i>
<i>14</i>	<i>15</i> Grace Covenant Presbyterian Church	<i>16</i> Fathers Rock	<i>17</i> St. Andrews Church	<i>18</i> St. Paul's	<i>19</i> Federal Reserve Bank	<i>20</i>
<i>21</i>	<i>22</i> Catholic Church Of the Redeemer	<i>23</i> St. Augustine Catholic Church	<i>24</i> Atlee Community Church	<i>25</i> St. Michael's Catholic Church	<i>26</i> NIGHTS FOR INDIVIDUALS FULL	<i>27</i>
<i>28</i>	<i>29</i> Southminster Presbyterian Church	<i>30</i> Holy Rosary Catholic Church	<i>31</i> St. Michael's Catholic Church			

# April 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1 Christ the King	2 Gayton Baptist Church	3
4	5 St. Gertrude's School	6 St. Mary's Catholic Church	7 NIGHTS FOR INDIVIDUALS FULL	8 Bon Air Presbyterian Church	9 Church of the Epiphany	10
11	12 Cathedral of the Sacred Heart	13 Hanover Church of Nazarene	14 Hope Unit	15 Bon Secors School of Nursing	16 Federal Reserve Bank	17
18	19 Mohammed	20 Virginia Farm Bureau	21 Collegiate	22 Ironworks	23 Hopewell UMC	24
25	26 Catholic Church Of the Redeemer	27 NIGHTS FOR INDIVIDUALS FULL	28 Atlee Community Church	29 Southminster Presbyterian Church	30 Poplar Springs	

# May 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3 St. Gertrude's School	4 St. Mary's Catholic Church	5 St. Luke's Evangelical Lutheran	6 Christ the King	7 Ironworks	8
9	10 Virginia Credit Union	11 Capital One	12 St. Michael's Episcopal Church	13 Bon Air Presbyterian Church	14 Church of the Epiphany	15
16	17 Grace Covenant Presbyterian Church	18 NIGHTS FOR INDIVIDUALS FULL	19 St. Andrews Church	20 St. Paul's	21 Federal Reserve Bank	22
23	24 Catholic Church Of the Redeemer	25 St. Augustine Catholic Church	26 Atlee Community Church	27 St. Michael's Catholic Church	28 St. Edwards Young Adult	29 NEEDS TO BE FILLED
30	31 Southminster Presbyterian Church					

# June 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 St. Mary's Catholic Church	2 NEEDS TO BE FILLED	3 Christ the King	4 Gayton Baptist Church	5
6	7 Markel	8 Hanover Church of Nazarene	9 Cathedral of the Sacred Heart	10 Bon Air Presbyterian Church	11 Church of the Epiphany	12
13	14 Lodge #324	15 Virginia Farm Bureau	16 Hope Unit	17 Bon Secors School of Nursing	18 Federal Reserve Bank	19
20	21 NIGHTS FOR INDIVIDUALS FULL	22 Altria	23 Atlee Community Church	24 FLC	25 NIGHTS FOR INDIVIDUALS FULL	26
27	28 Catholic Church Of the Redeemer	29 Holy Rosary Catholic Church	30 St. Michael's Catholic Church			

# July 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1 Christ the King	2 Hopewell UMC	3
4	5 West Broad Church of Christ	6 St. Mary's Catholic Church	7 St. Luke's Evangelical Lutheran	8 Bon Air Presbyterian Church	9 Church of the Epiphany	10
11	12 Virginia Credit Union	13 Capital One	14 St. Michael's Episcopal Church	15 St. Paul's	16 Federal Reserve Bank	17
18	19 Grace Covenant Presbyterian Church	20 Ironworks	21 St. Andrews Church	22 St. Michael's Catholic Church	23 NIGHTS FOR INDIVIDUALS FULL	24
25	26 Catholic Church Of the Redeemer	27 St. Augustine Catholic Church	28 Atlee Community Church	29 Southminster Presbyterian Church	30 St. Michael's Catholic Church	31 NEEDS TO BE FILLED 3 Slots open

# August 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 NIGHTS FOR INDIVIDUALS FULL	3 St. Mary's Catholic Church	4 Berea Baptist Youth	5 Christ the King	6 Gayton Baptist Church	7
8	9 West Broad Church of Christ	10 Hanover Church of Nazarene	11 Cathedral of the Sacred Heart	12 Bon Air Presbyterian Church	13 Church of the Epiphany	14
15	16 Federal Reserve Payroll	17 Virginia Farm Bureau	18 FLC	19 Bon Secors School of Nursing	20 Federal Reserve Bank	21
22	23 Catholic Church Of the Redeemer	24 St. Edwards Young Adult	25 Atlee Community Church	26 Ironworks	27 NIGHTS FOR INDIVIDUALS FULL	28
29	30 Southminster Presbyterian Church	31 Holy Rosary Catholic Church				

# September 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1 St. Luke's Evangelical Lutheran	2 Christ the King	3 Hopewell UMC	4
5	6 VA Association Of Realtors	7 St. Mary's Catholic Church	8 St. Michael's Episcopal Church	9 Bon Air Presbyterian Church	10 Church of the Epiphany	11
12	13 Virginia Credit Union	14 Capital One	15 St. Andrews Church	16 St. Paul's	17 Federal Reserve Bank	18
19	20 Grace Covenant Presbyterian Church	21 Markel	22 Atlee Community Church	23 St. Michael's Catholic Church	24 NIGHTS FOR INDIVIDUALS FULL	25
26	27 Catholic Church Of the Redeemer	28 St. Augustine Catholic Church	29 St. Michael's Catholic Church	30 Southminster Presbyterian Church		

# October 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1 Gayton Baptist Church	2
3	4 St. Gertrude's School	5 St. Mary's Catholic Church	6 Hope Unit	7 Christ the King	8 Church of the Epiphany	9
10	11 Cathedral of the Sacred Heart	12 Hanover Church of Nazarene	13 Altria	14 Bon Air Presbyterian Church	15 Federal Reserve Bank	16
17	18 Markel	19 Virginia Farm Bureau	20 Federal Reserve Payroll	21 Bon Secors School of Nursing	22 NIGHTS FOR INDIVIDUALS FULL	23
24	25 Catholic Church Of the Redeemer	26 NIGHTS FOR INDIVIDUALS FULL	27 Atlee Community Church	28 ON HOLD	29 St. Michael's Catholic Church	30 NEEDS TO BE FILLED 5 slots open
31						

# November 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	<i>1</i> St. Gertrude's School	<i>2</i> St. Mary's Catholic Church	<i>3</i> St. Luke's Evangelical Lutheran	<i>4</i> Christ the King	<i>5</i> Chester Christian Church	<i>6</i>
<i>7</i>	<i>8</i> Virginia Credit Union	<i>9</i> Capital One	<i>10</i> St. Michael's Episcopal Church	<i>11</i> Bon Air Presbyterian Church	<i>12</i> Church of the Epiphany	<i>13</i>
<i>14</i>	<i>15</i> Grace Covenant Presbyterian Church	<i>16</i> Ironworks	<i>17</i> St. Andrews Church	<i>18</i> St. Paul's	<i>19</i> Federal Reserve Bank	<i>20</i>
<i>21</i>	<i>22</i> Catholic Church Of the Redeemer	<i>23</i> St. Augustine Catholic Church	<i>24</i> Atlee Community Church	<i>25</i> NO DINNER	<i>26</i> NIGHTS FOR INDIVIDUALS FULL	<i>27</i>
<i>28</i>	<i>29</i> Southminster Presbyterian Church	<i>30</i> Holy Rosary Catholic Church				

# December 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1 NIGHTS FOR INDIVIDUALS FULL	2 Christ the King	3 Gayton Baptist Church	4
5	6 St. Gertrude's School	7 St. Mary's Catholic Church	8 Markel	9 Bon Air Presbyterian Church	10 Church of the Epiphany	11
12	13 Lodge #324	14 Hanover Church of Nazarene	15 Altria	16 Bon Secors School of Nursing	17 Federal Reserve Bank	18
19	20 NIGHTS FOR INDIVIDUALS 2 SLOTS OPEN	21 Virginia Farm Bureau	22 Atlee Community Church	23 ON HOLD	24 NEEDS TO BE FILLED	25
26	27 Catholic Church Of the Redeemer	28 FLC	29 St. Michael's Catholic Church	30 Southminster Presbyterian Church	31 St. Michael's Catholic Church St. Michael's Catholic Church	