

COMMUNITY CENTER RULES AND REGULATIONS

April 26, 2018

Dear Patrons of the Community Center:

We would like to take this opportunity to thank you for your interest in our Community Center. We hope you have found the accommodations and services that we offer to your satisfaction and a benefit to your organization.

During a recent review of our Standard Operation Procedures, we have found it necessary to clarify our fee statements. Non-profit organizations with a 501c (3) ONLY will be allowed to utilize the Community Center free of charge. All other 501c non-profit organizations will be charged the civic rate. Please contact your local Community Center for the current rate schedule.

We would like to remind you of our Community Center policy:

- We will need to have a copy of your 501c (3) registration provided and kept on file in the Community Center. If you utilize more than one of our Community Centers, we will need a copy on file at each store.
- You may **NOT** bring food or beverage items into the Community Center from outside of the store. You may purchase food and beverages in the store for yourself or may order catering items through our Community Center Coordinator. The exception to this would be if you are coming in the morning with your coffee which you have not finished.
- If you have not agreed to purchase beverage service through our catering program, please do not consume beverages from the refrigerator in the room.
- Food preparation in the Community Center is prohibited.
- If you plan to have food or beverages provided through our catering services and are **NOT** paying in cash, check or credit card, we ask that you set up an organizational charge account with our store now. This process takes approximately 4-6 weeks to set up so start early. You may obtain an application from the Community Center associates.
- You may **NOT** sell items out of our Community Center, however, if you are holding an educational class, you may charge attendees for the class.
- No videotaping or photos may be taken without prior permission from the store management.
- We reserve the right to deny use of the rooms based upon the intended use by your organization. We do not allow the rooms to be used for religious services or political purposes.
- Your organization will be held responsible for any damages to the room incurred during your usage.
- Payment for the room and any food or beverage costs will be due at the completion of your event. Acceptable forms of payment are: cash, check, credit card or Giant organizational charge account. We do **NOT** invoice your organization for the charges.

Again, we thank you for your patronage and look forward to being able to fulfill your meeting and party needs throughout the year. Please contact your local store with any questions or to make reservations. Thank you.

Sincerely,

Community Center Coordinator
Store Management Team

Giant Super Food Store – 3301 Trindle Road – Camp Hill, PA – phone: 717-724-1166
Giant Super Food Store – 2300 Linglestown Road – Harrisburg, PA – 717-545-0489
Giant Super Food Store – 315 York Road – Willow Grove, PA – 215-784-1960