



**REQUEST FOR NON-PROFIT EDUCATIONAL
OR SOLICITATION ACTIVITY
HOSTED ON SAFEWAY STORE PREMISES**

Thank you for applying to conduct non-profit educational or solicitation activities on Safeway store premises. Please read the following information carefully.

We ask that you complete the attached application in its entirety and return it directly to the store(s) at which you wish to hold your activities. A list of Safeway stores is included with this application.

Applications require organizations to include a certificate of insurance and an IRS 501(c)3 determination letter; applications will not be processed without these documents.

Applications must be received at least two weeks prior to the requested activity date; however, we recommend you allow 4-6 weeks for processing.

Applications will be returned to you via email, marked “approved” or “declined” and will be signed and dated by the store manager.

If your request is approved, please contact the store manager prior to your event date to confirm plans. Questions may be directed to the store managers.

On the day you will be conducting activity at the store, bring a copy of your approved application to present to store management.

Please note: if your request is approved, you must comply with Safeway guidelines or your privileges will be revoked.

We appreciate your cooperation.

GUIDELINES FOR NON-PROFIT EDUCATIONAL OR SOLICITATION ACTIVITY HOSTED ON SAFEWAY STORE PREMISES

1. Safeway limits educational and solicitation activities to be conducted by 501(c)3 non-profit organizations whose charitable missions focus on: a) hunger, b) children, c) people with disabilities, d) health, e) education or f) non-political military veterans.
2. Safeway does not allow political activity to be conducted on store premises. This includes but is not limited to: a) voter registration, and b) campaigning for candidates, parties or legislative/ballot initiatives.
3. Non-profit educational activities are defined as approved organization representatives communicating information about or related to an organization's charitable mission, either verbally or by distributing printed materials to Safeway customers or visitors.
4. Non-profit solicitation activities are defined as approved organization's representatives reaching out either verbally or by distributing materials to Safeway customers or visitors to request a financial or an in-kind donation to support the organization's mission.
 - a. No solicitation of donations shall occur except by bona fide 501(c)3 non-profit charitable groups, which have been approved by Safeway.
 - b. All charitable groups engaging in fund raising will provide Safeway proof of their 501(c)3 non-profit status as a recognized charitable organization and comply with all applicable laws.
5. Each Safeway store is allowed to host up to three non-profit educational or solicitation events per calendar year.
 - a. An event is defined as a single non-profit educational or solicitation activity held at an individual store.
 - b. A single event may be held for a one day or for multiple days up to and no longer than two consecutive weeks.
 - c. In any calendar year, each Safeway store is allowed to host one event presented by an individual organization. However, during the same calendar year, if approved, an individual organization may hold one event at multiple Safeway store locations.
6. Safeway stores will not allow events to be held at the same time as major store charitable campaigns. Currently blackout dates include: May, July, September, November and December.

7. Organizations selling food to raise funds may only sell commercially-produced pre-packaged foods that are within their sell-by date. Food must:
 - a) be fit for human consumption and use at the time it is donated
 - b) meet all government required quality and labeling standards
 - c) conform to all state and local health regulations
 - d) be approved by store management
8. An organization must submit their event application at least two weeks prior to the requested date. Allowing 4-6 weeks for application processing is strongly recommended.
9. Organizations applying to engage in activity at a store must submit a certificate of insurance listing Safeway Inc. and the current owner of the store location as additionally insured for up to \$2 million. If the store location is owned by someone other than Safeway, the applicant must contact the property management company for approval. Safeway *may* be able to assist you by providing the landlord's contact information.
10. Safeway reserves the right to deny permission to any group or person whose activity would unreasonably interfere with Safeway's own use of its premises. Without limitation, permission may be denied for: a) past behavior if the applicant has violated these guidelines; b) scheduling conflicts; and c) reasonable concern that the requested activity will be presented in a noisy, disorderly, or inflammatory manner (as opposed to in a neat, orderly and courteous manner).

11. All activity shall conform to the following:

- a) At any time during an event, no more than two organization representatives may be present at a customer entrance/exit (one adult per entrance/exit may be present to supervise if activity is conducted by two minors).
- b) The event's activity shall take place exclusively within the areas designated by Safeway for such purposes.
- c) Approved organizations may not use the store's public parking areas.
- d) The event's activity shall take place during store hours and may not take place before sunrise or after sunset.
- e) Equipment to be used shall be limited to one card table, two chairs, literature, writing implements, and one neatly lettered sign no larger than 3'x3'.
- f) At the conclusion of each day's event activity, approved organizations must remove all literature, paper or trash they have brought on Safeway's property.

12. Without limiting the generality of the above rules, the following behaviors will not be tolerated.

- a) Engaging in any commercial activity or venture.
- b) Blocking entrances or exits to the store or parking lot, or otherwise creating a traffic hazard.
- c) Interference with the free passage of customers or visitors.
- d) Approaching customers or visitors outside the designated area.
- e) Persisting in addressing customers or visitors who have indicated they do not desire to listen to the approved organization's message.
- f) Haranguing or harassing customers or visitors.
- g) Shouting or using any amplifying equipment.
- h) Using any unsightly equipment or other equipment not permitted under 9(e).
- i) Any use of posters, placards or materials that contain "fighting words," obscenities, gruesome displays, or inflammatory slogans that will likely promote disturbances.
- j) Presenting ideas in a confrontational or inflammatory manner.
- k) Any behavior that is likely to create disturbances and/or embroil customers or visitors in open conflict.
- l) Placement of leaflets or flyers on motor vehicles, and/or distribution of such materials in any area other than the area described in 9(b).

**APPLICATION FOR CHARITABLE EDUCATIONAL
OR SOLICITATION ACTIVITY
HOSTED ON SAFEWAY STORE PREMISES**

ORGANIZATION AND EVENT ACTIVITY INFORMATION (Please Print)

Store location requested (store # and address): _____

Name of 501(c)3 charitable organization: _____

Organization Address: _____

Phone number: _____ Contact person: _____

Organization's federal tax ID number: _____

Describe organization's charitable mission/purpose: _____

Describe event activity: _____

Number of Individuals that will represent the organization: _____

Requested event date(s) and time(s): _____

APPLICANT INFORMATION: (Individual completing application, if contact is different from above)

Name: _____

Address: _____

Phone number: _____

By signing below, I acknowledge receipt of a copy of Safeway's guidelines governing non-profit educational or solicitation activity on its premises. I promise to abide by such guidelines and understand that failure to abide by them will result in immediate expulsion and refusal to permit reentry at this or any other Safeway facility.

Date: _____ Applicant's Signature: _____

Store Use Only

(Check One): _____ Approved _____ Denied _____ Insurance Certificate (Liability) _____ IRS 501(c)3 letter

Approved subject to the following conditions: _____

Store Manager's Signature: _____ Date: _____