



# SUN CITY WEST FOUNDATION, INC.

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## Sun City West Foundation PRESS RELEASE For immediate release

**Contact:** Sun City West Foundation  
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### **CORONAVIRUS CLOSURES**

For the health and safety of our clients, staff and volunteers Sun City West Foundation closed its banquet and meeting rooms and Helping Hands services effective Tuesday, March 17. This was done based on recommendations from and in support of the efforts of the Centers for Disease Control as well as state and local health organizations to help slow the spread of the COVID-19 virus.

**HELPING HANDS** – if you have equipment on loan, please plan to retain the items until the facilities reopen. If you are leaving the area before May 1, please have a neighbor or friend hold the equipment for you and return it after Helping Hands reopens. **DO NOT** leave equipment outside of the building as you are still responsible for the return of that equipment and there is no guarantee it will be there when we reopen.

**BANQUET AND MEETING ROOMS** - The Foundation staff are notifying all our customers as quickly and efficiently as possible. During this unprecedented situation, the staff respectfully requests that members of groups hosted at the Foundation do not attempt to contact the Foundation office directly, but please communicate through your group's leader / liaison.

Customers with property stored at the Foundation will have an opportunity to retrieve your items provided you notify us via email, 72 hours in advance.

Monies paid for events during this closure will be credited to future unpaid reservations or refunded if future reservations are not feasible.

To request a refund, please respond to this email with that request. Please do not call the office as access to voice mail will be very limited.

The facilities will remain closed through Friday May 1. The Board of Directors will continue to evaluate the situation and may elect to re-open sooner if warranted. Please check [www.scwfoundation.org](http://www.scwfoundation.org) and follow us on Facebook @Sun City West Foundation for updates and new information.