

Donation Request Form for Not-For-Profit Organizations

1. Organization Name: _____

2. Address _____

3. Contact Person _____

Job Title _____

4. Email Address _____

5. Phone Number _____

Fax Number _____

6. Tax Exempt# _____ (Please provide a copy of your government exemption certificate with this form)

7. Date and time of event for which donation is requested. _____

8. Location of event for which the donation is requested.(exact address)

10. Please describe the type of donation your organization is currently requesting:

_____.

Signature Authorized Representative

Date

Note:

-Each year a certain number of "free of charge rentals "are set aside for worthy causes. The criteria and quantity are subject to change based upon current economic conditions and logistical considerations. Please understand that due to the volume of requests we are unable to grant each and every one of the many admirable groups.

Requests must be received no later than 90 days prior to the event. Responses shall be received no later than 45 days after request is submitted. No request will be considered unless this form is completed in its entirety and any requested documentation provided.