

## REQUEST FOR CHARITABLE DONATIONS

As a full service rental center, we are asked many times each week to provide donations for charitable functions. While we cannot offer assistance to every organization, we would be happy to consider each request upon its merits. In an effort to respond fairly to all requests for donations, the following procedures have been implemented:

1. Persons/organizations requesting donations must do so in writing, with a minimum 45 days advance notification. Requests may be sent or faxed to this address, c/o Mark VI, Inc.
2. Your written request must include the following information:
  - a. Group name & address / contact person & phone
  - b. Tax status and copy of exempt certification if tax-exempt.
  - c. List of items requested
  - d. Purpose of request with notification of who will benefit from this donation.
  - e. Statement of Percentage of Profit to be given to stated cause if applicable.
3. One group member will be designated as the contact person. This person will be considered the "renter" and will assume full responsibility for all rental goods as per our contractual agreement. The group will need to supply a check / credit card / cash as security for rental items taken.
4. The group agrees to pay in full for any shortages / damages.
5. Return time will be noted on your contract and must be adhered to. Overtime will be charged for late items.
6. If this is an annual event, we need a full statement indicating how funds were passed out last year, or how many people were served and in what forms, by the organizations planned activity.
7. In some cases, we will offer the organization a discounted price on rentals, rather than a full donation. The same rules as above will apply, Some items will not be considered for donation, These include but may not be limited to linens, and high maintenance tools.