



Dear Fundraising Organization,

Grand Rental Station is honored to have been offered the opportunity to support your very worthwhile charity endeavor. As you can imagine, we are often asked to support charitable purposes of all types. Therefore, due to the number of requests, we have initiated some new guidelines. We thank you in advance for taking the time to review and follow them.

- Requests in person or by phone will not be accepted.

Mail requests to:

Grand Rental Station
5612 N. Illinois Street
Fairview Heights, IL 62208

- Grand Rental does not make monetary donations or donate the use of its equipment as a charitable request.
- Grand Rental Station works with a budgeted dollar amount every year for charitable organizations. Unfortunately not all requests can be honored. All approved donation requests will be issued in the form of a gift certificate towards a future rental.
- Donation requests must be submitted in writing 60 days prior to the event on your organization's letterhead and include your name, the name of the organization and must include a copy of your 501C3 certificate. No exceptions.
- Please give a brief description of your event and how you see our participation benefiting the organization.
- All donations given to organizations in previous years, must also resubmit a request for their event(s).

Requests are reviewed upon receipt; please allow two weeks for a response.