



## Event Services Donation Request Form

Thank you for contacting us regarding your upcoming event! Please review the information contained in this document closely and fill out the form included completely.

Event service requests must be submitted no later than 3 weeks prior to your event. We are not able to guarantee delivery or removal times of equipment. Our drivers work between the hours of 6am and 4pm Monday – Friday, so deliveries and removals will be done between those times.

### The following equipment is available for events:

- CARTS – the kind seen curbside at residential homes
  - 64 gallon rolling carts for garbage, recycling, or compost
- BINS – also known as dumpsters
  - 3 yard bin (has wheels) for garbage, recycling, or compost
  - 4 yard bin (has wheels) for garbage or recycling
- BOXES – large open top containers, the kind seen at construction sites
  - 20 yard box for garbage, recycling, or compost
  - 30 yard box for garbage or recycling

### For all donation requests the following is required:

- A copy of your organization's 501(c) determination letter or affirmation letter
- A map showing where you would like the equipment located

Email this complete form to [RSMWasteZero@Recology.com](mailto:RSMWasteZero@Recology.com).

You will receive confirmation indicating whether you have been approved for a full or partial donation. This will include the value of the in-kind donation.



# Donation Request Form

<b>Event:</b>	
<b>Date/Time:</b>	
<b>Event Address:</b>	
<b>Request Date:</b>	

Equipment Requested	Delivery Date	Quantity	Removal Date

Special Delivery or Placement Instructions

If approved, how will the donation be acknowledged at or before the event? (posters, print ads, social media, etc)

**On Site Contact Name & Phone (cell preferred)**

	Organization Information
<b>Organization Name:</b>	
<b>Non-Profit Tax ID:</b>	
<b>Organization Address:</b>	
<b>Contact Name:</b>	
<b>Contact Phone:</b>	
<b>Contact Email:</b>	