

Donation Request Form

Coco Key Water Resort is committed to helping Fitchburg community organizations, particularly those that benefit children. Each year, our company allocates a budget to support community activities through contributions. Please note that our current level of requests far exceeds our budget so we are unfortunately unable to fulfill every request.

Completion of this form does not guarantee a donation. In order to maximize the benefits we can provide to the community, no monetary contributions will be made, nor will solicitation be allowed on property. Additionally, we are not able to donate to personal cause benefits or fundraisers, such as medical situations, political candidates or organizations, labor or fraternal organizations or any organizations outside our geographical location. We always keep our donations focused on youth related events & organizations benefiting children; public safety, child or elderly health services; programs for education pertaining to culinary arts.

Today's Date: _____
Name of Company or Organization: _____
Address: _____
City/State/Zip: _____
Phone: _____
Contact Name & Title: _____
Email Address: _____

Is this Organization a client of CoCo Key Water Resort, Courtyard Marriott or the Central Mass Expo Center? Yes No

Purpose of Organization or Campaign: _____

Non Profit Organization? Yes No
Tax ID Number (required for Non Profits): _____

Donation Request (tickets, gift certificates, event space, etc.): _____
Date donation is needed: _____
Please describe the purpose of the donation (event, auction, etc): _____

Date & Location of event: _____

Will specific mention be made of our support? Yes No
If so, how? _____
Additional comments: _____

Please allow at least 3 weeks for processing your request. Due to the volume of requests received, a response is generally not sent out until approximately 2 weeks prior to your event unless special circumstances apply. You will receive a response either by mail or email from our Marketing Department. **No phone calls regarding donations will be returned.**

Please return completed form to Nancy Maynard, nancy.maynard@fitchburgcourtyard.com;
fax 978-343-3006 or CoCo Key indoor Water Resort at the Courtyard by Marriott,
150 Royal Plaza Dr., Fitchburg, MA 01420