



**Coralville Parks & Recreation
Request for Charitable Donation**

This form can be used to request a donation from Coralville Parks and Recreation. This includes Parks and Recreation, Brown Deer Golf Club, and Coralville Center for the Performing Arts. Only one yearly donation is made from the department to benefit the organization.

Date of Request _____ Date of Event _____

Organization _____

Contact Person _____

Phone _____ Address _____

City _____ State _____ Zip _____

Email Address _____

Describe Event _____

Donation requested _____

How will funds raised at the event be used? _____

Return form to: Director of Parks & Recreation, City of Coralville, 1506 8th Street,
Coralville, IA 52241 Phone: 319-248-1750 Fax: 319-248-1899

Donations to Charitable Organizations

At the discretion of the Parks & Recreation Director, gift certificates redeemable for admissions, services, or programs may be donated to charitable groups for their fund raising efforts. All donation requests must be made in writing and be approved by the Director of Parks & Recreation. No more than one donation may be made per year to any one group. Donations are given to partner groups raising funds for youth and family services to Coralville residents. All donations will be reported each month to the Parks & Recreation Commission and each year in the Department's Annual Report. Donations valued at more than \$250 must be approved by the Parks & Recreation Commission.