



## Non-Profit Donation Request

4 Market Square frequently donates The Square Room as an event space for non-profits in the community. If your organization would like to be considered for this Donation, please apply by completing the form below and emailing it to [Kaley@cafe4ms.com](mailto:Kaley@cafe4ms.com). Thank you for your service.

### Applicant Information

Applicant Name: \_\_\_\_\_

Applicant contact information: \_\_\_\_\_

Applicant role within non-profit: \_\_\_\_\_

### Non-Profit Information

Non-profit name: \_\_\_\_\_

Mission of the non-profit: \_\_\_\_\_

\_\_\_\_\_

Non-profit address: \_\_\_\_\_

### Event Details

Dates requested for event at The Square Room use: \_\_\_\_\_

Purpose of event: \_\_\_\_\_

Is this a recurring event? If yes, please explain: \_\_\_\_\_

Number of people to be in attendance at event: \_\_\_\_\_

Resources required for event (not included in donation) e.g. food, drink, tables, audio:

\_\_\_\_\_

\_\_\_\_\_