



Charitable Donation Request Information/Process

Thank you for your interest in the Ball Factory Indoor Play and Café.

BALL FACTORY supports hundreds of local organizations annually by donating Play Passes to assist in fundraising efforts.

Due to the volume of the requests received, organizations must meet the following guidelines to be considered.

- We keep our donations local, benefiting the communities and customers we serve. Requests from out of State of Illinois will not be considered
- We make every effort to assist with as many causes as possible, but we cannot guarantee a dollar amount or repeat giving, given the number of requests that we receive.
- We also only donate to nonprofit causes. Any requests from other businesses will not be considered.
- Requests must include the name of the nonprofit organization, 501(c)(3) tax exempt identification number (for further information please reference the IRS Substantiating Charitable Contributions document), date of the fundraiser, the purpose and beneficiary of fundraiser, contact name and address.

If your organization meets our requirements, please submit the following page along with any supporting documentation. Incomplete requests will not be considered.

Organizations seeking tickets beyond the standard donation are encouraged to purchase tickets at the group rate for distribution. Discounted group rate tickets are available for purchases of more than 10 tickets. Please contact the Group Sales department at 630.445.8365 to purchase tickets.

The Process for requesting funds is as follows:

1. Please submit the following page along with any supporting documentation you may have to: BALL FACTORY, 864 S RT 59, NAPERVILLE, IL 60540 – Attn: Donations or e-mail it to info@ballfactoryfun.com In a subject field type “donation request”. Requests are not accepted by phone.
2. Information received will be reviewed as quickly as possible. Please allow 3 weeks in advance of your event for consideration.
3. All requests are evaluated on an individual basis. Submitting a request does not guarantee a donation.
4. Organizations which have received an allocation will be contacted.
5. Donations can only be picked up in person and acknowledgment of the contribution must be signed at the time of donation.
6. Please note that organizations which have not received an allocation will not be contacted to inform them of that decision.
7. Please do not call or email us for status updates on your request.



Charitable Event/Cause Details

Name of Organization: _____
(Please Print)

Mailing Address: _____
(Please Print)

Name of Contact: _____ Phone Number _____
(Please Print) (Please Print)

Email Address: _____
(Please Print)

Today's Date: _____

Event Date: _____ Event Location: _____
(Please Print)

Is Your Organization a Non-Profit Organization YES _____ NO _____ EIN# _____

Explanation of Event/Cause: _____

(Please Include Additional Documentation As Needed.)

Explanation for Usage of Donation: _____

(Please Include Additional Documentation As Needed.)

Has Your Organization Been Considered for a Donation Request in the Past? _____
(Please Print)

Please attach to this document any other information which you deem relevant:

This may include dates for events the advertisement will be seen in, historical information about the group, how many members your group has, how much money you raise from public and private sources, etc.,