

**Maine Sports Arena / Maine Juniors Volleyball  
Facility Booking Request Form**

Rental Organization \_\_\_\_\_  
Event/Date \_\_\_\_\_

Booking Process: #1 Submit Facility Book Request Form to the Arena Director  
#2 Once approved, a Contract/Invoice will be issued.  
#3 Signed contract/deposit is due before booking is confirmed.

**Contact Info**

Organization Name	Date of Request
Contact Name, Title	Contact Phone #
Contact Email	Website
Address	

**Event Info**

Name of Event	Date(s) of Event
One-time <i>or</i> Recurring Event (circle)	Times Needed, by date
Description of Event	
Courts/Rooms Requested	Projected Attendance

Other Info

*For internal use*  
Date received \_\_\_\_\_  
Contract issued \_\_\_\_\_  
Comments \_\_\_\_\_

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