

Cross ARENA

Insurance/Portland

Dear Mr. Dyer,

In February of this year, the Libra Foundation became the first Founding Partner of the newly renovated Cross Insurance Arena formerly known as the Civic Center. With a Founding Partnership comes exclusive access to the arena's newly created luxury suites. The Libra Foundation has directed that their suite be donated for the use of clients of non-profit organizations in Cumberland County. The suite will be known as the "Cumberland County Corner." The Cross Insurance Arena will administer the program.

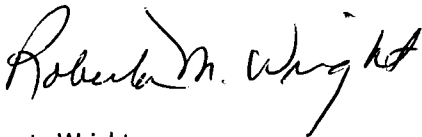
In an effort to contact non-profits groups in all areas of Cumberland County, we are asking for your help. Please pass along the enclosed letter and application to any non-profit organizations in your area. The program will be fully operational at the start of the event season in the fall of 2014. Applications will be kept on file and we will contact specific organizations when a donation opportunity suitable for the group becomes available. We will make every effort to offer the suite to a wide variety of organizations from all geographic areas of Cumberland County.

The suite holds up to twelve people per event. Two chaperones from the sponsoring organization will be asked to accompany ten clients. We will provide beverages and snacks for the group. The Cumberland County Corner has a private restroom and is ADA accessible.

Included in Libra's guidelines for use of the suite is the specific stipulation that the suite may not be used for fundraising purposes, but must be used by clients of the organization. No alcohol may be consumed in the suite at any time. Preference will be given to organizations that serve disadvantaged children, teens and adults as well as organizations that serve children, teens and adults with physical, emotional and developmental disabilities. We recognize that many organizations have multiple programs that serve a diverse group of clients.

Please let me know if you have any questions.

Sincerely,



Roberta Wright
Director of Event Services
Cross Insurance Arena
1 Civic Center Sq.
Portland, ME 04101
(207) 791-2201
rwright@theciviccenter.com

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Application for Use "Cumberland County Corner"

Organization Name: _____

Program Name (if different): _____

Address: _____

Year Organized: _____

Contact: _____ Telephone Number: _____

Contact Email: _____

Geographic Area Served: _____ Number of Clients Served: _____

Event Preferences (such as hockey or family shows): _____

Events deemed not appropriate for your group (such as WWE, rock concerts, etc.): _____

Seasonal restrictions on donation (example: program operates June –August only): _____

Please attach the following:

Proof of non-profit status (attach most recent IRS Tax Determination Letter)

Mission Statement

Summary of Programs

Brief description of clients served by each program

Please return by mail to:

Roberta Wright

Director of Event Services

1 Civic Center Sq.

Portland, ME 04101

(207) 791-2201

rwright@theciviccenter.com

Guidelines for use of the Cumberland County Corner

1. A completed application form on file with the Cross Insurance Arena.
2. No alcohol may be brought into the suite at any time.
3. The suite holds 12 people (2 chaperones and 10 clients). There must be two chaperones from the sponsoring organization with each group. Chaperones must have tickets and be included in the total of 12. (two chaperones are requested in the event one gets called away for any reason.)
4. Chaperone's names and cell phone numbers must be provided to Roberta Wright at least 48 hours prior to the event.
5. We will provide popcorn, pizza, soft drinks and water for the group. Please let us know in advance of any dietary restrictions or food allergies.
6. The suite is ADA accessible but any special accommodation should be brought to our attention at least one week prior to the event. Every effort will be made to accommodate any special needs or dietary restrictions.