LEWISTON ROUNDUP ASSOCIATION

ARENA RENTAL REQUEST FORM

Please complete this form and submit it along with the **Rental Worksheet** to the Lewiston Roundup Association (LRA) Office at least **30 days prior to your requested rental date**.

SECTION 1: REQUESTOR INFORMATION

Name: _____

Organization Name: _____

Mailing Address: _____

City, State, ZIP Code: _____

Phone Number: _____

Email Address: _____

SECTION 2: ARENA RENTAL REQUEST

Arena Requested: _____

Please list your requested reservation dates and times below.

Requested Date	**Start Time**	**End Time**
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Additional Information or Special Requests:

SECTION 3: SUBMISSION REQUIREMENTS & RENTAL PROCESS

1. Submission Deadline

This form and the completed Rental Worksheet must be submitted to the LRA Office no less than **30 days prior to your requested rental date**. The request form identifies your preferred dates and times, while the Rental Worksheet outlines applicable rental charges and any additional equipment needed.

The Rental Worksheet is available on the Lewiston Roundup website under the **Facilities** tab on the Arena Rental Information page.

2. Processing and Confirmation

Please allow **3–5 business days** for the LRA Office to process your request after both forms have been received. The LRA will contact you to review and confirm the information provided and discuss any necessary changes. Once all details are confirmed, the rental will be placed on the LRA calendar, and a Rental Contract will be issued.

3. Contract and Deposit

The signed Rental Contract and required deposit must be received by the LRA Office at least **3 days before your scheduled rental**. Failure to submit the contract and deposit by the deadline may jeopardize your reservation and result in cancellation.

4. Important Notice — This Is a Request Only

Submission of this form does not confirm or guarantee your rental reservation. This form is a request for the dates and times indicated and should be treated as such. The LRA strongly advises against advertising or promoting your event until the office has contacted you and confirmed your reservation.

Once your rental dates and times have been confirmed, placed on the LRA calendar, and the Rental Contract has been received, you are responsible for complying with all Lewiston Roundup Association ground rules, rental contract terms, policies, and procedures.

5. Cancellation Policy

Cancellations must be submitted at least **24 hours prior** to the scheduled rental start time to be eligible for a refund, if applicable. **Cancellations made less than 24 hours before the scheduled rental time are non-refundable.** It is the renter's responsibility to notify the Lewiston Roundup Association Office of any cancellation.

SECTION 4: ACKNOWLEDGMENT

I understand that this form is a rental request only and does not guarantee a reservation. I acknowledge the submission deadlines and agree to comply with the Lewiston Roundup Association's rental requirements and policies.

Requestor Signature: _____

Printed Name: _____

Date Submitted: _____

FOR LRA OFFICE USE ONLY

Date Request Received: _____

Rental Worksheet Received: ☐ Yes ☐ No

Request Reviewed: ☐ Yes ☐ No

Rental Date(s) Confirmed: ☐ Yes ☐ No

Rental Added to Calendar: ☐ Yes ☐ No

Rental Contract Sent: ☐ Yes ☐ No

Signed Contract Received: ☐ Yes ☐ No

Deposit Received: ☐ Yes ☐ No

Notes: _____
