

MOUNTAIN VIEW ICE ARENA DONATION POLICY GUIDELINES

Mountain View Ice Arena is committed to positively influencing the community beyond being a first-class sports facility. However, due to numerous requests for various in-kind donations, the following guidelines must be followed to ensure fairness and maximize the benefits that we can give to the community.

- All requests must be submitted by mail, dropped off to our front desk, or faxed. We prefer a stamped, self addressed envelope to accompany all requests. Phone call requests will not be considered under any circumstances. As a committee we approve our requests, there is not any one person that can approve requests, therefore please do not request to speak with any one individual, as we cannot guarantee any verbal approval that has not gone through our application process.
- Requests must be made a minimum of 4 weeks prior to the desired donation date. Due to our application process and the volume of donations we are unable to consider donation requests made after the 4-week deadline.
- Mountain View Ice Arena considers requests on a first come first serve basis; once our allotment for the month is filled we close off requests for events falling that month. Submitting your request as early as possible will increase your chances of being selected.
- You will be emailed or mailed a letter with our decision within 20 days of the receipt of your request. All decisions are final. Please do not submit more than one request for your event. It slows down the donation process.
- Submitting a request and applying the various guidelines does not guarantee your request will be approved. Due to the high volume of donation requests Mountain View Ice Arena receives we have a limited amount of passes we allot for donations.
- Requests for specific donations do not guarantee the quantity or items Mountain View Ice Arena will allot for your donation. While we attempt to honor each approved request, due to availability Mountain View Ice Arena will choose a donation item and quantity to best meet your needs.
- We highly recommend including as much information regarding your organization and event as possible as it helps us get a complete sense of your application. In addition we recommend including any suggestions for marketing opportunities that Mountain View Ice Arena may have in correlation with your organization or event.
- We do not donate to political organizations, organizations that discriminate, or individuals.
- Mountain View Ice Arena reserves the right to refuse any donation request.

I have read and understand Mountain View Ice Arena's donation guidelines. I understand that submissions or actions in conflict with Mountain View Ice Arena's guidelines will result in my request be automatically denied.

ORGANIZATION REPRESENTATIVE
SIGNATURE

DATE SUBMITTED

Please bring this application to Mountain View Ice Arena's front desk, fax to (360) 896-8700 or mail to: Mountain View Ice Arena 14313 SE Mill Plain Blvd. Vancouver, WA 98684