


MC - ON CAMPUS SPACE RESERVATION CONTRACT

This contract is for the use of College Faculty, Staff and Student Organizations. Student Organizations must have advisor's signature and Dean of Student Development or Student Activities Coordinator/Director. No space may be used unless a request has been approved by Facilities. Availability of space must be checked in advance with the Campus Facilities Office. This contract must be submitted five (5*) working days prior to the scheduled event, failure to do so will result in denial of the request to use the facility. Request for Services Form 8.113b must accompany this contract if services are requested. *IT/Theater Tech requests need a ten (10) working day advance notice for equipment set ups. Please note that this event may be cancelled due to an instructional event or weather emergency.

CANCELLATION OF AN EVENT REQUIRES THREE (3) WORKING DAY'S NOTICE.

Name of Applicant _____ Date _____
 Dept./Instr. Unit _____ Phone _____
 Space Requested _____

DATES OF EVENT
**HOURS RESERVED
 (include set up and clean up time)**

a.m. _____ p.m. _____

a.m. _____ p.m. _____

a.m. _____ p.m. _____

DESCRIPTION OF EVENT - Check appropriate boxes:

EXPECTED ATTENDANCE _____

 Lectures

 Meeting

 Film

 Social

 Other

BRIEF DESCRIPTION:

 Will the event include participation of minors, defined as individuals under the age of 18 who are not enrolled at Montgomery College? Yes No

If yes, user is responsible for complying with the Protection of Minors Policy and Procedure (75005CP), including contacting the Youth Protection Coordinator at least 30 days prior to the event. Events that are not reviewed and approved may be prohibited from operating.

GROUP SPONSOR CERTIFICATION

 I agree to be responsible for the College group's activity and conduct, to be present during event.

Print Name _____

Signature _____

Date _____

ADDITIONAL APPROVAL (if required)
Comments/Notes:

Unit Administrator/Authorized Designee _____

Date _____

FACILITIES OFFICE USE ONLY

Comments:

Date Received _____

 Request for Services attached Yes No

 Campus Facilities Representative _____

Date _____

APPROVED
DENIED