Reset Form

Event No. _____

MONTGOMERY COLLEGE

COMMUNITY USE SPACE RESERVATION CONTRACT

Note: Request for Services MC Form 8.113b must accompany this contract if additional services/set up needed.
These forms **must** be submitted a minimum of (10) working days or earlier depending on the nature of the event, prior to the scheduled event. Failure to do so will result in denial of request to use the facility and/or services will be denied. Payment of rental fee required prior to event. Other charges will be billed after the event. Event may be cancelled due to weather or other emergencies.

Name of Organization: _____

Space Reserved: _____ Expected Attendance: _____

Date(s) of Event: _____

Hours Reserved: _____ Hours of Event: _____

Name of Program: _____
(conference, meetings, athletic, etc.)

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 (95005), including contacting the Youth Protection Coordinator at least 60 days prior to the event. Events that are not reviewed and approved may be prohibited from operating. Additional information - https://www.montgomerycollege.edu/policies-and-procedures/protection-of-minors/index.html

Please provide complete details of the event, including names of your speakers:

Name of Applicant: _____

Address: _____
Street City State Zip Code

Office/Main Phone: _____ Cell Phone _____

Email: _____

I agree to be responsible for the group's activity and conduct, to be present during hours of event. I acknowledge that cancellation of an event requires five (5) working days to prevent assessment of fees. I have read and agreed to the Hold Harmless Agreement on the reverse side of this form. I understand that use of the facilities does not constitute endorsement of the activities by Montgomery College. I acknowledge receipt of "Rules and Regulations for Community Groups and Organizations."

(X) _____
Signature Sponsor/Civic Coordinator – PRINT NAME Date

MONTGOMERY COLLEGE

HOLD HARMLESS AGREEMENT

In signing the attached contract, the person representing the group or organization requesting use of Montgomery Community College's facilities certifies to the Board of Trustees of Montgomery Community College that he/she is the authorized representative of the user group for whom the request is being made.

In signing the attached contract, the user group agrees as follows:

1. That the user group agrees that it will indemnify and hold harmless Montgomery Community College, its servants, agents, and employees, and any students acting as such, from any and all liability, damage, expense, cause of action, suits, claims, or judgment arising from injury to person or personal property or otherwise which arise out of the act, failure to act, or negligence of the user group, its agents, members or invitees, in connection with or arising out of the use of the facilities of Montgomery Community College.

2. That the user group will maintain, in good condition, any College property used in connection with the request and that the property will be returned to the College in the same condition as when received. This includes filling in any holes and reseeding or resodding any of the athletic fields, if required.

3. The user group agrees that it will abide by all applicable Executive Orders, Federal, State, and local laws, rules and regulations.

4. The user group agrees that it will comply with all College rules and regulations regarding use of College facilities.

FACILITIES OFFICE USE ONLY

COMMENTS:

Additional Approval Required? Yes ☐ No ☐

Received Date _____

Request for Services attached? Yes ☐ No ☐

Insurance Certificate? Yes ☐ No ☐

_____
Campus Facilities Date

○ Approved ○ Denied

MC 8.115 (04/26)

Distribution:

❑ Facilities ❑ Building Services ❑ O&M
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