



**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 or a Facilities Service Request 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 canceled due to an instructional event or weather emergency.  
 APPLICANT CANCELLATION OF AN EVENT REQUIRES THREE (3) WORKING DAY'S NOTICE.**

Applicant Name	Date
Dept/Student Group	Phone
Email Address	
Space(s) Requested	

DATE(S) OF EVENT	HOURS RESERVED (include set up and clean up time)
	a.m.                      a.m. p.m.                        p.m.
	a.m.                      a.m. p.m.                        p.m.
	a.m.                      a.m. p.m.                        p.m.

<b>DESCRIPTION OF EVENT</b> - Check appropriate boxes: Lecture                      Meeting                      Film                      Social                      Other BRIEF DESCRIPTION:	<b>EXPECTED ATTENDANCE</b> _____
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.	

For Student Group Reservations <b>STUDENT GROUP SPONSOR ACKNOWLEDGEMENT</b> I acknowledge and approve the student group activity described herein.	For all other Reservations: <b>EVENT LEAD OR SPONSOR SIGNATURE:</b> Signer below agrees to follow, uphold, and acknowledges college P&P 85001 use of Facilities.
Print Name of Student Group Sponsor	Printed Name

Student Group Sponsor Signature	Date	Signature	Date
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<b>FACILITIES OFFICE USE ONLY</b>			
Comments:	Date Received	Request for Services attached?	Yes      No
		<b>APPROVED</b>	<b>DENIED</b>
Campus Facilities Representative	Date		