



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 canceled due to an instructional event or weather emergency.

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.

DESCRIPTION OF EVENT - Check appropriate boxes: Lectures Meetings Film Social Other BRIEF DESCRIPTION:	EXPECTED ATTENDANCE _____ 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.
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STUDENT GROUP SPONSOR CERTIFICATION I agree to be responsible for the College student group's activity and conduct. I will be <u>present</u> during the event.	ADDITIONAL APPROVAL (if required) Comments/Notes:
Print Name	
Sponsor Signature	Date
Administrator/Authorized Designee Signature	Date

FACILITIES OFFICE USE ONLY	
Comments:	Date Received _____ Request for Services attached? Yes No
----- Campus Facilities Representative	Date APPROVED DENIED