<b>Event</b>	Nο		
	INO.		



## **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 Organiza	tion:				_	
Space Reserved:_			Ехре	ected Attendance:		
Date(s) of Event:						
Hours Reserved:	Hours of Event:					
Name of Program:	:	(conference		oto )		
		(conterence	e, meetings, athletic,	etc.)		
Will the event inclu College? ☐ Yes		f minors, defined as indivi	duals under the age	of 18 who are not enrolled at Mon	tgomery	
				edure (75005CP), including contact viewed and approved may be prohi		
Give complete det	ails of event and r	name of speaker:				
Name of Applicant	:					
Address:						
	Street	City	State	Zip Code	_	
Home/Cell Phone	#: (		Office Phone # (	) -		
Email:					_	
· ·			•	uring hours of event. I acknowle fees. I have read and agreed to	•	
				e facilities does not constitute endo Regulations for Community Gro		
(X)						
Signature Spo	onsor/Civic Coordi	nator – 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:		Ac	ditional Approval Required? Yes No _	Date				
		Re	ceived					
		Re	quest for Services attached? Yes No					
Campus Facilities			urance Certificate? Yes No					
		Date	approved Denied					
MC 8.113 (03/05)	Distribution:	☐ Facilities☐ Other Services	□ Building Services □ O&M □ Security □ Requestor					

□ IT