Missoula County Public Schools

INSTRUCTIONS TO POTENTIAL RENTERS

Looking For Space and/or Requesting Space:

1. You must complete the “MCPS Application/Agreement for Facility Use” before any dates can be considered.
   a. If you have multiple date or location options please list them on the form.

2. Print and read the “Rental Policy for School Facilities Use” and the “MCPS Rules and Regulations Governing Use of School Facilities” located on the back of the Application/Agreement. You agree that you have read and will comply with all conditions in these documents when you sign the “MCPS Application/Agreement for Facility Use.”

3. The agreement/application may not be accepted later than ten business days prior to the event. Such agreement/application must be complete including setup needs when received by MCPS.

4. Print and review the information regarding the use of Automatic External Defibrillators (AEDs).

5. Email completed applications to crhubbard@mcps.k12.mt.us, fax to 406-549-0449 or deliver/mail to the following address:

   Missoula County Public Schools
   Attn: Charlene Hubbard
   915 South Ave W.
   Missoula, MT 59801

6. Address questions to Charlene Hubbard by email crhubbard@mcps.k12.mt.us or phone 406-728-2400 Ext. 3030.

   Hours:
   School Year: Monday-Friday 7:30 a.m. to 4:30 p.m.
   Summer: Monday-Thursday 7:30 a.m. to 5:00 p.m.