

**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](mailto: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](mailto: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.