

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. Incomplete or unsigned applications will not be accepted.
 - a. If you have multiple date or location options please list them on the form.
 - b. If you have multiple teams please submit a separate form for each team.
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 rdawson@mcpsmt.org or deliver/mail to the following address:

Missoula County Public Schools
Attn: Rebecca Dawson
909 South Ave. West
Missoula, MT 59801
6. Address questions to Rebecca Dawson by email rdawson@mcpsmt.org 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.